You can get there from here.

www.pjc.edu
### Student Academic Calendar 2006-2007

(Dates subject to change.)

<table>
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<th>FALL 2006</th>
<th>SPRING 2007</th>
<th>SUMMER 2007</th>
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<tr>
<td><strong>Session A</strong> (16 wks)</td>
<td><strong>Session A</strong> (16 wks)</td>
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<td>8/24-12/19</td>
<td>1/8-5/7</td>
<td>5/9-8/6</td>
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<td><strong>Session B</strong> (8 wks)</td>
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<td>8/24-10/19</td>
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<td><strong>Session C</strong> (13 wks)</td>
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<tr>
<td>9/15-12/19</td>
<td>1/30-5/7</td>
<td>6/7-8/6</td>
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<tr>
<td><strong>Session D</strong> (8 wks)</td>
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<td><strong>Session D</strong> (6 wks)</td>
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<td>10/20-12/19</td>
<td>3/6-5/7</td>
<td>6/25-8/6</td>
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#### Faculty Return:
Aug 21

#### Classes Begin:
Aug 24

#### Schedule Adjustment (Drop/Add) Period Ends:
Aug 30

#### Last Date to Provide Documentation for Residency Change:
Aug 30

#### Mid-Term:
Oct 19

#### Last Date to Withdraw:
Nov 13

#### Final Exams (Day)*:
Dec 13-19

#### Final Exams (Evening)*:
Dec 12-14, 18

#### Last Day of Term:
Dec 19

#### Graduation:
May 7

#### Holidays:
- **May 28**: Labor Day
- **Nov 10**: Veteran's Day Observed
- **Nov 22 (4 p.m.) - 26**: Thanksgiving
- **Dec 20/Jan 2**: Winter Holiday

* Classes meeting on Friday, Saturday, or Sunday will have finals on the last class meeting day.

**Notes:**
- **Summer Term graduates are invited to participate in the Spring Commencement on May 7. PJC does not hold a Summer Commencement.**
- **Memorial Day**
- **Jul 4**: Independence Day
- **Jun 21**: Summer Break
At Pensacola Junior College, we realize that your future is important. Although the college serves close to 30,000 students, we see each one as an individual with unique goals. That is why we offer an array of classroom and hands-on learning opportunities with real skills, real careers and real options for your next step in life.

We are proud of our diverse faculty that brings a wealth of real-world knowledge, as well as scholarly research, into the classroom. Teaching is a top priority with us because our students are a top priority.

While PJC offers the amenities of a big college—more than 100 programs of study, a challenging honors program and the latest technology—our small classes and caring faculty ensure that you are not just another number. At PJC, you know your teachers and classmates and they know you.

So, take advantage of this time to make life-long friendships. Join one of our student organizations, participate in intramural sports, broaden your horizons through our leadership series, volunteer for a service project, take in a Lyceum event, and cheer on the Pirates and Lady Pirates at a ball game.

Congratulations on choosing PJC! In the coming year you will have exciting opportunities to experience learning at a premiere two-year college that competes with the best. Whether you transfer to a university or start a job after graduation, you can get there from here.

Sincerely,

G. Thomas Delaino

President
NOTICE REGARDING CHANGES TO POLICIES

The provisions of this publication are not to be construed as a contract between the student and Pensacola Junior College. The College reserves the right to change any provision or requirement when such action becomes necessary. Students are advised to work closely with the counselors/advisors to verify the appropriateness of the courses for which they register.

Students are expected to familiarize themselves with all rules and regulations of the College, including official announcements listed in the Class Schedule Booklet. Students will be held responsible for the observance of all rules and regulations.

EQUAL ACCESS/EQUAL OPPORTUNITY

Without regard to race, color, sex, creed, age, religion, marital status, national origin, or disability, Pensacola Junior College commits to the following:

1. Pensacola Junior College is an equal access/equal opportunity employer and shall recruit, employ, evaluate, assign, promote, or dismiss employees in compliance with all federal and state legislation pertaining to non-discrimination.

2. The College shall provide equal educational opportunities to prospective and enrolled students to include recruitment, admission, programs and activities, facilities, counseling and testing, financial assistance, evaluation, dismissal, graduation, and placement.

3. The equal opportunity principle applies to students, applicants for admission, applicants for employment, employees, veterans, and otherwise qualified disabled persons with regard to employment, the delivery of educational programs and services, and all other appropriate areas in which the College is involved.

4. The College prohibits racial, ethnic, religious, physical, and sexual harassment of its employees and students. Furthermore, the College prohibits discrimination and retaliation of any kind, including discrimination based on sexual orientation or discrimination based upon religion and assures reasonable accommodation of religious observances, practices, and beliefs of individual students and employees in regards to admission, class attendance, scheduling of examinations, and work assignments.


Inquiries or complaints may be addressed to the Associate Vice President, Institutional Diversity.
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MISSION STATEMENT

Pensacola Junior College embraces the diversity of our community by maintaining open access, by continuing to focus on quality education, and by creating opportunities for success in an atmosphere of concern, respect, integrity, and responsibility.

PHILOSOPHY

Pensacola Junior College is a learning-centered comprehensive community college dedicated to providing educational opportunities that develop the academic, career, personal, and aesthetic capabilities of individuals so they may achieve self-fulfillment and participate fully and positively in a democratic society.

As an open-door institution, the college promotes life-long learning to meet the challenges of a changing world and strives for equity in access and in the learning process for each individual regardless of race, gender, religion, marital status, national origin, age, disability, or sexual orientation.

Being accountable to Florida’s citizens, the college exercises fiscal responsibility by offering the lowest possible cost consistent with its commitment to high standards.

As a comprehensive community college, Pensacola Junior College serves the needs of many people and serves the diverse and increasingly complex needs of the community now and in the future.

VALUE STATEMENT

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THE COLLEGE

MISSION STATEMENT

The mission of Pensacola Junior College is to provide quality educational opportunities and support services to meet the requirements of all students pursuing intellectual fulfillment, career training, and life-long education for Escambia and Santa Rosa Counties. In order to accomplish this mission, the college offers the following diverse programs:

- Associate in Arts degree programs and college credit courses at the freshman and sophomore levels to prepare students for entry at the university junior level.
- Associate in Science and Associate in Applied Science degree programs and certificate programs to prepare students for employment.
- Precollegiate studies, to include adult basic, secondary, and preparatory education. Training and activities to support economic development of the service area to attract new industries and expand existing industries.
- Cultural, recreational, leisure, health, and athletic activities to enrich the lives of students, staff, and community members.

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STRATEGIC GOALS

The College will:

1. Continue to develop as a learning-centered college.
2. Enhance internal and external partnerships to further develop capabilities to better serve students, staff, and the community.
3. Invest in people by improving support and reward systems and celebrating achievement.
4. Enhance the quality of academic programs and improve student learning and achievement outcomes.
5. Develop systems for continuous improvement and quality enhancement.
6. Assure that existing and developing technologies are fully and effectively applied to the advancement of the academic, student support, and administrative functions of the college.
7. Seek new financial resources to assure the long-term health of the college, and ensure that existing resources are effectively utilized through improved efficiencies and effectively distributed to meet college goals.
8. Acquire and redesign the physical plant to better support the learning-centered college and to better meet the changing demographics of the college service area.
9. Seek increased diversity and promote a campus climate where the principles of affirmative action, equal opportunity, and multi-culturalism are truly valued.
10. Enhance Continuing Workforce Education (CWE) programs and economic development efforts by drawing from academic department expertise and other resources to meet the continuing workforce education and training needs of the region.
11. Develop a college-wide system of recruitment and retention to enhance access for the community to higher education and to assure that students achieve their goals.

PJC DISTRICT

Pensacola Junior College serves Escambia and Santa Rosa counties in Florida and surrounding Alabama communities. Population of the two-county area exceeds 412,000. The area is best known for its sugar white beaches, historical significance, and military installations which host the world famous Blue Angels flight demonstration team and the National Museum of Naval Aviation.

FACULTY

Pensacola Junior College is proud of the highly qualified faculty teaching throughout the college district. Typical preparation of the academic teacher consists of graduate work beyond the master’s degree. Many faculty members hold doctorates. Vocational teachers are trained specialists whose thorough knowledge of the occupation comes from both formal study and career experience.

Recognizing that the PJC student body comes primarily from the local community, the faculty is drawn from almost every U.S. state and from more than 100 colleges and universities to broaden the scope of instructional methods and curriculum.

PJC faculty members hold positions on boards and commissions, and belong to professional or scholarly organizations. Many have authored published articles, monographs and textbooks.

In 1986, PJC established the Academy of Teaching Excellence to recognize outstanding faculty. Four or five full-time teachers and one adjunct are inducted into the Academy annually. In 1994, the Academy began honoring one outstanding new faculty member.

PJC faculty also are honored by a growing number of endowed teaching chairs that are supported by private contributions to provide travel and research opportunities beyond that which the college can fund.
PJC FOUNDATION, INC.

The Pensacola Junior College Foundation, Inc. is a private, non-profit corporation that has been established to encourage, solicit, receive and administer gifts and bequests of property and funds for benefit of the college and college activities. The PJC Foundation is administered by a board of governors made up of members of the community who have an interest in the college.

The PJC Foundation promotes the annual giving program of the college and solicits funds for various projects which the college cannot otherwise fund. In addition, donations are sought for scholarships and other worthwhile projects which assist Pensacola Junior College and its students.

As a tax-assisted institution, Pensacola Junior College cannot meet all needs with state and student support. The PJC Foundation assists in obtaining private support to supplement college budgets. The PJC Foundation is a 501(c)(3) tax deductible non-profit corporation and a direct support organization chartered by the state of Florida to provide private support to the college.

The Board of Governors of the PJC Foundation meets quarterly and holds an annual meeting in May each year to elect new governors.

The 2005-06 Foundation Board of Governors includes officers: Tom Owens, president; Carolyn Davis, vice president; Grover Robinson, IV, secretary; Danyelle Kennedy-Lantz, treasurer; H. Miller Caldwell, immediate past president; Patrice Whitten, executive director; directors: Dick Appleyard, Pam Caddell, Lisa McKenzie Dampier, Sparkie Folkers, Diane Gup, John Hutchinson, Ted Kirkharr, Betty Gail Peters, Elba Robertson; Charles Sherrill Jr., Gwen Snowden, Margaret Stopp; governors: Rhette Anderson, George Bailey, David Bear, Fred Bond, Nina Campbell, Dick Cloutier; Robert de Varona, Kathy Dunagan, Christian Garman, Hank Gonzales, Keith Gregory, Bill Greenhut; Pam Michelle Grier, David Hawkins, Hal Hudson, Coy Irvin, Roy Jones Jr., Jack Kugelman, Greg Litton, Kramer Litvak; Julian MacQueen, Kim MacQueen, Don McMahon III, Pat Miller, Jim Mitchell; Robert Montgomery, Gerald Morrison; Eric Nickelsen, Bart Pullum, Ray Russenberger, Joanne Ryan, Sandy Sansing, Warren Tate, Steve Timberlake, Michael Wiggins, Greg Woodfin, Ken Woof, Steve Zizman; governors emeriti: Carol Carlan, Bo Carter, Jim Hill, Margie Moore, Wayne Peacock, James Stohamske; ex-officio: Tom Delamo, Carol Carlan.

HISTORY

1948–1957

Pensacola Junior College was Florida’s first public junior college to be established under new legislation in 1947. Florida’s Minimum Foundation Program law included a recommendation that junior colleges become part of local school systems supported by government funding.

With pioneer spirit, leaders from Pensacola High School initiated preparations for the establishment of a new junior college. Principal James L. McCord, Dean Jesse Barfield, and Margaret Andrus, a teacher at PHS, prepared the necessary documents and wrote PJC’s first college catalog for presentation to the state department.

James H. Allen, then president of Florida Pulp and Paper Company, contributed funds to pay rent for two years on a boarding house at the southeast corner of Palafox and Cervantes streets. PJC held its first day of class there on Sept. 13, 1948 with an enrollment of 128 students. James L. McCord was the school’s first director.

Increasing enrollment produced the demand for student activities. Louis A. Ross, a social science instructor, introduced PJC’s first basketball team in 1949 and coached the college’s first baseball team established in 1951. During the 1949-50 school year, the first student newspaper, The Beachcomber, and the first PJC yearbook, The Tide, were introduced.

Increasing enrollment also demanded a larger facility. In June 1953, the college moved one block south on Palafox Street to the former Pensacola High School facility.

Henry L. Ashmore, became the first president of PJC in 1954. A well-known consultant in the field of teacher training, Ashmore held a doctorate degree from the University of Florida and served as the regional director for the National Association of Student Teaching.

PJC students sought to continue their ties with the college after graduation and the PJC Alumni Association was chartered in January 1955. Joe Frosio, a 1950 graduate, was the first president.

On May 13, 1955, Florida Governor LeRoy Collins signed a bill appropriating $1,243,000 to the college for building improvement. The Pensacola Kiwanis Club had supported the bill and established a committee, chaired by A.J. McCreary, to solicit recommendations and contributions for a new campus location. The official recommendation of the committee was to acquire the 80-acre Camp Franklin property on 9th Avenue, owned by the City of Pensacola and the Baars Estate.

Enrollment for the 1955–56 school year totaled 1,147 students. The college faculty had expanded accordingly and the weekly employee newsletter, Green & White, was initiated in 1955 to facilitate internal communication. The name of the student newspaper changed from The Beachcomber to The Corsair.

Accreditation was granted by the Southern Association of Colleges and Secondary Schools in December 1956. Students attended classes on the new 9th Avenue campus for the first time in September 1957.

1958–1967

PJC began its second decade by introducing a two-year nursing program—the first of its kind in the Southeast. Originating in 1958, the nursing program began as a joint venture with Baptist Hospital.

The Student Union for Good Government and Greek organizations emerged during the early 1960s. Delta Chi Omega was established in 1960 as the first sorority on campus. The Delta Kappa Alpha fraternity was established in 1961.

Instructional television came to PJC in 1961. Closed-circuit broadcasting to PJC classrooms and selected public schools began in 1962.

PJC became one of three colleges in the state to establish a dental hygiene program in 1962.

In 1963, Ashmore accepted the presidency at Armstrong College in Savannah, Ga. The Escambia County School Board established a search committee to recommend Ashmore’s replacement. On July 1, 1964, T. Felton Harrison assumed the presidency. Harrison joined the administration of PJC in 1957. He had served as dean of instruction.

In 1964, the new Center for Adult Studies became home to Adult High School and PJC’s vocational and technical education programs. An addition to the Mary Ellison Baars Science Building in 1965 included a planetarium, an indoor swimming pool and a dental health clinic.

Expansion continued in 1965 with the opening of a new Educational Television Building. Lauled as the finest facility of its kind in the South, the new ETV Building housed two large television studios for closed-circuit television and a television station. In September 1967, WSRE-TV Channel 23 went on the air open-circuit, beaming enrichment and credit course programs to the community.

Enrollment was growing, as well. Nearly 7,200 students enrolled during the fall term of 1965.

As the college grew, recognition and support from the community also grew and the PJC Foundation was incorporated on Nov. 1, 1965. The Foundation would be a non-profit corporation to accept tax-deductible contributions from community supporters. Crawford Rainwater served as the Foundation’s first president.

Upon the recommendation of state and federal officials, President Harrison spearheaded the merger of PJC and Booker T. Washington Junior College in 1966. WJC was the first black junior college built in Florida and had served the black community since 1949. WJC President G.T. Wiggins remained a long-time member of the PJC administration as director of research. The merger brought approximately 200 black students to the PJC campus.

The Triple G Club was founded in 1968. It was later renamed the Black Student Union.

1968–1977

A statewide change in governing boards for community colleges marked the beginning of PJC’s third decade.

In 1968, the Florida legislature passed a bill changing authority over community colleges from local boards of advisors who reported to county school boards to local boards of trustees who reported to the State Board of Education. PJC’s former advisory committee was redesignated the District Board of Trustees and became the governing body of the college. The district was defined as including Escambia and Santa Rosa counties.
PJC's first District Board of Trustees included James Lay, chairman, and members Leonard Wolf, O.M. Carter, H.T. Woodruff, Mrs. E.J. Moore, Shelby Walter, Warren Briggs, Dr. S.W. Boyd and Earle Bowden. WSRE-TV enhanced its public television programming with new equipment and in 1971 began broadcasting programs in color.

In 1973, PJC celebrated its silver anniversary and dedicated a new $1 million Career Development Center. Touted as the most complete and comprehensive life-planning center in the nation, the center provided free guidance and planning services to more than 22,000 people each year.

A $1 million Learning Resources Center with state-of-the-art technology opened on the Pensacola campus in 1975. While the Pensacola campus continued to grow, two new campuses were introduced in the 1970s.

In 1971, the PJC Milton Center was authorized for the purpose of better serving Santa Rosa County. Classes were first held in the former Canal Street School in Downtown Milton with William H. Massey as the Milton Center's first director.

A new campus in Warrington opened for classes on Aug. 22, 1977. The $8 million facility was built on 164.7 acres donated by the U.S. Government. Gaspare Tamburrello, PJC's Veteran Affairs director and a retired U.S. Navy captain, was instrumental in the acquisition of this land.

John T. Venetozzzi, PJC's assistant to the president, spearheaded the planning, construction and equipping of the Warrington campus and became its first provost. Originally called the west campus, the Warrington campus offers specialized programs in health-related education as well as programs in technical occupation, secondary education, and liberal arts.

In 1974, women were welcomed to varsity sports and Joy DeSensi was hired part-time to coach the Lady Pirates basketball team. In 1975 Vicki Carson became the first full-time coach for women's basketball. In 1977, the men's basketball team traveled to Hutchinson, Kan. for the National Junior College Basketball Championship. PJC returned ranked fifth in the nation.

1978–1987

During its fourth decade, PJC met the challenges of continued growth and a change in leadership. In February 1980, President Harrison announced plans for retirement. The Board of Trustees appointed a presidential search committee, and the position was advertised nationally.

Horace E. Hartsell accepted the presidency in May 1980. "Ed" Hartsell had been provost of Broward Community College's north campus in Pompano, and then founding president of East Arkansas Community College in Forrest City, Ark.

Doug Worley, PJC's dean of Personnel Affairs, was selected as director of the Milton Center in 1980. Worley was a PJC graduate and player on one of the early basketball teams. He was named as provost of the Milton Center later that same year.

During 1981-82, PJC began an academic honors program. Students qualified for honors classes according to test scores and/or grades. Honors classes were limited to 15 students each and focused on challenging material. The Honors Council of Students was formed allowing students to share their work through publications, videos and presentations at regional conferences.

In December 1981, PJC opened a center at Naval Air Station Pensacola. Today, the NAS Center continues to offer daytime and evening classes to both military and civilian personnel.

1982 saw the purchase of a pristine 80-acre site along Highway 90 for the new Milton campus. The spacious site allowed the Milton Center to become a full-fledged campus offering new programs in agriculture, horticulture and wildlife ecology.

Designed to preserve the natural, undisturbed environment of the land, the Milton campus opened for classes in January 1985. Phase II was completed in 1986.

In 1984, J.C. Thedford was named as the first provost of the Pensacola campus. The following year, Thedford became provost of community programs and Richard Bedics, dean of the School of Health Related Education, became provost of the Pensacola campus.

PJC's Lady Pirates won the state basketball championship and coach Vicki Carson was selected Coach of the Year in 1985.

The Academy of Teaching Excellence was established in 1986 by Charles Atwell, executive vice president. Each year the Academy recognizes outstanding faculty who have exhibited sustained excellence in teaching for a number of years.

During 1987, plans began for the construction of a new Center for Science and Advanced Technology building. The community supported this effort with more than $1 million in contributions. The state legislature also appropriated money for remodeling several of PJC's older buildings on the Pensacola campus.

1988–1997

Campus-wide renovations, property acquisitions and new programs designed to bridge the gap to the 21st century characterized PJC's fifth decade.

Under the leadership of Coach Mary Bailey, a PJC alumna, the Lady Pirates slow-pitch softball team won the NJCAA Division I National Championship in 1988.

In 1989, PJC opened a Downtown Center in the heart of Pensacola's business district, offering a variety of administrative and self-improvement courses primarily geared for working adults and the local business community. Continued growth prompted the move from a leased space in the Blount Building at Garden and Palafox streets to a larger, permanent facility on West Garden Street in 1996.

In October 1990, the Baroco Center for Science and Advanced Technology was dedicated. The 125,000-square-foot center provided the latest in science, math, computer science and advanced technology programs and housed a high-tech planetarium.

1993 was a banner year for PJC sports. With Coach Bob Marlin at the helm, the Pirates basketball team became the first Florida team to win the NJCAA Division I National Championship. The revitalized Pirates golf team, under the leadership of Coach Jim Donovan, captured the NJCAA Division II National Championship that same year.

The Kugelman Center for Telecommunications opened in 1994 to house WSRE-TV, the Distance Learning Department and the PJC Foundation. The $7 million, 43,000-square-foot facility is home to the area's first digital television station.

The $5 million Bo Johnson LIFE Center sports complex was dedicated on the Milton campus in 1995.

Looking toward the future, President Hartsell and the District Board of Trustees began a program in 1995 to acquire land adjacent to the Pensacola campus for college expansion and growth. During this year, Richard Bedics became provost of the Milton campus, and Martin Gonzalez, Business Department head, was named provost of the Pensacola campus.

PJC's Milton campus became the site for the University of Florida West Florida Research and Education Center in 1996. Students can receive bachelor of science degrees in Natural Resource Conservation or Environmental Horticulture, taking all upper level courses locally.

In 1997, President Hartsell and the District Board of Trustees announced plans to construct a bell tower on the Pensacola campus in conjunction with the college's 50th anniversary celebration. Named for M.J. Menge, a 1956 graduate and long-time college attorney, the bell tower rises more than 80 feet above the campus with clock faces and carillon bells that chime hourly.

1997 also marked the beginning of PJC's fourth presidential search as President Hartsell began plans for retirement in 1998.

1998–2005

Following a nationwide search, Charles A. Atwell, executive vice president from 1986 to 1998, was selected as the president to lead PJC into the 21st century.

Completing his first season at PJC, Coach Paul Swanson led the men's basketball team to the 1998 Panhandle Conference championship and was named Coach of the Year. PJC athletics expanded to include women's volleyball in the fall of 1998 with Kim Hollon coaching.

In December 1998, the PJC Foundation launched its first comprehensive fund drive with a goal of $4.5 million. The lead gift of $1 million from the Switzer and Reilly families established the Anna Lamar Switzer Center for Visual Arts.

The first Margaret Moore Nickelsen Endowed Teaching Chair for Health Sciences was awarded to Lou Fazio, dental health professor, in 1999.
During the 1999-2000 school year, PJC served 30,742 students in both college credit and non-credit courses including those offered through dual enrollment at area high schools.

The PJC Foundation’s Building on Tradition—Investing in the Future capital campaign exceeded its $4.5 million goal, wrapping up with more than $5 million in gifts and pledges. Nearby 750 different individuals, organizations and businesses participated in the fund drive, including more than 300 PJC faculty and staff.

Due in large part to the success of the capital campaign, the college expanded programs and facilities. The Music and Theatre Department introduced a new strings program and the Runge Strings performing ensemble. The academic honors program was revived as the Sandra and Grover Robinson III Honors Program with an entering 2000-01 class of 42.

The new student gazebo, a popular enhancement to the Student Affairs complex on the Pensacola campus, was completed during 1999-2000.

Construction for the Warrington campus Health Sciences Complex and the Anna Lamar Switzer Center for Visual Arts began in January 2001. The first Anna Lamar Switzer Endowed Teaching Chair was awarded to photography professor Warren Thompson, and two PJC art students were awarded the first Switzer Scholarships.

The Marlene S. Atwell Chair of Family Values was dedicated on May 6, 2001, in memory of PJC’s first lady.

During the 2000-01 school year, the Student Activities Department introduced a student ambassador program to help increase student recruitment and retention.

In celebration of Community College Month 2001, PJC honored employees who had served 25 years or more with a ‘Legends’ dinner. The 97 employees had collectively served the college a total of 2,760 years. The dinner launched the ‘Legends’ program, which continues to recognize employees as they mark 25 years with PJC.

The Visual Arts Department began the associate in science degree in Photographic Technology with an articulation agreement with Florida A&M University for transfer into FAMU’s bachelor of science program.

In response to advancements in communications, networking and manufacturing industries, PJC introduced the Center for Information and Engineering Technology to house information technology, computer science and engineering technology programs of study with two new programs: Networking Services Technology and Telecommunications Engineering Technology.

The Warrington campus introduced new health care programs — Diagnostic Medical Sonography and Surgical Technology — while the Milton campus added complete programs in business and education.

In April 2003, “Celebrating the Journey” set the theme for a presidential inauguration and the college’s 55th anniversary.

WSRE’s capital campaign for digital conversion received a $500,000 gift honoring Jean and Paul Amos. Ground-breaking for the Jean and Paul Amos Performance Studio was held in May 2003.

The PJC Foundation welcomed sculptor Albert Paley and Pulitzer Prize winning author Rick Bragg for speaking engagements and student workshops, and presented the first Foundation Governor Emeritus awards to Wayne Peacock and Jim Stohlman.

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In October 2005, the college received a $1.3 million federal grant to enhance its healthcare programs and offer more flexible class scheduling. The Foundation celebrated its 40th Anniversary in 2005 by honoring the six visionary businessmen who launched it in 1965. Recognized as Founding Fellows were the late Crawford Rainwater Sr., E.W. Hopkins, M.J. Menge, Warren Briggs Sr., Howard Rein, and the late Gaspare Tamburello. During its 40th year, the Foundation awarded $451,587 in scholarships to 736 students.

Since 1948, PJC has grown to be a premier educational institution of Northwest Florida and the state’s community college system.
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ACADEMIC ADVISING AND COUNSELING

Pensacola Junior College offers academic advising, career and personal counseling, and educational planning for students. Counselors are available during some evenings in the Advising/Career Connection Center in the Student Center on the Pensacola campus, the Office of Student Services on the Warrington and Milton campuses, the Naval Air Station Center, and the Downtown Center. Individual and group counseling are available to full-time and part-time students in all areas of study. Counselors will help students with program planning, course selection, and graduation or transfer requirements.

Specialized academic advising also is available in the various academic departments at PJC. Students who have declared a major, or are pursuing an A.S. or A.A.S. degree may receive advising through the appropriate department head or faculty advisor. All new students are required to make an appointment to attend a new student orientation session presented by counselors, or the students must complete the online orientation session at www.pjc.edu.

Degree audits can be obtained online at www.pjc.edu as well as on the statewide computerized advising system at www.FACTS.org. The statewide system is available to aid department heads, faculty, counselors, and students in understanding program requirements at PJC as well as other Florida colleges and universities, course options, and other important advising information.

CAREER CONNECTION

Career planning services are designed to enhance a person’s ability to make an informed career decision. Information is available in the Career Connection Center at the following locations:

1. Pensacola Campus, Building 5, Room 508, 484-1768;
2. Milton Campus, Building 4200, Room 4204, 484-4410;
3. Warrington Campus, Building 3600, Room 3624, 484-2342.

These services include career interest inventories, career reference information, financial aid resources, and personality testing.

INTERNATIONAL STUDENTS (INCLUDING LEGAL PERMANENT RESIDENTS AND OTHER NON-CITIZENS)

A member of the District Office of Admissions and Registration is assigned the responsibility of assisting international students with the admissions process. This person provides information so that international students are able to maintain their student visa status and to comply with federal requirements established by the Bureau of Citizenship and Immigration Services (BCIS).

A member of the Counseling Office serves as the foreign student counselor with the responsibility of advising international students regarding their academic goals and assisting with special needs. Students whose native language is not English, both international students and others, have the benefit of enrolling in several special English courses designed to build speaking and composing skills. These courses are available through college-credit instruction as well as non-credit instruction. The foreign student counselor will assist these students in appropriate course placement.

STUDENT JOB SERVICES

JOB PLACEMENT—Employment assistance is provided to all students and graduates. Full-time and part-time jobs are listed on the Internet at www.pjc.edu/sjs. PJC Works Online allows students and graduates to search for jobs, post resumes, and employers to contact applicants.

- Students should update their online student profile each term.
- Graduates should do so shortly before completing their programs.

Cooperative Education—The Cooperative Education program is a planned, paid work experience in which students are employed in jobs directly related to their fields of study. The program offers both alternating and parallel work schedules. In the alternating schedule, the student works full-time one term and is enrolled in classes full-time the following term. In the parallel schedule, the student is enrolled in classes and works part-time each term.

The co-op program offers academic or vocational credits for each term worked. Students must maintain a 2.5 GPA throughout their co-op experience. Each student must complete certain requirements before being sent on job interviews and must also complete specific objectives related to his/her program each working term. These requirements will ensure that students participate in real-life occupational experiences which will enhance their education through individualized, on-the-job situations.

The co-op program unites the college, student and employer to provide each student with a well-rounded education and offers experience for the job market.

Students should contact the Cooperative Education Office, Student Services Building, Building 6, Room 610, or call 484-1697 for more information.

LIBRARY/LEARNING RESOURCES CENTER

The mission of the District Learning Resources Center is to promote the curriculum, goals and initiatives of the College by providing access to traditional and digital information resources, reference assistance, instruction, library services and state-of-the-art technology for students, faculty, staff, and community patrons.

The Learning Resources Center (LRC) on each campus houses books, media, magazines and computers. Each LRC provides a comprehensive program of web-based learning resources and services including the online book catalog, ebooks, and full-text magazine articles on the LRC website: www.lrc.pjc.edu. The PJC photo ID number is required to access some of the web-based resources.

Each LRC provides reference assistance, workshops, interlibrary loan, and access to photocopy machines and computers. The LRCs offer three library college credit courses: CGS1050, Electronic Access to Information; CGS1052H, Research in the Electronic Age; an honors course; and LIS1004W, Introduction to Internet Research, a Distance Learning course. All three LRCs house materials for PJC Distance Learning courses. The Pensacola LRC maintains a collection of descriptive videos for the hearing impaired. Special equipment for visually impaired students is available at all three LRCs. The LRC website is ADA compliant.

Regular LRC hours:
- M-Th: 7:30 a.m.-8:30 p.m. (Pensacola, Milton, Warrington)
- F: 7:30 a.m.-4:00 p.m. (Pensacola, Milton, Warrington)
- Saturday: 1:00 p.m.-5:00 p.m. (Pensacola)

Summer LRC hours:
- M-Th: 7:00 a.m.-8:30 p.m. (Pensacola, Milton, Warrington)
- F: 7:00 a.m.-4:00 p.m. (Pensacola, Milton, Warrington)
- Saturday: 1:00 p.m.-5:00 p.m. (Pensacola)

Call 484-2002 for holiday schedules and between terms hours.
TESTING

The Testing and Assessment Center administers a wide range of campus, state and national examinations utilized in student counseling, course placement, research, certification, licensing, and awarding of college credits. The Testing and Assessment Center is located in Student Services, Building 6, on the Pensacola campus. Testing services are also available in the Student Services offices on the Milton and Warrington campuses.

The College Testing and Assessment Center administers the American College Test (ACT) and the Scholastic Aptitude Test (SAT) on nationally scheduled test dates. Information may be obtained from the Testing and Assessment Center, Building 6, Pensacola campus, or from Student Services offices on district campus sites. Prospective students may obtain application packets from area school guidance offices.

Prospective students are encouraged to take the ACT or SAT examination and have the scores forwarded to PJC. ACT and SAT scores may be substituted for the Florida College Entry-Level Placement Test.

PLACEMENT TESTING AND COLLEGE PREP INSTRUCTION

All degree seeking students applying to college for the first time must complete placement testing prior to registration. A college admissions application must be on file with the Admissions Office prior to taking the Florida College Entry-Level Placement Test (CPT).

All students wishing to enroll in college credit English or mathematics courses must satisfy placement requirements. Transfer students may satisfy placement testing requirements through prior coursework. Special students and non-degree seeking students are subject to placement testing requirements if enrolling in writing emphasis courses or mathematics courses.

The Florida College Entry-Level Placement Test (CPT) is given throughout the year on each campus. An examination schedule and brochure may be picked up in Student Services or Testing and Assessment offices. Additional testing may be required after the CPT.

Placement test scores are required before students are permitted to attend orientation/educational advising sessions, obtain course schedule approvals, or register for desired courses. Questions regarding testing procedures may be directed to the Testing and Assessment Center, Counseling, or Student Services offices. A valid picture identification is required for obtaining test score information and for taking any examination.

Students whose placement scores indicate a need for skill review are required to enroll in college preparatory courses. All students must begin college preparatory courses in the first term of enrollment. Students required to take two or more college preparatory disciplines must complete the SLS 1101 College Success course.

Students who test into college preparatory instruction and enroll in college preparatory instruction must successfully complete the required college preparatory studies by the time they have accumulated 12 hours of college credit coursework. In college preparatory coursework each semester until the requirements are completed while performing satisfactorily in the degree earning coursework. For additional information about this state requirement, contact a counselor.

TEST OF ADULT BASIC EDUCATION (TABE)

Students enrolling in certificate programs may be required to undergo a skill assessment process utilizing the Test of Adult Basic Education (TABE). The TABE assessment is conducted before enrollment or in the first six weeks of enrollment at district campus sites. Students must meet required skill levels in mathematics and/or communications before completion of the vocational program in which they are enrolled. Contact your program advisor.

GENERAL EDUCATIONAL DEVELOPMENT (GED) TEST

PJC administers the General Educational Development examination. The GED examination is scheduled throughout the year. Applicants must meet specific eligibility requirements. Registration and fee payment are required before an appointment will be scheduled. Registration for the GED may be completed at the Pensacola Campus Testing and Assessment Center. All students must attend an orientation session. Upon successful completion of the GED examination, a high school diploma is issued by the State Department of Education.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

The College Level Examination Program (CLEP) is a nationally developed program for credit-by-examination. Credit may be granted for scores meeting the established criterion score on approved tests. Examination fees are established by the College Board. CLEP application information is available in the College Testing and Assessment Center on the Pensacola campus. Students should consult with a counselor regarding their education plan prior to taking a CLEP examination.

FLORIDA COMPREHENSIVE ASSESSMENT TEST (FCAT)

The Florida Comprehensive Assessment Test (FCAT) is a required examination for students to earn a high school diploma from the state of Florida. The FCAT is administered four times a year on dates established by the state. PJC Adult High School students must register for the examination in the Counseling Office at the Adult High School.

COLLEGE LEVEL ACADEMIC SKILLS TEST (CLAST)

The College Level Academic Skills Test, or demonstration of mastery of equivalent skills, is required for all students prior to receiving an associate in arts (A.A.) degree or becoming a junior at a state university in Florida. According to Florida statute, an A.A. degree cannot be awarded unless mastery of basic skills has been demonstrated. You must pass the CLAST, or demonstrate mastery of the skills by an alternative method, if you are:

a. completing the requirements for the A.A. degree in a community college or university;

b. completing the requirements for admission to upper division status in a state university in Florida;

c. pursuing an A.A. degree and have earned 60 college credits including transfer work. You must attempt the CLAST, or satisfy an alternative during or prior to the term in which you expect to earn your 60th college credit (failure to adhere to this requirement will result in loss of eligibility for Florida financial aid; students should contact the Financial Aid/Veterans Affairs Office for details);

d. transferring an A.S. degree to an upper level institution in Florida (CLAST requirements must be met to continue eligibility for Florida financial aid).

CLAST Alternative

The State Department of Education has approved alternative methods of satisfying the CLAST requirement. Those alternative methods are listed below:

1. Students who have earned a grade point average of 2.50 or better in certain postsecondary level courses shall be exempt from one or more sections of the CLAST as follows:

   • To exempt the Computation section of the CLAST, the student must have earned a combined grade point average of 2.50 or better in the two general education mathematics composition courses, ENC1101 and ENC1102.

   • To exempt the Computation section of the CLAST, the student must have earned a combined grade point average of 2.50 or better in two general education mathematics courses for the associate in arts degree. See General Education Course Requirements for the A.A. Degree.

2. Students who have earned the following score(s) on either the Scholastic Achievement Test (SAT-I) or the American College Test (ACT) shall be exempt from one or more sections of the CLAST as follows:

   • To exempt the English Language Skills, Reading, and Essay sections of the CLAST, the student must have earned a combined grade point average of 2.50 or better in two general education composition courses, ENC1101 and ENC1102.

   • To exempt the Computation section of the CLAST, the student must have earned a combined grade point average of 2.50 or better in two general education mathematics courses for the associate in arts degree. See General Education Course Requirements for the A.A. Degree.

   • To exempt the Reading section of the CLAST, the student must have a Mathematics score of 500 on the SAT-I or a 21 on the ACT.

   • To exempt the Computation section of the CLAST, the student must have a Mathematics score of 500 on the SAT-I or a 21 on the ACT.

   • To exempt the Computation section of the CLAST, the student must have a Mathematics score of 500 on the SAT-I or a 21 on the ACT.

CLAST Information for Education Majors

The CLAST exam is no longer required for acceptance into an education program at the state universities. Other tests, such as the General Knowledge Test, are required.
Preparing for the CLAST

Although CLAST is designed to measure skills mastered by the end of your second year of college, you may take the exam as soon as you have completed 18 college credits and are prepared in the areas that CLAST tests. You should not attempt the CLAST until you have completed college course work which covers CLAST skills. For communication skills, you should successfully complete ENC1101 and ENC1102 prior to attempting the CLAST. For computation skills, you should successfully complete the two general education course requirements in mathematics. In all cases, research indicates that you should attempt the CLAST as soon after completing these courses as possible so that the skills are fresh in your mind.

PJC provides a variety of CLAST examination preparation strategies including special review courses (MGF1118, REA1125, ENC1090), practice examinations, and online practice tests. Students must register for the online practice test at the Testing and Assessment Center.

Students who are not successful in their initial attempts at the CLAST are required to meet with a CLAST advisor to develop an individualized study plan before retaking the exam. Additional coursework may be required.

CLAST Information

To register or prepare for the written CLAST, contact the Pensacola campus Testing and Assessment Center, or the Student Services offices on Milton and Warrington campuses. The written version of the CLAST exam is given three times each year, October, February, and June. Students must register in advance for these tests and deadline dates are posted around campus and in the class schedule booklet. Students needing to take the essay portion of the CLAST must register for one of these written test dates. CLAST advising is coordinated through the Office of Curriculum on the Pensacola campus.

CLAST (Computer Adaptive Version)

Students may take the English, reading, or mathematics subtest of the CLAST on the computer at the Pensacola Campus, Testing and Assessment Center. Students must register to take the CAT CLAST in person at the Testing and Assessment Center. The essay exam is not available on computer and must be taken on one of the three written administration dates. Non-PJC students may take the CAT CLAST with permission from their school’s ITA and a $50.00 fee.

TUTORING SERVICES

Students enrolled in the various programs and courses at PJC bring a wide range of academic backgrounds and skills to their classroom experiences. Some are able to provide effective tutoring assistance. Some need the assistance of tutors. Several arrangements exist on campus to ensure that tutoring needs are met. Tutoring services are conducted through the Developmental Studies Department for all PJC students. There are eligibility requirements for tutoring services in Student Support Services, Disabled Student Services, and the Office of Veterans Affairs. Students requesting services should contact those offices directly.

LEARNING ENRICHMENT CENTER/MATH LAB

The Learning Enrichment Center is located in Building 1, Room 131, on the Pensacola campus. Math Lab on the Warrington Campus is located in Building 3400, Room 3426, phone number 484-2378. On the Milton Campus, please contact Morris Buchanan at 484-4425 for math tutorial assistance. The labs provide free tutoring assistance to any PJC student on a walk-in basis. The labs provide individualized tutoring for all math courses taught at PJC and tutoring for other subjects as the need arises. Videotapes for most math courses are available for viewing. Instruction in using both graphing and scientific calculators is available. Students may borrow graphing and scientific calculators for use while in the lab. Computers with tutorial math software also are located in this lab. The Math Lab on the Warrington Campus is located in Building 3400, Room 3426. On the Milton Campus, please contact Morris Buchanan at 484-4424 for math tutorial assistance.

SAIL LAB

System for Applied Individualized Learning

The SAIL Lab, located in Building 1, Room 101 on the Pensacola Campus, is designed to assist all vocational students (certificate, A.S. degree, or A.A.S. degree seeking) with academic support. SAIL is also available on the Warrington campus, located in Building 3100, Room 3142E. SAIL provides an individualized, diagnostic prescriptive approach toward mastery of basic skills—reading, math, language—for those students mandated by the state of Florida to acquire competency levels on the TABE in order to complete their certificates. SAIL is technologically equipped with 16 individualized computer stations offering software programs in association with college preparatory courses, word processing, and computer graphics.

COMPUTER CLASSROOM/LEARNING LAB

The Computer Classroom/Learning Lab is located in Building 1, Rooms 120/121 on the Pensacola Campus. These labs have 55 networked computers (25 in the Computer Learning Lab and 30 in the Computer Classroom), and provide instructional support for LIN 1670C, ENC 0001C, and ENC 0002C, as well as offering other computer resources for all PJC students. There is also a computer lab on the Milton campus located in Building 4000, Rooms 4416 and 4403. These labs provide computer-assisted instruction for prep math, pre/intermediate algebra, math CLAST preparation, statistics, reading, grammar and writing skills, vocabulary, and typing. Microsoft Word is available for word processing with a conversion program for most other word processing programs. The lab manager is available to provide individual assistance to students.

STUDENT SUPPORT SERVICES

Student Support Services, a federally funded program located in Building 6, Room 620, provides a tutoring lab for students who are members of the program. Students must apply to the program and meet eligibility requirements. Students who are first generation in college meet certain income guidelines, or who have a documented disability are eligible for the program. In addition to individualized and group tutoring, the program provides assistance in the areas of academic advising, personal support, financial aid counseling, career counseling, and transfer assistance. The program is funded to serve 225 students each year, and services are free to those students accepted into the program.

READING/Writing Lab

The Reading Lab is located in Building 1, Room 107, on the Pensacola Campus. The reading lab on the Warrington campus is located in Building 3400, Room 3425, and in Building 4000, Room 4403 on the Milton campus. This lab provides instructional support for assigned classes for REA0001C and REA0002C. Walk-ins are welcome during posted hours, and instructors are encouraged to refer students. Tutorial assistance is available by way of computer software and individualized help in all reading courses, and in evaluation and improvement of basic reading skills, vocabulary development, reading comprehension and rate improvement, CLAST preparation, grammar fundamentals, and word processing.

The Writing Help Center is located in Building 1, Room 106, on the Pensacola Campus. The Writing Help Center at Warrington is located in Building 3100, Room 3142B. The Writing Help Center at Milton is in Building 4400, Room 4403. These labs provide free tutoring to all students who are enrolled at PJC. In the lab, students can receive one-on-one help with papers for any PJC course and individualized tutoring with specific concepts in English grammar for any developmental or college credit English course. This lab’s learning environment is structured so that students are taught to proof and edit their own papers. Computers for tutorial assistance and word processing are available.

More information about these programs can be obtained from the Developmental Studies Office, Building 1, Room 3, or by calling 484-1185.
**TUTORING INFORMATION**

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**DISABILITY SUPPORT SERVICES**

The Disability Support Services Department is housed in Building 6, Room 603, Pensacola campus. Students with documented disabilities at PJC attend mainstream classes and laboratories, and share educational expectations common to all students. To help students succeed in instructional programs, a variety of services are provided. These include but are not limited to orientation to campus facilities, personal and vocational counseling, special classroom arrangements, information and assistance to faculty, coordination with local community services, referral to community agencies, braille and taped materials, computer and Kurzweil software program for reading materials and other adaptive equipment. Other services include: special testing accommodations, note taking assistance, interpreters for the deaf, and textbooks on tape. When necessary, course substitutions can be made pursuant to 240.153 Florida statutes and State Board of Education Rule 6A-10.041. Accommodations for GED, CLAST, and other standardized tests are also available. For more information, please contact the director of Disability Support Services, 484-1637.

**DIVISION OF VOCATIONAL REHABILITATION**

To serve disabled students attending the college under the auspices of the Division of Vocational Rehabilitation, the Department of Education has located a branch office on the Pensacola campus, Building 6, Room 659, 484-1660, and on the Milton campus, Building 4100, 983-5340.

**VETERANS AFFAIRS**

Since 1948 PJC has served veterans and their families. The Veterans Affairs office is staffed by full-time PJC employees and VA Peer Advisors to aid students with Department of Veterans Affairs (DVA) and college Veterans Affairs (VA) procedures.

Students using DVA education benefits should keep in mind there are two processes involved. One process is academic, PJC’s policies and procedures for obtaining a degree or certificate. The other is the process required due to policies and procedures of the Department of Veterans Affairs (DVA) which determines if DVA will pay education benefits to the student and the amount of benefits to be paid.

Millions of students have used DVA benefits to achieve education and training. The college, like the student, must abide by DVA regulations. The VA office assists students to understand and comply with DVA regulations so they will receive the full value of their DVA benefits.

Veterans attending PJC must apply for education benefits through the college’s Financial Aid/Veterans Affairs (FA/VA Office). A service of PJC, the office is not an affiliate of the U.S. Department of Veterans Affairs (DVA). FA/VA assists students with their DVA education claims and has the responsibility of meeting all institutional reporting requirements mandated by DVA regulations.

**IMPORTANT! It is the student’s responsibility to inform FA/VA of all changes in their school attendance.**

Information for students receiving DVA benefits can be found in this catalog and at the web site http://www.pjc.edu/FAVA/va.asp Resources are also available in FA/VA. PJC’s VA office is committed to providing resources online for students. These are limited by concerns for privacy and security.

**APPLICATION:** The student may obtain all necessary DVA application forms from FA/VA (many are online http://www.va.gov/vaforms/) All students who have previously attended training or education after high school (including military education/training) are required by the DVA to have their training evaluated by the PJC Admissions Office for credit that may be applied toward their degree program at PJC. Regardless of whether or not DVA assistance was received for the prior training or education, evaluation of prior training is required. A copy of all DD214s and college transcripts must be submitted to the Admissions/Registrar’s Office for military/educational training evaluation. This must be completed and reported to DVA by PJC within two terms of enrollment or as DVA mandates.

**EDUCATIONAL OBJECTIVE:** One of the criteria to receive DVA Educational Assistance is that the student must be pursuing an approved associate in arts, associate in science, associate in applied science, or certificate at PJC. The student must follow the catalog in effect for the academic year the student began the program unless the student takes longer than five years to complete the program. Please see Effective Catalog Policy for complete details. Transient students must contact the FA/VA staff for additional requirements.

**NOTE:** DVA will not pay educational benefits to the veteran for pursuit of a second A.A. degree if the student has already earned an A.A. or bachelor’s degree recognized by the state of Florida. Pursuit of an A.S. or A.A.S. degree and certificate could be selected as an objective.

**ADVANCE PAYMENT:** Newly enrolling Chapter 30, 32, 35, 1606, and 1607 VA students and those students who did not receive VA benefits for school within 30 days of the start of the term from this or any other school may apply for an advance payment of the education allowance payable to them from the first day of class through the end of the following month. For the DVA to consider awarding advance pay, the properly completed application and certified documentation must be received by the DVA Regional Office in Atlanta, no earlier than 120 days prior to the first day of class and no later than 30 days before the first day of class. There is no guarantee the DVA will be able to process the advance pay request although the student should allow an average of eight to ten weeks from the first day of the term for receipt of their first direct deposit of DVA education benefits.

**AWARD LETTERS:** When the DVA approves or adjusts a student’s education benefits, the DVA sends an award letter to the student. This award letter specifies the student’s monthly rate of payment and the ending date of that award period. Students must carefully read these award letters and should contact the VA office when they have questions.

**DEFERMENT:** Florida law presently provides for one deferment of tuition and fees (does not include books) per academic year for students receiving training and education under Chapters 30, 32, or 35 of Title 38, U.S.C or under Chapters 1606 and 1607 of Title 10, U.S.C. The deferment is an agreement between PJC and the student; therefore, the student is responsible for making full payment by the due date.

**RECORDING REQUIREMENTS:** It is the responsibility of VA students to keep the VA office informed of all changes in their enrollment status by the following:

1. After registering for classes students should go to www.pjc.edu and under “Student Records” click on “My Degree Audit.” Any course indicated as “The following credits are not used in this program” may not count toward enrollment for benefit calculation.

2. After dropping or adding a course, provide a copy of the course/class change to the VA office.
3. Students under Chapter 30 and Chapter 1606 pursuing all degree programs and students under Chapter 35 who are pursuing a certificate program must certify their enrollment each month. See http://www.pjc.edu/FAVA/va.asp for further information. Verification of attendance should be done on the last day of the month to initiate the release of the monthly check.
4. Inform the VA office of any other changes in school enrollment or attendance.

**RECEITIFICATION:** The VA office will certify a student to the DVA for a maximum of an academic year as long as the student is enrolled at least half-time and is not on academic probation or suspension. All enrolled VA students should contact the VA office each June to confirm their desire to be recertified for the following academic year.

**COURSES FOR WHICH THE VA WILL NOT PAY:** Any course that cannot be applied toward fulfilling graduation requirements in the student’s DVA approved degree program at PJC cannot be certified to the DVA for computation of benefit payments. The following list reflects other types of “non-pay” courses, but is not all-inclusive:
1. Repeated courses which have been successfully completed with a grade of “D” or better, unless the course is being repeated in accordance with the Gordon Rule or PJC graduation requirements. This includes courses transferred in-whether DVA benefits were received or not.
2. Attempting a remedial course for the fourth time.
3. Courses not listed under the student’s DVA approved degree program unless the course is a prerequisite/corequisite listed under the course descriptions of the current PJC Catalog or a course substitution is processed and approved before the term begins. The student should follow the PJC program outline listed in the college catalog under which the student plans to graduate.
4. Courses offered as open entry/open exit.
5. Courses considered excessive electives. This includes credit received for prior training that will count toward an elective requirement whether DVA benefits were received or not.
6. Remedial courses which are not required by placement test scores.
7. Courses taken to fulfill requirements at another institution unless an approved transient authorization is received.
8. Courses taken as audit, non-credit, CLEP, or exemption.
9. Any course in which the student’s final permanent grade is “non-punitive” in nature, i.e. a “W” grade, unless DVA finds the student received the grade due to mitigating circumstances. See Grades Table elsewhere in the catalog.
10. Courses offered as independent study in a certificate program.

**COOPERATIVE (CO-OP) TRAINING:** Co-op training is approved for DVA benefits if the course is required in the VA student’s program and meets DVA regulations for certification purposes. If the co-op course is certifiable and the student would like to receive DVA benefits, the Statement of Election form must be completed before the co-op course can be certified to the DVA. Contact the PJC FA/VA office to ensure the course is certifiable and to obtain the necessary paperwork.

**REPEATING COURSES:** A VA student may repeat a course in which he or she receives an “F” or a non-passing grade. Unless the student is repeating a “D” grade in accordance with the Gordon Rule or PJC graduation requirements, the DVA will not pay for successfully completed courses.

**UNSATISFACTORY PROGRESS:** When a VA student fails to meet PJC’s standards of academic progress, the VA office is required to advise the DVA. See Standards of Academic Progress in the PJC Catalog. The VA student must obtain a PJC Veterans Affairs Unsatisfactory Academic Progress Form and make an appointment with a PJC academic counselor to have the form completed. When completed the form will state the reason for the unsatisfactory academic progress and steps the student must take to have the unsatisfactory academic progress removed. The completed form must be returned to the VA office in order to be certified to DVA for benefits. A student who is on academic probation or suspension will be certified for one term only until the student has been removed from academic probation or suspension.

**WORK-STUDY:** Students training a minimum of three-quarter time under Chapters 30, 31, 32, 35, 1606, or 1607 may apply for the DVA Work-Study Program. The qualified and selected student is paid the minimum wage (Florida or federal, whichever is higher) by the Department of Veterans Affairs. Work-Study pay is tax exempt and students may work a maximum of 425 hours over a fall or spring term and 325 hours over the summer term. For additional information contact the VA office or http://www.pjc.edu/FAVA/va.asp.

**TUTORIAL ASSISTANCE:** A student under Chapter 30, 32, a dependent under Chapter 35, or a reservist under Chapter 1606 or 1607, who is enrolled at least half-time in a post-secondary program has potential entitlement to DVA tutorial assistance. The tutorial assistance must be essential to correct a deficiency in a specified subject required as a part of satisfactory pursuit of an approved program of education. Contact FA/VA for additional information and proper forms. Veterans under Chapter 31 should contact their DVA vocational rehabilitation counselor for tutorial assistance.

**OFF-TERM COURSES:** Students enrolled in courses beginning or ending other than the dates of the regular semester should be aware the DVA does not simply total the number of credits pursued to determine the student’s training rate for pay purposes.

Examples of common non-standard term courses are all classes offered during PJC summer sessions as well as any courses which are offered during the fall and spring terms which do not begin and/or end on the regular semester dates (Example: Term Sessions B, C, or D). Contact the FA/VA staff for more information.

**FA/VA PROCESSING TIME:** New applicants, program changes, and recertifications may take two to four weeks to audit and submit to the DVA. This timeframe will be lengthened during periods of registration.

**NAME/ADDRESS/PROGRAM CHANGES:** Notify FA/VA and the Admissions/Registrar Office if you change your name, address or degree program. These changes will affect your receipt of VA education benefits.

**DVA VOCATIONAL REHABILITATION:** Students approved for DVA Vocational Rehabilitation (Chapter 31) are eligible to charge tuition, fees, books and supplies as approved by their DVA case manager and as allowed by DVA regulations. FA/VA must receive DVA Form 28-1905 Authorization and Certification of Entrance or Reentrance into Rehabilitation and Certification of Status from the DVA case manager before charges can be made. For additional information, contact the FA/VA staff.

**GRADUATING TERM:** A VA student under Chapters 30, 32, 35, 1606, or 1607 may register in courses not part of their degree program to achieve up to full-time enrollment only during their graduation term. This exception procedure is once per program-for exceptions, contact the FA/VA staff. Any college credit course can be used for the VA student’s schedule, except he/she may not repeat a course in which a passing grade was received.

**LYCEUM**

Music performances, drama, dance, art exhibitions and distinguished speakers are available free to students, faculty and staff through the PJC Lyceum series. The general public is invited for a nominal fee. For information regarding Lyceum events, call the Music and Theatre Department, 484-1847, or go to the Lyceum website at www.pjc.edu/lyceum.

**ART GALLERY**

The Visual Arts Gallery, located in the Anna Lamar Switzer Center for Visual Arts, Pensacola campus, is open to students and the public with a series of changing exhibitions of contemporary art throughout the academic year, free of charge.

Gallery tours for groups are available by appointment for each exhibition. For more information, call the Visual Arts Department, 484-2563, or Vivian Spencer, Gallery Director, 484-2048.
ATHLETICS

Pensacola Junior College is a member of the National Junior College Athletic Association, Region VIII, and a member of the Florida Community College Activities Association. The college sponsors several publications devoted to campus news, as well as intercollegiate and intramural sports. The college participates in basketball for both men and women, as well as men's baseball, women's softball, and women's volleyball. Intramural sports include gymnastics which competes with other clubs. The program is open to all area youth. Participants in the club register through the Continuing Education registration process.

INTERCOLLEGIATE SPORTS: On the intercollegiate level, the college participates in basketball for both men and women, as well as men's baseball, women's softball, and women's volleyball.

INTRAMURAL SPORTS: The intramural program is under the direction of the Intramural Department and includes tournaments, leagues and clubs in approximately 40 activities. The program is open to all students attending PJC.

WSRE

WSRE, PBS for the Gulf Coast, began operations in 1967 under a license granted to Pensacola Junior College by the Federal Communications Commission. Since that time, WSRE has transitioned from airing black and white, to color, to stereo and now digital and high definition. WSRE is more than just a television station. It goes beyond the norm into the lives and interests of those wanting to make their community a better place. WSRE offers many services to the community through educational and outreach services, such as PBS Ready to Learn workshops. WSRE conducts 20-30 annual workshops to train adults to help children prepare to start school. This is just one of many ways WSRE influences and makes a difference in the community.

The mission of WSRE is unique: enhance individual potential by producing and broadcasting programs and providing educational outreach services that educate, inform and entertain by opening doors to a much bigger world. WSRE has been helping the community “Be more connected” for over 58 years by encouraging viewers to engage more deeply in the world around them. Through quality programming and educational outreach services, WSRE can help you “Be more!” For more information, visit wsre.org or call 484-1200.

COLLEGE PUBLICATIONS

The college sponsors several publications devoted to campus information or literary works by students, faculty and staff.

The Corsair is the student newspaper, available in both print and online formats. The print edition is generally published about every two weeks during the fall and spring terms. The Web edition may be accessed at ecor sais.com. The paper's editorial authority is vested in its student editor or co-editors, who are selected twice a year by PJC's Student Publications Committee. Thom Botsford, head of the Department of English and Communications, is the College's liaison to the paper, and journalist Christina Drain is the professional adviser. For more information, call 484-1458 or 484-1447.

The Leadership award is based upon participation in service clubs. The transcript is the final and official record of a student’s standing at the time of graduation. Students meeting the honors criteria at the time of graduation and after the official analysis of graduation eligibility is determined by the College Registrar will have the appropriate notation affixed to the official transcript and on the diploma, degree, or certificate awarded.

HONORS CEREMONY: At the annual Honors Ceremony students are recognized for the following categories: Departmental/Program Scholars Scholastic Achievement, Leadership, and Service. Departmental/Program Scholar recipients are selected by the individual academic departments in recognition of outstanding performance in the classroom and high test scores on competitive departmental examinations.

The Scholastic Achievement award recipients are selected by grade point averages. Recipients of this award must have maintained a 3.9 GPA or better while completing at least 80% of the requirements for the degree they are seeking.

The Leadership award is based upon participation in service clubs. The Service award recipients are selected by the faculty and department heads. This award is based on the outstanding services rendered in their respective departments, schools, and campuses.

PJC POLICE DEPARTMENT

The Pensacola Junior College Police Department is tasked with the safety and security of the college community on all PJC campuses. PJC police officers are commissioned Florida law enforcement officers who have completed a state certified law enforcement academy. The fact that PJC has police officers to help keep campuses safe is a point of pride. Out of the 28 community colleges in the state of Florida, PJC is one of only three colleges to have established its own police department.

Academic and Student Services
PJC is committed to help keep students safe while they strive to learn on any of our campuses, striving to identify problems and address issues before a crisis occurs. In all cases of criminal activity, loss of property, assault, threat, injury, or attempted crime, contact PJC police as soon as possible. This will facilitate proper reporting, documentation for further and preventive action, and will allow the PJC Police Department to assist the campus community in referral for needed assistance.

To assure 24 hour a day assistance for the campus community, the PJC Police Department operates 16 hours a day, 7 a.m. to 11 p.m., Monday through Friday, for the protection of students, staff, faculty, and visitors. Uniformed police officers patrol the campus by marked vehicle, by foot patrol, by buggy, and by bicycle. Police officers carry firearms and have arrest powers. Additionally, uniformed service officers assist in situations that do not call for specific police action. Student assistants, identified by safety vests, also assist with non-enforcement duties. Contract security guards patrol the campus from 11 p.m. until 7 a.m. on weekends and on holidays.

PJC Police telephone numbers and locations are as follows:


During non-duty times call:

- Pensacola Campus: 484-1449, 484-2500, 484-2000
- Warrington Campus: 484-2283
- Milton Campus: 484-4481
- Vice Office Number: 433-4008

In the case of an extreme emergency, if the campus police number cannot be remembered, on campus telephones, dial 9-911. This will connect to the law enforcement operator of the jurisdiction where the caller is located. Stay on the telephone and tell where you are. That agency will dispatch emergency help as well as notify the PJC police.

**CRIME STATISTICS**

In an attempt to inform PJC’s campus community of the frequency of crime on all of our campuses, the following crime statistics reflect the crimes that were reported to the PJC Police Department.

**OFFENSE:**

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>2003</th>
<th>2004</th>
<th>2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Alcohol violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>7</td>
<td>9</td>
<td>4</td>
</tr>
<tr>
<td>Larceny/Theft</td>
<td>41</td>
<td>40</td>
<td>38</td>
</tr>
<tr>
<td>Motor vehicle theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Forcible sex offenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Non-forcible sex offenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Weapons violations</td>
<td>0</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Narcotics Arrests</td>
<td>5</td>
<td>8</td>
<td>3</td>
</tr>
<tr>
<td>Alcohol Arrests</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Referred for Campus Disciplinary Action:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Liquor Law Violations</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drug Law Violations</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Illegal Weapons Violations</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

None of the crimes of aggravated assault manifested evidence of prejudice based on race, religion, sexual orientation, or ethnicity, as described by the Hate Crimes Statistics Act.

**OTHER SUPPORT SERVICES**

**SNACK BAR/VENDING**

The college contracts for various food and vending services for the convenience of students, faculty, and college staff. Self-service vending is widely available, with beverage and snack vending machines available on each campus. Snack bar operations are available on the Pensacola campus during the hours posted in appropriate areas. Student scholarship funds are routinely enhanced through vending commissions, made possible through use of the college vending operations.

**COLLEGE BOOKSTORES**

The college has bookstores on all three campuses to provide textbooks and supplies for sale to students, faculty, staff, and the community. Commissions from the bookstore operations fund scholarships for many PJC students. Books and supplies required for each course are kept in the college bookstores. Textbooks may also be purchased via the website at eollett.com. In addition to new and used textbooks, the stores also carry PJC imprinted notebooks, imprinted clothes, a large selection of college outline, preparation and reference books, and other assorted supplies.

Refunds on textbooks are allowed within 7 days from the first day of class. A **sales receipt is required**. A full refund is given if books are returned in the same condition as when purchased.

The college bookstores provide students the opportunity to sell their textbooks throughout the year. Highest used market value is paid for editions which will be used in the upcoming term, and national wholesale value is offered for all other titles. A picture ID is required.

Books and supplies may be purchased by cash, check, Visa, MasterCard, Discover, American Express, or by authorization from the Financial Aid office or other certified office. Students may write checks for the amount of purchase or up to $5 over the purchase amount. Checks must include an address and a phone number. A driver’s license is required.

**HEALTH CLINIC**

A health clinic, located on the Pensacola campus and under the supervision of a registered nurse, is available to assist students, faculty, and staff in the event of an accident or illness. If the Health Clinic nurse is needed at the scene of an accident or emergency illness, PJC Police should first be contacted at ext. 2000. The Health Clinic is located in the Lou Ross Health/Sports Center. Services are provided free of charge. Hours of operation are 7:30 a.m. to 4:00 p.m. daily.

**HOUSING**

The college does not provide housing facilities. A local apartment and condominium guide is available free of charge from the Student Leadership and Activities Office on each campus.

**ALCOHOL/DRUG EDUCATION AND PREVENTION INFORMATION**

Recognizing that the use and abuse of mind altering substances represents a serious threat to the college’s mission, the college has devoted significant effort to the prevention of these problems. These efforts include: educational programming, media presentations, curriculum resources, and referral services. For more information, contact the office of the Director of Student Life, 484-1689. Information is available on the PJC website at www.pjc.edu by clicking Admissions and then Health Services.

**AIDS POLICY**

The Pensacola Junior College AIDS policy is on file in each college department and is available to all students. For additional information on AIDS, contact the Director of Student Life, 484-1689, a trained AIDS educator. Information is available on the PJC website at www.pjc.edu by clicking Admissions and then Health Services.

**RAPE RISK REDUCTION EDUCATION**

The Rape Risk Reduction Education and Training Program, located in Room 43L/Building 1, exists to increase awareness of sexual violence and reduce the number of forcible sexual offenses for students, faculty and staff. Fifty-minute educational sessions are provided for students, faculty/staff and community members. Referral services are also available. For additional information, call the coordinator at 484-1792.
STUDENT LEADERSHIP ACTIVITIES OFFICE

The District Student Leadership and Activities Office provides a common point of contact and coordination between students and student organizations. A variety of services exists on each campus. For a complete listing, contact the Student Leadership and Activities office, Room 510 in the Pensacola campus Student Center.

AIDS Information

AIDS information is available in the district Student Leadership and Activities office and the Health Clinic on the Pensacola campus. The director of Student Life is a trained AIDS educator and is available to conduct workshops for any class or college group; call 484-1689 for more information.

Posting Student Notices

All notices placed on the various bulletin boards in college buildings must be approved through the appropriate campus Student Leadership and Activities office prior to posting. No notices are to be posted in locations other than these bulletin boards. A housing bulletin board is available on the Pensacola campus in the Student Center to post for roommates and rooms available.

PJC Volunteer Program

The PJC Volunteer Program, located in Room 43L, Bldg. 1 of the Pensacola campus, is available to students, staff, and community members interested in donating their time to serve our community. Volunteer opportunities and service projects are updated regularly and include such activities as tutoring, serving meals to the homeless, or participating in weekend construction projects with Habitat for Humanity.

At the end of every semester, volunteer time sheets can be submitted for documentation and consideration for annual service awards. Service documentation is especially useful in scholarship and employment applications. In addition to scholarly rewards, community service enhances personal development by providing opportunities to explore new professions, practice new skills, and overall, make a difference in the lives of others.

For more information, call the coordinator at 484-1792.

STUDENT ORGANIZATIONS

HOW TO JOIN A STUDENT ORGANIZATION. All organizations, except honor societies, are open to all students with a GPA of 2.0 or above, regardless of race, creed, color, sex, age, marital status, national origin, or handicap. Membership in an honor society is by invitation only. Students interested in joining a PJC club or organization should inquire at the Student Leadership and Activities office for information on procedures and people to contact. Student Organization Guidelines are listed later in this section.

Academic and Departmental Organizations:

- Band & Jazz Ensembles
- Barber Club
- Biology Club
- Brain Bowl
- Cheerleaders
- Chorale
- Cosmetology Club
- Corsair (newspaper)
- Criminal Justice/Forensics
- Dental Health Club
- Earth Science Club
- Education Club
- Engineering Club
- Forestry Club
- Guitar Ensemble
- Hospitality Management Association
- Humanities Club
- Instrument Society of America
- Literary Round Table
- Medical Assisting Club
- Phi Beta Lambda—Business
- Physics Club
- PJC Entertainers
- PJC Volunteers
- Pre-Physical Therapy Assisting
- Radiography Club
- Respiratory Club
- S.A.D.H.A.—Dental Hygiene
- Senior Classical League
- Student Diagnostic Medical Sonograph Organization
- Student Nurses Association
- Student Practical Nurses Association
- Student Speech Association
- Students for a Multicultural Society
- Swim Club
- Zoo Technology Club

Honor Organizations:

- Alpha Beta Gamma—Business
- Alpha Mu Gamma—Foreign Language
- Beta Phi Gamma—Journalism
- Kappa Delta Pi—Education
- Mu Alpha Theta—Mathematics
- Phi Rho Pi—Debate/Forensics
- Phi Theta Kappa—General Academic
- PJC Honors Council—General Academic
- Psi Beta—Psychology
- Sigma Delta Mu—Spanish
- Sigma Phi Alpha—Dental Hygiene

Religious Organizations:

- Baptist Collegiate Ministry
- Intervarsity Christian Fellowship
- Wesley Foundation

Social and Service Organizations:

- Chess Club
- College Democrats
- College Republicans
- Criminal Justice Association
- Deafness Awareness Club
- African American Student Association (Black Student Union)
- International Club
- Jared Sparks Historical Society
- Muse League
- Music Society
- Outdoor Recreation
- Senior Citizens Club
- Student Government Association
- Surf Club

Student Ambassador Program

The Student Ambassador Program was created to increase recruitment and retention at PJC. The program consists of a group of 12 PJC students who are chosen through an interview process to represent PJC in many different capacities. Ambassadors receive a stipend each semester for their hours worked during the semester. In order to be eligible for the program a student must have completed 12 semester hours, maintain a 2.5 GPA cumulatively and semi-annually. Students are chosen in the spring semester for the following year. Interested students should contact the Enrollment Services Office at 484-2076.
STUDENT HONOR ORGANIZATIONS

Phi Theta Kappa

Phi Theta Kappa is recognized by the American Association of Community and Junior Colleges as the official honor society of two-year colleges. The hallmarks of Phi Theta Kappa are Leadership, Scholarship, Fellowship and Service. Eligible students must be enrolled in an A.A., A.S or A.A.S program at Pensacola Junior College, have completed 12 semester hours of college credit at PJC, and attained a cumulative GPA of 3.5. All students who meet the minimum requirements are eligible for membership and are encouraged to attend their chapter’s new members’ orientation meeting in the beginning of the fall and spring terms. Payment of dues and other important information will be introduced at this time.

PJC has three chapters of Phi Theta Kappa:
- Theta Chi, Pensacola campus
- Beta Alpha Psi, Warrington campus
- Beta Beta Gamma, Milton campus

Phi Theta Kappa allows for many different levels of involvement. The personal rewards and satisfaction derived from membership far outweigh the time contributed to the chapter’s success. PJC honors Phi Theta Kappa members in the graduation program at graduation ceremonies where members proudly wear the distinctive gold Phi Theta Kappa stoles and tassels. Phi Theta Kappa membership is displayed prominently on each member’s official transcript.

Opportunities are available as well for members to apply for Phi Theta Kappa scholarships at various colleges and universities. Provisional membership is available for PJC students with a 3.5 documented high school GPA but less than 12 credits at PJC. These students are eligible for membership when meeting the above requirements.

Specific Discipline Honor Organizations

Outstanding academic performance by students in various academic disciplines is recognized by honor organizations for students in the respective disciplines. These other honor organizations are open to PJC students with high academic performance, and they also afford a variety of activities and opportunities for recognition and service.

STUDENT ORGANIZATION GUIDELINES

Pensacola Junior College recognizes student organizations that exist to promote the social, moral and educational well-being of their members. Recognition of an on-campus organization by the college is granted and maintained provided the organization demonstrates continued acceptable social behavior and sound fiscal management. The college delegates to the Student Leadership and Activities office the authority to approve, censure or deny privileges to campus organizations. Such authority, however, is subject to review by the college president. Organizations seeking affiliation with other organizations not under the jurisdiction of PJC must first have the approval of the college president.

The coordinator of Student Leadership and Activities is available to organizations for counsel and assistance district-wide.

Final responsibility for the good name and standing of an organization rests solely on its members. All student organizations' regulations, and the provisions of student organizations' constitutions, must be consistent with the national, state and county laws, and the policies of the District Board of Trustees.

STUDENT MEMBERSHIP

Membership is open to any student who has:
1. A current cumulative GPA of 2.0 or higher at PJC
2. A cumulative GPA of 2.0 or higher from their previous college/university; or
3. A cumulative GPA of 2.5 or higher from high school (if a new student).

Note: Grades earned from Developmental Studies classes may be used if they are the only classes that the student has taken and may not be used to determine membership eligibility once the student begins college credit classes.

OBTAINING CAMPUS CHARTERS

To obtain a campus charter, representatives of a student organization must first consult with the appropriate SGA advisor. They must also provide the advisor with the following:

1. Statement of purpose.
2. At least five (5) copies of proposed constitution.
3. List of bylaws incorporating the college’s anti-hazing policy (see “PJC Anti-hazing Policy” in this handbook).
4. The name of the faculty advisor(s) approved by the campus provost.
5. A list of prospective members who must be PJC students.

The advisor will then present the charter request to the Student Government Association (SGA). The SGA’s recommendation for charter and one copy of the organization’s proposed constitution will then be forwarded to the college president for review and signature.

Common Responsibilities

1. To secure one or more approved advisors who either attend meetings or approve in advance the agenda for meetings. An advisor should be present at all meetings held after 5 p.m. An advisor may be any individual employed at PJC as an instructor, administrator or career service employee. Student Leadership and Activities Manuals are available for all advisors in the Student Leadership and Activities office.
2. To accept all responsibility for organizational financial matters of the individual organization. No action on the part of any organization, collectively or by individual members, shall incur any indebtedness to PJC.
3. To furnish to the Student Leadership and Activities office a complete list of officers and members. Also, to furnish to this office, within two weeks of the beginning of the spring and fall terms, times and places of meetings and the name of the advisor(s). Any changes in the organization’s constitution or purpose must be placed on file in the Student Leadership and Activities office.
4. To limit membership to current PJC students maintaining a minimum 2.0 semester grade point average. Students joining a club/organization directly from high school graduation or without any college credits must have a minimum 2.5 cumulative GPA from high school.
5. To drop from membership immediately any member who fails to maintain the required 2.0 semester GPA. College Prep grades may be utilized to determine club eligibility only until college credit classes are started.
6. To furnish to the Student Leadership and Activities office, three weeks prior to the end of the spring term, a report consisting of the names, addresses and phone numbers of officers for the coming year, and a list of major activities engaged in during the past year.
7. To refrain from any type of hazing (see the anti-hazing laws).
8. Any SGA chartered club/organization that sponsors an activity/event on or off the campus must submit a detailed outline of said activity to the appropriate campus Student Leadership and Activities coordinator a minimum of two weeks in advance of the activity. Each activity is to be approved by the Student Leadership and Activities coordinator in addition to the club sponsor and the department head of the facility being used (if held on campus). The Student Leadership and Activities coordinator will meet with the sponsoring organization to discuss their proposed plans and assist with ideas/suggestions to help insure the success of the activity. Again, all of the above must be completed a minimum of two weeks prior to the planned activity. Activity forms are available in the Student Leadership and Activities office.
9. To complete and return a re-chartering request to the Student Leadership Activities Office each term.
10. All funded clubs must present one campus-wide event per term I and II as well as other obligations set forth by the Student Leadership and Activities office.
11. In order for clubs to receive funding, once a year each club and its members must receive training from the Kape Risk Reduction Office. Failure to do so will result in zero funding for the following year.
Penalties
Organizations failing to fulfill the above responsibilities are subject to the following penalties:
1. Forfeiture of social privileges.
2. Forfeiture of representation in student publications.
3. Forfeiture of representation in intramural or other competitive campus activities.
4. Forfeiture of campus charter.
5. Suspension of campus charter.
6. Suspension of individual members’ right to participate in other campus activities or organizations.
7. Trial of officers or members suspected of violating the PJC Honor Code.
8. Any penalty as set forth in the college statement on student rights and responsibilities. Penalties may be prescribed for organizations by the SGA for infractions of a minor nature in accordance with procedures outlined in the college statement on student rights and responsibilities.

ORGANIZATION ACTIVITIES

Time
Evening activities may be held on campus on Fridays, Saturdays, Sundays or evenings preceding holidays. Registered social functions may be held on the campus or at a place approved in advance by the Student Leadership and Activities office. Requests for approval of location should be submitted one week prior to the planned date of the activity.

Registered Activities
Approved social activities of student organizations must be registered in the Student Leadership and Activities office. Registration of the activity is completed by filling out an activity form available in this office. If a club or organization enters into a contractual agreement with any group that will be using PJC facilities, a copy of said contract must be filed in the Student Leadership and Activities office and reviewed before approval will be given to the activity.

Speakers
Guest speakers on campus must also be approved by the college. Completed applications for approval must be submitted to the Student Leadership Activities Office at least 10 calendar days prior to the date of the proposed speaking engagement.

Chaperons
All registered social functions, either on or off campus, are required to have chaperons in attendance. The chaperons may be any advisor and spouse; or any couple, one of whom is employed by the college as a teacher, an administrator, or a member of the professional staff. Only employees of the college may receive student activity per diem expenses.

Chaperons shall exact appropriate conduct from attending students and shall affect proper regard for college regulations at social functions. Instructions for chaperons, outlining their responsibilities, are available in the Student Leadership and Activities offices.

STUDENT GOVERNMENT ASSOCIATION

The college provides an opportunity for experience in self-government on each campus. A student may hold any office in the Student Government Association (SGA) or other college organization or represent the college in any manner if he or she satisfies the requirements stated by the organization’s constitution.

Students are the constituents of the academic community of Pensacola Junior College. As such, they are entitled to express their opinions on subjects involving their intellectual, social, physical and moral development and to participate in the formulation of institutional policy which affects their general interest and welfare. The SGA is the primary vehicle for student expression and participation in the democratic process.

The SGA should serve to promote a climate encouraging responsible participation and leadership in the college community; to further understanding and a positive relationship between the student body and the faculty and administration; and to lead actions beneficial to the college community as a whole.

Current copies of the SGA’s Constitution are on file in the Student Leadership and Activities Office.

Scope of Authority
The PJC SGA is recognized as the official student body government and shall serve to express the will of the general college body. The college shall work with the SGA in seeking the opinions and assistance of the general student body on matters of their proper concern.

The SGA is responsible for establishing and enforcing its own rules of procedure. Such rules must not be in conflict with the policies of the college or laws of the state and national government.

To the Student Government Association is delegated the responsibility for:
1. Budgeting student leadership and activities funds.
2. Chartering prospective student organizations.
3. Informing the organizations of the necessity of compliance with all organizational regulations.
4. Recommending changes necessary for the successful and proper functioning of organizations.
5. Taking action against organizations when violations of regulations occur.
6. Encouraging various student publications to publish such notices as it deems necessary for the information of the student body.
7. Informing students of its role, of the students’ role, and of the necessity of student participation in maintaining effective student government and the democratic process.
8. Promoting, endorsing and continually striving to improve the honor system described in Article IV of the Constitution.
9. Expressing choices and making recommendations for speakers and entertainers for the PJC Lyceum series.
10. Participating in the formulation of policies regulating student conduct through representation on committees charged with drawing up codes of conduct.
11. Requesting appropriate changes in college policy not directly under the control of the SGA (e.g., changes in curriculum) to the proper faculty committee or administrative official.
12. Receiving petitions from students who wish to express their opinions or suggest changes to college policy.
13. Establishing special committees to study particular problems.

Actions of the SGA shall be subject to review by only such officials as may be authorized to do so by the Constitution or by the president of the college. The president or his or her designated representative has the responsibility of improving communications between faculty and students.
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OFFICE OF STUDENT LIFE

The Office of Student Life, located on the Pensacola campus, assists students by conducting AIDS Education workshops, acting as a mediator in non-academic grievances that have not been resolved by the department, making available current information on students' rights, listening to complaints or criticisms with an open mind and following up quickly; providing a fair and impartial hearing for any student accused of violating the PJC Code of Conduct and/or state law; and providing drug education information and referral.

BASIC STUDENT RESPONSIBILITIES

The statement which follows was prepared by a student-faculty committee after an extensive and intensive review and study of the college's rules and regulations governing students and student organizations. The purpose of this statement is to clarify for students and to assist students in understanding the position of the college on matters of student rights and responsibilities. This statement endorses a concept of community responsibility wherein students will be provided the opportunity to develop an independent capacity to search for truth and formulate educational goals.

INTRODUCTION

A student is first a citizen of his or her country, and as such is entitled to its freedoms and benefits as well as being responsible for compliance with its laws and regulations — local, state and national. Similarly, when a person enrolls at Pensacola Junior College, he or she becomes a member of the academic community of which membership brings to the student certain responsibilities. In this sense, the relationship between the student and the college is a voluntary agreement, or contract, which involves rights and responsibilities designed to accomplish with maximum order and effectiveness the goals of the college.

Enrollment at this institution is not compulsory. The Federal Constitution protects the equality of opportunity for all qualified persons to enroll at PJC. Enrollment is voluntary. Since enrollment is voluntary, the student voluntarily assumes the obligations of performance and behavior reasonably imposed by the institution relevant to its lawful mission, processes and functions. The institution assumes the obligation of establishing guidelines and taking necessary steps to assure compliance with this obligation. The rights of the students to learn and of the faculty to teach are obligations the institution is charged to uphold. The institution will, therefore, take the necessary steps to protect those rights.

No member of the academic community may, without liability to lawful discipline, intentionally act to impair or prevent the accomplishment of any lawful mission, process, or function of the institution.

STUDENT RESPONSIBILITIES

1. The student is responsible for compliance with regulations contained in the college Catalog/Student Handbook, and in any bulletins, letters or memoranda issued by the president or his or her designated representatives.
2. The student should strive to become an active learner and engage in free discussion, inquiry, and expression where appropriate.
3. The student should make every effort to be present for class sessions throughout the term so that sufficient basis is established for grading.
4. The student is responsible for learning the content of any course as required by the instructor.
5. The student should be punctual and prepared for class.
6. The student is responsible for his or her own and his or her classmate’s honesty in the classroom, according to the Student Honor Code.
7. The student is responsible for his or her actions on campus and in the classroom.

COLLEGE AUTHORITY REGARDING STUDENTS

1. Under the authority of the State Board of Education (Regulation No. 6A-14.56), the District Board of Trustees of Pensacola Junior College is required to establish policies and procedures governing the behavior and discipline of students.
2. The delegated authority of the college to impose penalties will be asserted when the Code of Conduct as described on page 19 is violated.
3. When the activities of students results in violation of federal, state or local laws, those students who violate such laws will be penalized as prescribed by civil and institutional authorities.
4. Student organizations are also responsible for compliance with the policies set forth in this section.
5. Activities sponsored by the college, including student groups participating off campus in college-sponsored or related activities, shall be subject to supervision by the college.

POLICY INFORMATION

A student who wishes to suggest changes in the academic policy of the college (policy concerning curriculum, attendance, grading, etc.) should submit a written recommendation to the Student Government Association for evaluation. The SGA may approve or disapprove the suggestion. If approved, the proposal will be submitted by the SGA through administrative channels to the president of the college for action.

CLASSROOM ACTIVITY

1. The professor, in the classroom and in conference, should encourage free discussion, inquiry and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.
2. Students should be free to take reasoned exception to the data or views offered in any course of study, and to reserve judgment about matters of opinion. They are responsible, however, for learning the content of any course of study for which they are enrolled.
3. Students should be evaluated through orderly procedures. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

CLASS ATTENDANCE

Regulations governing punctual and regular class attendance are outlined under the Academic Regulations and Policies section.

DRESS AND APPEARANCE

Students are expected to dress and maintain their personal appearance in a manner which will not endanger their health, welfare or safety. This will be in accordance with state and local laws and the college's Code of Conduct.

STUDENT HONOR PLEDGE

All students enrolled at PJC are expected to fulfill the Honor Pledge, which is as follows:

“I pledge myself to uphold the highest standards of truth, honor and integrity. I refuse to tolerate violations of these standards on the part of any other student.”

The following shall be considered infractions of the Honor Pledge:

1. Lying is a deliberate falsification of facts. It includes a deliberate act of deception or the telling of an untruth during direct questioning before members of authority, either fellow students or faculty members.
2. Cheating is giving or receiving aid, whether written, oral or otherwise, in order that a student may receive undeserved credit.
STUDENT CODE OF CONDUCT

When students enroll at Pensacola Junior College, they are responsible for compliance with regulations in the college Catalog/Student Handbook, and any bulletin, letters or memoranda issued by the president or his/her delegated representatives. No member of the academic community may, without liability to lawful discipline, intentionally act to impair or prevent the accomplishment of any lawful mission, process, or function of the institution.

Recognizing that the college has the responsibility of providing an atmosphere within which its students can pursue their respective academic goals and realize the opportunities afforded them by the college, a Code of Conduct was established to govern students enrolled at PJC.

Expulsion, suspension, or any lesser penalty may be imposed upon any student enrolled at PJC who participates in any of the following offenses:

1. Furnishing false information (written or oral) to the college with intent to deceive;
2. Forgery, alteration or misuse of college documents, records, or identification cards;
3. Assault and battery;
4. Malicious destruction, damage, or misuse of public property, including library materials, or private property on campus;
5. Attempted or actual theft, larceny, embezzlement, the temporary taking of the property of another;
6. Issuing bad checks;
7. Gambling;
8. Vandalism;
9. Disorderly conduct or unlawful assembly;
10. Participation in hazing (see anti-hazing policy);
11. Obscene conduct or public profanity;
12. Illegal manufacture, sale, possession, or use of narcotics, marijuana, hypnotics, sedatives, tranquilizers, stimulants, hallucinogens, and other similar known harmful or habit-forming drugs and/or chemicals;
13. Possession or use of alcoholic beverages on campus, on field trips or at other instructional sessions off campus;
14. Drunkenness or intoxication;
15. Possession on person or in vehicle, display or discharge of a firearm, pellet gun, air rifle, or other such weapon. Law enforcement officers attending class on campus may carry a weapon if required to do so by the policies of the law enforcement agency by which such officers are employed;
16. Possession on person or in vehicle, display or use of any dangerous instrument, including, but not limited to, knives, fireworks, explosive chemicals, box cutters and razor blades;
17. Exhibitionism in the form of nudity or indecent exposure of the person;
18. Interference with the freedom of movement of any member or guest of the college;
19. Deliberately impeding or interfering with the rights of others to enter, use or leave any college facility, service, or scheduled activity, or to carry out their normal functions or duties;
20. Deliberate interference with academic freedom and freedom of speech of any member or guest of the college;
21. Deliberate disruption of any class, meeting, or college function;
22. Occupation of any college facility, when unauthorized, through participation in "sit-in," "lie-in," or similar activities;
23. Failure to comply with directions of college officials or campus Police in performance of their duties and/or failure to identify oneself to one of these persons when requested to do so;
24. The active threat of violence against any member or guest of the college;
25. Participation in any activity which disrupts or interferes with the orderly process of operation of the college;
26. Failure to respond to an administrative summons;
27. Extortion;
28. Sexual harassment, sexual assault;
29. Use of college computers to send, receive or view obscene or sexually explicit messages/pictures;
30. Violations of federal and state law, respective county and city ordinances and all college and District Board of Trustees rules and regulations;
31. Electronic Devices, such as cell phones, cell phone cameras, IPODS, pagers, etc. are to be turned to the “off position” while attending a class or lyceum program.

PLAGIARISM AND ACADEMIC CHEATING

Plagiarism and academic cheating are serious offenses. An instructor may take action against any student who is suspected of plagiarism or academic cheating. The action taken may be the awarding of a failing grade on the assignment in question or withdrawal from the course with the assignment of an Early “F.” A student who disputes the allegation of plagiarism or academic cheating may discuss the situation with the instructor. If the student does not reach resolution after discussion with the instructor, the student may discuss the situation with appropriate academic officers beginning with the department head and campus provost.

ANTI-HAZING POLICY

No student or other person associated with Pensacola Junior College shall engage in any “hazing” activities as that term is described herein below.

As used herein, “hazing” means any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of PJC. Such term shall include: beating, branding, forced calisthenics, or exposure to the elements; forced consumption of any food, liquor, drug or other substance; or any other forced physical activity which could adversely affect the physical health or safety of the individual; and any other forced activity which could adversely affect the mental health or dignity of the individual. Any activity as described above upon which the initiation or admission into or affiliation with a PJC 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.

Any student or other person associated with a PJC organization who engages in any hazing activity, on or off campus, may be subject to the following penalties:

1. Fine up to $100;
2. Withholding of diploma or transcript pending payment of any fine imposed;
3. Probation.

If the hazing activities are willful and flagrant violations of this policy and/or if the hazing consists of brutality of a physical nature, the student or other person associated with a PJC organization who engages in such hazing activities may be suspended or dismissed.

Any PJC organization which authorizes hazing in blatant disregard of this policy may be subject to the following penalties:

1. Suspension or forfeiture of social privileges;
2. Suspension or forfeiture of representation in student publications;
3. Suspension or forfeiture of representation in intramural or other competitive campus activities;
4. Suspension of individual members’ rights to participate in other campus activities or organizations.

The penalty to be imposed on a PJC organization which authorizes hazing in blatant disregard of this policy will depend upon the facts of each incident. Repeated violation of this policy may result in the suspension or forfeiture of the organization’s campus charter.

Any penalties for violation of the college’s Anti-Hazing Policy shall be in addition to those penalties imposed for violation of any of the criminal laws of the state of Florida or for violation of any other rule promulgated by this college to which the violator may be subject.

Any student or other person associated with a PJC organization charged with the violation of the college’s Anti-Hazing Policy shall be entitled to a hearing and to the same procedural rights as any student accused of violating the college’s Code of Conduct.
To communicate and implement the college’s Anti-Hazing Policy, the following actions shall be taken.

1. Each college organization advisor shall be given a copy of the college’s Anti-Hazing Policy and shall be charged with the responsibility of informing the organization of the adoption of this policy.

2. Each college organization shall be required to incorporate the college’s Anti-Hazing Policy in its bylaws and to submit a copy of its revised bylaws to the Student Leadership and Activities Office.

3. A copy of the Anti-Hazing Policy, rules and penalties is available to each student.

4. The college’s Anti-Hazing Policy shall be printed in the college Catalog.

5. A representative of the college will meet with each student organization at the beginning of each school year to review, discuss and answer all questions relating to the college’s Anti-Hazing Policy.

Any amendment to the college’s Anti-Hazing Policy, rules or penalties shall be submitted to the State Board of Education for its approval within ten (10) days after the adoption of such amendment.

CHILDREN ON CAMPUS

1. Individuals who are not registered may not attend classes or labs unless expressly authorized to do so by the appropriate administrator.

2. Individuals who bring children to campus are responsible for their supervision at all times. College officials are to contact a parent or other party responsible for children left unattended on campus and inform them that children must be properly supervised while on campus.

3. Administrators and faculty members have the authority to enforce these guidelines.

4. Individuals who bring children to campus and refuse to abide by these guidelines are to be referred to the chief Student Affairs officer on the appropriate campus.

5. No children are permitted in labs, shops, clinical areas, or any area where potential hazards exist, with the exception of children directly involved in the instructional process (e.g., as patients in the Dental Clinic or observed children in the Child Care Lab).

TRESPASSING

Pensacola Junior College adheres to Florida law addressing the crime of trespassing. Although, as a community college, we are open to the general public, specific situations may constitute the crime of trespassing. In those cases, any law enforcement officer may arrest, either on or off the premises, and without warrant, any person whom the law enforcement officer has probable cause to believe has committed any of the specific offenses addressed in the following Florida laws:

- ES.S. 810.08 Trespass in Structure or Conveyance
- ES.S. 810.09 Trespass on Property Other than Structure or Conveyance
- ES.S. 810.095 Trespass on School Property with a Firearm or Other Weapon Prohibited
- ES.S. 810.097 Trespass Upon the Grounds of a School Facility: Penalties; Arrest

Florida State Statutes are accessible through the following website: www.flsenate.gov\Statutes\index.cfm. Additionally, an individual may be removed from campus for any applicable Board Policy and Procedure.

STUDENT MOTOR VEHICLE REGULATIONS

REGISTRATION

1. All students and employees operating motor vehicles on any Pensacola Junior College campus must register their vehicles at the time of class registration, or upon employment. Register in the PJC Police Department on any PJC campus.

2. Registered vehicles will be issued a PJC parking decal. To obtain a decal, the student must present a current student identification card (or receipt for fees paid) and a current vehicle registration. Employees must present a PJC ID or a copy of their contract, as well as their vehicle registration. There is no charge for parking decals. Vehicle registration procedures apply to part-time as well as full-time students and employees.

3. The decal shall be permanently affixed to the rear window (right side) or rear bumper (right side) so that permit is clearly visible from behind. Motorcycles and similar vehicles shall display the permit on the rear of the vehicle so that it is clearly visible from behind.

4. If a decal is lost, becomes illegible, or invalid due to expiration, it is the student’s and employee’s responsibility to immediately register the vehicle.

5. Decals are non-transferable.

6. The person who registered a vehicle, and was issued a decal for it, is at all times responsible for that vehicle, regardless of who is driving the vehicle. If the vehicle is sold, the decal should be removed.

7. Parking decals are subject to revocation by the Administration in the event of repeated violations of campus parking and traffic regulations.

8. Handicapped parking will be by decal issued by the state of Florida only. Contact the PJC Police Department for additional information.

PARKING REGULATIONS

1. Backing into or pulling through campus parking spaces is prohibited. The vehicle decal displayed on the rear of the vehicle must be visible from parking lot throughways at all times.

2. Student parking decals allow parking in all unmarked parking spaces and in areas with a white curb. Other curb colors are reserved as follows: Green Curb — employee parking; Red Curb — visitor parking; Blue Curb — handicapped parking.

3. Reserved spaces are restricted Monday through Friday, 7 a.m. to 5 p.m. Handicapped parking spaces are reserved at all times.

4. If it is necessary to drive an unregistered vehicle on campus, contact the office where you received the decal. They will issue a temporary parking decal.

5. Visitor spaces are reserved for non-student, non-employee visitors.

6. If overnight parking is necessary, please notify the PJC Police Department.

TRAFFIC REGULATIONS

1. No person shall willfully fail or refuse to comply with any lawful order or direction of any Police Department employee with authority to direct, control, or regulate traffic.

2. Police Department employees shall place traffic control devices (signs, signals, markings), in compliance with state laws and city ordinances, as is deemed necessary for the safe regulations of traffic. No one will willfully fail or refuse to comply with such a traffic control device. No one will alter, deface, injure, knock down, or remove traffic control devices.

3. All drivers shall operate their vehicles in accordance with the traffic laws of the state of Florida while on Pensacola Junior College campuses.

4. No person shall drive a vehicle at a speed greater than is reasonable and prudent under the actual and potential hazards then existing, regardless of the posted speed limit. The speed limit on College Boulevard, Underwood Drive, and Airport and 12th Avenues is as posted. Congested areas and bad weather may require slower speeds. The speed limit in all campus parking lots and on all service or access roads is 10 MPH or as otherwise posted.
5. The driver of any vehicle involved in an accident resulting in injury or death of any person, or damage to the property of another, shall immediately stop the vehicle at the scene of the accident and remain there until the requirements below have been fulfilled:
   a. The driver shall render any aid possible to any person injured, including arranging for transportation of injured person to a hospital.
   b. The driver shall give his or her name and address, and the identification number of his or her vehicle, and shall, upon request, exhibit his or her driver’s license to an officer of the PJC Police Department and/or to the person struck.
   c. The driver shall immediately notify the PJC Police Department and shall remain at the scene of the accident until an investigation is complete.
   d. If the accident involves a collision with an unattended vehicle, the driver shall immediately stop and notify the PJC Police Department.

OTHER REGULATIONS AND PROVISIONS

1. The parking and traffic regulations apply to motorcycles, motor scooters, and mopeds just as they apply to other vehicles.
2. Motorized vehicles operated by PJC employees are permitted to operate on campus sidewalks, as are vehicles for disabled persons. The pedestrians will always have the right of way.
3. Every operator and passenger of a motorcycle or motor scooter shall wear an approved safety helmet, as required by law, while the vehicle is in motion.
4. College vehicles on emergency business are exempt from the rules in this section.
5. Skateboarding, skating, rollerblading and riding scooters is prohibited in any PJC campus area.
6. The college assumes no responsibility for any damage to motor vehicles, or for any other loss, while the car is driven or parked on campus.
7. During special events, certain parking and/or driving areas may be restricted.
8. Bicycles will not be brought inside PJC buildings at any time.

FUNDRAISING ACTIVITIES

Only college-recognized organizations may conduct fundraising projects. Such organizations may sell on campus consumable goods, if prepared in accordance with health department regulations, as well as nonconsumable goods or services in order to raise funds for the support of activities, provided that this provision shall not be construed to allow the raising of funds for the support of activities or causes unrelated to the local college community or whether any item is improper for sale, the president or his/her designated representative shall resolve the controversy.

Any organization desiring to conduct a fundraising project on campus shall submit a written request describing the project to the appropriate Student Leadership and Activities office on the form available from that office at least two (2) weeks prior to the time that the organization desires to conduct the project. The completed form shall contain the signature of the organization’s president and advisor, if applicable, when submitted to the appropriate Student Leadership and Activities office for consideration. The activity may commence only after approval by the provost or the provost’s designated representative.

Solicitation of donations, directly or indirectly, for support of any cause shall not be permitted on campus unless written permission from the president or his/her designated representative is first obtained.

This provision shall not be construed to allow the sale of printed matter as a fund raising project. The sale of printed matter on campus is not permitted except within the operation of the college bookstores.

Fundraising projects must not conflict with other scheduled projects or programs and must be in accordance with local, state and federal laws.

SPEECH AND PUBLICATION GUIDELINES

Guest Speakers

The freedom of speech and assembly guaranteed by the First and Fourteenth amendments of the United States Constitution shall be enjoyed by the students of PJC including the opportunity to hear off-campus or outside speakers on the college campus. Free discussions of subjects of controversial nature shall not be curtailed. Students at PJC are expected to accept fully the responsibilities that accompany the freedoms of speech and assembly which they enjoy. When inviting an outside speaker, a student organization is charged with the responsibility of making a choice that reflects the students’ genuine concern for the best interest and welfare not only of their own organization but of the college and the community as well.

Policies concerning the issuance of invitations to outside speakers shall be limited to the following:

1. A request to invite an outside speaker will be considered only when made by an organized student group recognized by the college.
2. Invitations by an organized group shall not be issued to an outside speaker without prior written concurrence by the president of the college, or such person or committee as may be designated by the president (such person or committee hereafter referred to as his/her authorized designee), for scheduling of speaker dates and assignments of campus facilities.
3. Any speaker request shall be made in writing by an officer of the student organization desiring to sponsor the proposed speaker not later than 10 calendar days prior to the date of the proposed speaking engagement. This request shall contain the name of the sponsoring organization; the proposed date, time and location of the meeting; the expected size of the audience; and topic of the speech. Any request not acted upon by the president, or his/her authorized designee, within four days after submission shall be deemed granted. A request made by a recognized organization may be denied only if the president or his/her authorized designee determines, after proper inquiry, that the proposed speech will constitute a clear and present danger to the institution’s orderly operation by the speaker’s advocacy of such actions as:
   a. The violent overthrow of the government of the United States, the state of Florida, or any political subdivision thereof; or
   b. The willful damage or destruction, or seizure and subversion of the institution’s buildings or other property; or
   c. The forcible disruption or impairment of, or interference with, the institution’s buildings or other property; or
   d. The physical harm, coercion, intimidation or other invasion of lawful rights of the institution’s officials, faculty members or students; or
   e. Other campus disorders of a violent nature.

In determining the existence of a clear and present danger, the president or his/her authorized designee may consider all relevant factors, including whether such speaker has, within the past five years, incited violence resulting in the destruction of property at any state educational institution or willfully caused the forcible disruption of regularly scheduled classes or other educational functions at any such institution.

4. Where the request for an outside speaker is denied, any sponsoring organization thereby aggrieved shall, upon application to the president or his/her authorized designee, obtain a hearing within two (2) days following the filing of its appeal before the Student/Faculty Relations Panel for a de novo consideration of the request. The matter may be referred to the District Board of Trustees of PJC if the Student/Faculty Relations Panel believes that the request was improperly denied by the president. Any sponsoring organization aggrieved by the action of the Student/Faculty Judiciary or the District Board of Trustees in denying the request may obtain judicial review upon application at any court of competent jurisdiction, state or federal, by presenting its verified petition setting forth the grounds of complaint and giving adequate notice of such filing to the president. Upon a hearing to be conducted as soon as practicable, and at such time and place as the court may prescribe, the court shall either reverse or affirm the decision of the president as may be proper under the law and facts.
5. When the request for an outside speaker is granted and the speaker accepts the invitation, the sponsoring organization shall inform the president or his/her authorized designee in writing immediately. The president or his/her authorized designee may, at his or her discretion, require that the meeting be chaired by a member of the administration or faculty and may further require a statement to be made at the meeting that the views presented are not necessarily those of the institution or of the sponsoring group. In accepting the invitation to speak, the speaker assumes full responsibility for any violation of law committed by him while he is on campus.

Public Address Area
1. Students, faculty, administration, staff or non-students may use the address area for free speech, advocacy and recruiting any time the college is officially in session. The area used for this purpose on the Pensacola campus is defined as the triangle directly in front of the Student Center and bounded by the sidewalks. This area is identified on the campus map and does not include the sidewalks, which are used as boundaries. The address area on the Warrington campus is on the grass at the south side of the west entrance to Building 3600.
2. Although no prior request for use of the area need be made for extemporaneous expression, individuals reserving the use of the area have priority.
3. When reservations are made for use of the area, they will be made on a first-come, first-served basis by the appropriate Student Leadership and Activities Office.
4. Individuals using the speaker’s area during extemporaneous discussion must, as a matter of courtesy, yield the platform after a reasonable amount of time when others desire to speak.
5. Speech within the address area is subject to the regulations of the college and all local, state and federal laws. Individuals who use speech which defames another, which is obscene, or which constitutes a clear and present danger to the institution’s orderly operation may be enjoined by the college and such speech may provide grounds for action under the Code of Conduct. The provisions of the Code of Conduct apply to the address area as well as other areas of the campus.

Posting, Distributing, Exhibiting Printed or Filmed Material
Students may distribute free non-commercial literature within the public address areas set aside by the college. Tables and easels may be set in designated areas. In these areas, signs may be used in conjunction with the tables. Tables should be supervised at all times. In the event of congestion or unreasonable interference with the flow of students passing through the area, the provost or his/her designee may reasonably regulate such activity.

Non-commercial notices may be posted by students and registered student groups on all bulletin boards. All postings must be cleared through the appropriate office to avoid congestion and to obtain optimum use of facilities available.

Students are expected to use mature judgment and a sense of discretion in the publication, posting and distribution of any material on campus and to realize that they and their group or organization must accept responsibility for the consequences of their behavior.

The president or his/her authorized designee may prohibit the distribution on campus of any material or publication or the showing on campus of any films containing obscene or defamatory matter, or containing matter which the president or his/her authorized designee reasonably believes would incite others to take action which would substantially disrupt or materially interfere with school activities. Should the president prohibit the distribution of any film on campus, the student or recognized student group thereby aggrieved shall, upon written application to the president or his/her authorized designee, obtain a hearing within two days following the filing of the appeal before the Student Relations Panel. The appeal procedure shall be the same as provided in the case where the president denies a student organization’s request to invite an outside speaker to appear on campus.

Responsibility for editorial or other content of publications distributed on campus shall lie with the sponsoring agency, group, or organization. All publications distributed on campus should appropriately indicate that the opinions expressed therein are not necessarily those of the college or of the student body. The use of the college name, seal, or other official insignia in printed matter shall not imply that the college approves, supports, or endorses the contents.

1. All posting must be approved by the Student Leadership and Activities Office (Pensacola)/Student Services Office (Milton and Warrington).
2. Posting includes: posters, small banners, sheet banners hung between trees, stake signs, changeable signs, table tents, flyers, rolling signs, easel signs, and commercial advertisements.
3. Posting may be done two (2) weeks prior to any club/organization or PJC-sponsored event including athletics, intramurals, homecoming, mid-term, organization week, and various elections.
4. Posting outlined in (2.) above may be done on all campus bulletin boards, in the gymnasium, and on the carpeted wall in the Warrington Student Services area.
5. No posting will be allowed on doors or glass or on building walls other than the gymnasium interior walls.
6. Any posting should be removed within one (1) school day after the event has taken place. It is the responsibility of those putting up the posting to take it down.

STUDENT RIGHTS

BASIC STUDENT PROCERDURAL DUE PROCESS RIGHTS
Pensacola Junior College will observe the fundamentals of due process to reach a fair, equitable, and consistent resolution for students with complaints and grievances. Due process will be observed in the adjudication of alleged student violations of College policies and procedures.

APPEALS AVAILABLE TO STUDENTS

Non-Academic Appeals
1. Student Motor Vehicle Regulations. Students who wish to dispute an alleged violation of the Student Motor Vehicle Regulations may submit an appeal to the Traffic Appeals Court through the Student Leadership and Activities Office on the appropriate campus.

2. Discrimination and Harassment Outside of the Classroom Setting. A student with a complaint regarding issues of discrimination or harassment, including Title IX and Section 504, that occur on campus but not as part of the classroom setting should bring the issue to the immediate attention of the Associate Vice President for Institutional Diversity.

3. Code of Conduct Violations. A student accused of violating a section or sections of the Pensacola Junior College Code of Conduct shall be entitled to certain procedural rights. See the Code of Student Conduct Violations in the Non-Academic Appeals Procedure section of the College Catalog.
Academic Appeals
1. Grievances of Classroom and Instructor Issues. A student with a complaint regarding specific issues related to a member of the PJC faculty, including Title IX and Section 504, may seek resolution through this process.

2. Grade Grievance Procedure. A student who disputes a grade assigned by a faculty member has 10 working days from the time of grade assignment to initiate a grievance. After the 10 day period, the student loses the right to file a grievance (see p. 23) and no other administrative remedy or campus option is available.

3. Graduation Policy Exception. Students who wish an exception to an existing graduation policy may appeal to the Student Academic Appeals Committee.

4. Reinstatement in Class. A student who has been withdrawn for excessive absences may request consideration for reinstatement by discussion with the instructor. If the instructor does not permit continued enrollment, the student may appeal to the Student Academic Appeals Committee.

5. Late Withdrawal. A student who wishes to withdraw from a class after the established withdrawal deadline may petition the Student Academic Appeals Committee.

6. Academic Suspension or Academic Dismissal. A student who has been placed on academic suspension or who has been dismissed for academic reasons may petition for continued enrollment.

NON-ACADEMIC APPEALS PROCEDURES
1. Student Motor Vehicle and Parking Violations. Students may appeal motor vehicle and parking ticket violations through the Student Leadership and Activities Office on the appropriate campus. The student must appeal the ticket violations within ten (10) class days after receiving the ticket. Appeals received after this time will not be considered. There must be justifiable reasons for the appeal process to be initiated.

   The Student Government Association Traffic/Parking Appeals Committee will review the appeals. The SGA TPA Committee will either uphold the issuance of the ticket or recommend that the ticket be rescinded. The Director for Student Life will review the SGA TPA Committee’s recommendation. The decision of the Director for Student Life is final.

2. Non-Academic Discrimination and Harassment. Students claiming they have been discriminated upon or harassed in a non-academic environment at Pensacola Junior College should immediately notify the Associate Vice President for Institutional Diversity of their claim. The office is located in Building 7 on the Pensacola campus. Pensacola Junior College does not permit discrimination upon the basis of race, gender, religion, marital status, national origin, age, disability, or sexual orientation.

3. Code of Student Conduct. The Pensacola Junior College Code of Student Conduct is published in the College Catalog. A student accused of violating the Pensacola Junior College Code of Student Conduct shall be entitled to certain procedural rights outlined below. Students attending Pensacola Junior College are expected to abide by the Pensacola Junior College Code of Student Conduct. In some instances student conduct off campus can also be reviewed by Pensacola Junior College. The primary goal of the review process is to “educate” the student of the value to adhering to the established Pensacola Junior College Code of Student Conduct.

   In the event the Director for Student Life and/or the Vice President for Student Affairs determines that the continued presence of a student on the campuses of Pensacola Junior College poses an imminent threat to the student and/or the campus community, the Director for Student Life and/or the Vice President for Student Affairs of Pensacola Junior College shall have the authority to immediately remove the student from the campuses without the immediate entitlement of due process for the student. The student may request the initiation of due process only when the Director for Student Life and/or the Vice President for Student Affairs determine that the student no longer poses a threat to him/herself or others in the college community.

A. Informal Process:

   The Director for Student Life or his/her designee shall attempt to informally resolve the alleged violation of the Pensacola Junior College Code of Student Conduct with the student. This process may include the implementation of a disciplinary sanction that is agreed upon by the Director for Student Life or his/her designee and the student involved. The mutually agreed-upon resolution associated with this process is final and cannot be appealed.

   In the event resolution to the alleged violation of the Pensacola Junior College Code of Student Conduct cannot be reached during the informal process, the matter will be referred to the formal process for resolution.

B. Formal Process:

   1. The student shall receive written notification of the alleged violation of the Pensacola Junior College Code of Student Conduct. The written notification will be provided to the student within five (5) class days by the Office of the Vice President for Student Affairs or his/her designee. The written notification shall be delivered to the student by certified mail with return receipt;

   2. The student will be required to schedule a hearing with the Student Judicial Review Board to review the alleged violation of the Pensacola Junior College Code of Student Conduct. Optimally, the meeting will be scheduled within five (5) class days of receipt of the written notice;

   3. The Office of the Vice President for Student Affairs shall convene the hearing of the Student Judicial Review Board. The Student Judicial Review Board shall consist of two (2) members of the faculty; two (2) members of the Career Service organization; and two (2) members of the student body;

   4. The Director for Student Life or his/her designee shall present the evidence associated with the alleged violation of the Pensacola Junior College Code of Student Conduct;

   5. The student shall be entitled to appear in person and to present his/her defense to the Student Judicial Review Board and may call witnesses on his/her behalf. If the student does not appear, and has not provided satisfactory justification to the Director for Student Life for non-appearance, the hearing shall be held in the student’s absence;

   6. A recording of the hearing shall be made and retained by the Office of the Vice President for Student Affairs;

   7. Following the hearing, the Student Judicial Review Board will convene and recommend to the Office of the Vice President for Student Affairs a disciplinary sanction, if applicable. The Office of the Vice President for Student Affairs can either accept the recommendation, reject the recommendation, request the Student Judicial Review Board to further review the evidence in the case, or modify the recommendation of the Student Judicial Review Board;

   8. The Office of the Vice President for Student Affairs will officially notify the student of the determination of guilt or innocence and the nature of sanctions. The decision of the Vice President for Student Affairs is final and cannot be appealed. The decision will be presented to the student, in writing, by certified mail with return receipt required.

   4. Student Non-Academic Grievance and Appeals Process. A student may file a non-academic grievance against another member of the student body, or a member of the Pensacola Junior College staff, administration and/or faculty. To file a non-academic grievance, the student must submit, in writing, the nature of the non-academic grievance to the Office of the Director for Student Life. If the non-academic grievance is filed against the Director for Student Life, the submission of the non-academic grievance shall be made to the Office of the Vice President for Student Affairs.
A student may withdraw a non-academic grievance anytime during the review process.

**A. Informal Process:**
The non-academic grievance shall first be reviewed in an informal hearing, conducted by the Director for Student Life or his/her designee. In the event the non-academic grievance is filed against the Director for Student Life, the Vice President for Student Affairs shall designate an individual to review the grievance in an informal hearing. All parties associated with the non-academic grievance will attempt to resolve the grievance in an informal manner. Should a resolution to the non-academic grievance be reached during the informal process, the non-academic grievance shall be discontinued and it cannot be further appealed.

**B. Formal Process:**
Should resolution of the non-academic grievance be not attained, the student has the option of pursuing the grievance in the formal process.

1. The student shall submit the non-academic grievance to the Office of the Vice President for Student Affairs;
2. In the event the non-academic grievance is filed against the Vice President for Student Affairs, the grievance will be submitted to the Office of the Vice President for Academic Affairs;
3. The Office of the Vice President for Student Affairs shall convene a meeting of the Student Non-Academic Grievance Appeals Board to review the non-academic grievance within five (5) class days;
4. The Student Non-Academic Grievance Appeals Board will consist of two (2) members of the faculty; two (2) members of the Career Services organization; and two (2) members of the student body;
5. The student will have the opportunity to present witnesses in support of the filed non-academic grievance;
6. The accused student, staff, faculty or administrator shall also be present during the grievance hearing, and have the right to question the grievant and witnesses;
7. A recording of the non-academic grievance hearing shall be made and retained by the office of the vice president for student affairs;
8. Following the hearing, the Student Non-Academic Grievance Appeals Board will convene and recommend to the Office of the vice president for student affairs whether the non-academic grievance should be upheld or not;
9. The vice president for student affairs shall review the recommendation and either accept the recommendation, reject the recommendation, request the Student Non-Academic Grievance Appeals Board to review the recommendation, or modify the recommendation; and
10. The office of the vice president for student affairs will officially notify the student and the accused student, staff, faculty or administrator of the outcome of the grievance procedure. The decision of the vice president for student affairs is final and cannot be appealed. The decision will be presented to the student and the accused, in writing, by certified mail with return receipt requested.

**RECORDS RETENTION**
The non-academic records of any student charged with an alleged violation of the Pensacola Junior College Code for Student Conduct and applicable appeals, shall be maintained in the office of the vice president for student affairs. The records will be maintained and purged in accordance with state-approved records retention schedules.

**NON-ACADEMIC JUDICIAL REVIEW BODIES**
1. SGA traffic/parking appeals committee
2. Office of the director for student life
3. Student judicial review board
4. Student non-academic grievance appeals board
5. Office of the vice president for student affairs.

**STUDENT ACADEMIC GRIEVANCE PROCEDURE**
The purpose of the grievance procedure is to provide, at the lowest possible level, a means to mediate a fair and equitable solution to any complaint other than grade disputes (including Title IX and Section 504) that a student may have with a faculty member. If the grievance involves any alleged discrimination or harassment, the student may consult with the Associate Vice President for Institutional Diversity. This procedure will not involve itself in any dispute in which the student is accused of a violation of the honor pledge or infraction of any rule or regulation governing the conduct of students, as set down by the institution.

The time limit indicated throughout this procedure should be considered as maximum, and every effort should be made to expedite the process. However, the time limits may be extended by mutual consent of the parties concerned.

Any student who has a grievance with a member of the faculty that has not been resolved to his or her satisfaction may take the following steps to resolve the issue:

**Informal Procedure**
1. Within 60 days or less of the incident, the student should discuss the grievance with the department head to attempt to resolve the problem.
2. After the initial discussion with the appropriate department head, if the grievance is still not resolved, the student may discuss the grievance with the campus provost or designee.

**Formal Procedure**
1. If, as a result of informal discussion, the grievance is still unresolved, the student may file a Formal Grievance Petition by outlining the grievance in writing on a prescribed form available from the Provost’s Office.
2. Within one calendar week of filing of the formal grievance, the provost shall transmit the completed Formal Grievance Petition form and documentation to the vice president for academic affairs office.
3. The vice president of academic affairs will appoint a provost to chair the Student-Faculty Relations Panel.
4. The Student-Faculty Relations Panel will schedule a hearing within two calendar weeks of the petition filing. The student will receive notification at least five days in advance of the grievance hearing, and should appear at the hearing to present information and to call witnesses. Information and testimony in the hearing are limited to the scope of the complaint and the information provided during the informal process in steps I-H above.
5. It is agreed that each party of a grievance shall furnish the other with any information in his or her possession which may be legally released and is necessary for the processing of grievances or complaints.
6. The Student-Faculty Relations Panel will recommend a solution to the complaint to the Vice President for Academic Affairs, in writing, within one calendar week after the hearing.
7. The vice president for academic affairs or his or her designee will provide a written decision to the student within two calendar weeks of the receipt of the panel’s recommendation.
8. No reprisals of any kind shall be taken against any student for participation in any grievance.
9. Nothing in this procedure shall be construed to deny to any student any rights or benefits guaranteed by law.
10. A grievance may be withdrawn at any level by the student filing the grievance.
11. All documents, forms, communications, and records dealing with a grievance shall be filed separately from the permanent record files of the participants. A copy of the formal grievance and its final disposition will be filed in the office of the vice president for academic affairs.
12. The student shall be entitled to be accompanied and advised by counsel or other representative, but he/she may not participate in the hearing.
13. All hearings are closed.

Grade Disputes

The student has 10 working days from when the student’s grades are posted on the PJC website to initiate a grade grievance. After the 10 day period, the student loses the right to file a grievance and no other administrative remedy or campus option is available.

Academic Appeals

See Academic Regulations and Policies for appropriate procedures in petitioning for reinstatement in a class, appealing an academic suspension or dismissal, and appealing any college policy (graduation, late withdrawal, etc.)

OFFICIAL STUDENT GRADE GRIEVANCE PROCEDURE

In order to institute this grade grievance procedure, the student will be prepared to show that course or grade requirements were not clearly explained in the course syllabus, requirements were not uniformly applied, requirements were changed without sufficient notice or for capricious reasons, the instructor’s data was not accurate, the final course grade could not be reasonably derived from data given, and/or prejudice affected assignment of the grade.

The outcome of the process may be that the assigned grade will stand, assignment of the grade will be postponed until some agreed upon work has been completed, another grade will be substituted for the one originally assigned, or a compromise fitting the specific situation is reached.

In the event that the faculty member who assigned the grade is no longer employed by the college (due to resignation, retirement, or death), a faculty member from the same program/discipline will serve in the stead of the original faculty member. This substitute faculty member will be selected by a vote of the faculty members and the department head in the affected department/discipline.

In the event that the faculty member who assigned the grade will be returning to his or her position at the college but is temporarily away for longer than 10 days, the faculty member will be notified by his or her department head of the impending action. Unless the faculty member agrees to be available to meet earlier, or has an alternate solution, the time lines below shall be amended so that the initial 10 days specified in Step One will not begin until the faculty member returns from the temporary absence. If however, the Step Two deadline would be delayed longer than 30 calendar days, another full-time faculty member or administrator shall be designated to substitute. If the faculty member is unable to identify a substitute who is willing and able to fill this role, the department head shall serve as the substitute.

Informal Student Grievance Procedure

1. Within ten (10) working days of when the student’s grades are posted on the PJC website, the student shall meet with the faculty member and present data to support his or her assertion.
2. Within ten (10) working days, the faculty member must give fair hearing to the student’s claim and consider the data in an attempt to resolve the issue. In the event that the resolution is not satisfactory to the student, the student may proceed to Step Three.
3. The student may meet with the department head and present data to support his or her assertion in the dispute. The department head must then meet and discuss the dispute with the faculty member. The department head must then attempt to resolve the dispute within ten (10) working days. In the event that the resolution is not satisfactory to the student, the student may proceed to Step Four.
4. The student may meet with the dean/provost and present data to support his or her assertion in the dispute. The dean/provost must then meet and discuss the dispute with the faculty member. The dean/provost must then attempt to resolve the dispute within ten (10) working days. In the event that the resolution is not satisfactory to the student, the student may proceed to the Formal Student Grievance Process.

Formal Student Grievance Process

1. Within ten (10) working days of when the student is notified of the dean/provost’s response, the student may begin the formal grievance process by outlining the grievance in writing and presenting the petition to the campus provost. A provost will chair a one-time panel also including three students and three faculty members, none of whom shall have any direct connection with the parties involved. At least one of the student members and at least one of the faculty members must be from a related discipline in which the grade is being disputed. In the event that there is no related discipline, at least one student member and at least one faculty member shall possess demonstrated knowledge of or experience with the discipline area involved in the grade dispute. A chair for the panel will be selected by the Vice President for Academic Affairs.

The panel chair will call a formal meeting within ten (10) working days during which the panel will hear from all parties. Information and testimony in the hearing are limited to the scope of the complaint and the information provided during the informal process outlined in Steps One through Four above. The panel will then meet in closed session and reach a decision via secret ballot.

The panel chair will recommend the solution decided upon by the panel to the Vice President for Academic Affairs, in writing, within ten (10) working days.
2. The Vice President for Academic Affairs will review the process followed and the recommendation made. Within ten (10) working days of receipt of the recommendation, the Vice President for Academic Affairs will notify the faculty member in writing of the resolution of the grievance, with a following communication to the student. In cases where the panel chair was not the campus provost, the chair will communicate the decision to the provost. The Vice President for Academic Affairs will direct that a grade substitution, if any, be made along with any other panel recommendations that are concurred with.
GENERAL CONDITIONS OF ADMITTANCE

Any high school graduate or adult who can profit from additional educational experiences may be admitted to Pensacola Junior College provided he/she meets the requirements for enrollment in the particular program and for continued attendance as set forth in this catalog.

Any applicant may be denied admission or be admitted with restrictions if evidence indicates that he/she has participated in activities that violate standards provided in the Code of Conduct. (See Student Code of Conduct.)

Falsification or failure to furnish correct information on admissions documents may result in denial of admission or dismissal.

GENERAL ADMISSION PROCEDURE

The procedure for freshman or transfer students seeking admission to Pensacola Junior College is as follows:

1. Obtain an Application for Admission from any admissions office on the three campuses or two centers as well as online at www.pjc.edu or online at www.FACTS.org.
2. Submit the Application for Admission to any admissions office, online at www.FACTS.org, or on PJC’s website at www.pjc.edu.
3. Pay the non-refundable application fee. A check or money order in the amount of $30 must accompany the Application for Admission. Students may pay by credit card (American Express, MasterCard or Visa), and the credit card information should be indicated as requested on the application form.
4. Consult the College Academic Calendar in this catalog or online at www.pjc.edu for important admission and registration dates.
5. Complete one of the state-approved college credit entry tests (ACT, SAT, or CPT). See Entry-Level Testing for additional information regarding placement testing.

International students must contact the District Office of Admissions and Registration for information particular to the admission of individuals on a student visa. (See International Students.)

ENTRY-LEVEL TESTING

All associate degree students are required to satisfy college placement requirements. Transfer students with grades of “C” or better in college-level courses in mathematics and English will not be required to submit placement test scores.

Placement tests are not used for admission purposes but are utilized to determine the appropriate placement in college-level English and mathematics courses. Students may provide scores from either the Scholastic Aptitude Test (SAT) or the American College Test (ACT) if the test was completed no more than two years prior to enrollment. No student will be permitted to enroll in any college credit English, mathematics, Gordon Rule writing-emphasis course, or any course having an English, mathematics, or reading prerequisite, without meeting the state of Florida mandated minimum scores on the placement test.

Students who have not completed either the SAT or the ACT with an appropriate score are required to take the College Placement Test (CPT) prior to registration. The CPT is administered by college personnel at convenient times for students and without additional fees.

Skill assessment via the Test of Adult Basic Education (TABE) is required of students enrolling in certain certificate programs. The test must be taken within the first few weeks of the student’s first term in the program, and testing will be coordinated by the program director.

ASSOCIATE DEGREE ADMISSION

FIRST TIME IN COLLEGE (FRESHMAN)

An applicant for admission to an associate in arts, associate in science, or associate in applied science program must be a high school graduate and may be admitted with one of the following:

1. Florida High School Diploma
Florida high school graduates must have earned the standard high school diploma. The International Baccalaureate (IB) diploma is considered a standard high school diploma for the purposes of admission. The Florida Certificate of Completion and the Florida Special Diploma are not considered standard high school diplomas unless the Certificate of Completion was awarded as a CPT-Eligible Certificate.

2. Other High School Diploma
Non-Florida high school graduates, individuals who have earned a high school diploma from a non-accredited high school, or those who have been issued a diploma at the completion of a high school correspondence program, are eligible for admission. An official high school transcript with high school graduation date indicated is required.

3. High School Equivalency Diploma (GED)
Students are eligible for admission who have the General Education Development (GED) diploma. An official GED Score Report is required.

4. Home Education Graduate
Students who have completed a home education program (home school) are eligible for admission as high school graduates. A home-schooled student must provide an affidavit signed by a parent or legal guardian attesting that the student has completed a home education program pursuant to the requirements in Florida Statute 232.02(4). The affidavit for this purpose is available in any admissions office.

5. Students Who Have Not Graduated
See Admission of Non-Graduate Students

TRANSFER STUDENTS

Students are admitted as transfer students if they have previously attended a college or university accredited by one of the six regional accrediting associations. The transfer student must request an official high school transcript, an official GED score report, or submit the Home Education Completion Affidavit, whichever is appropriate, in addition to transcripts from previously attended colleges and universities. The transcripts are to be sent directly to the District Office of Admissions and Registration. Transcripts marked “issued to student” will not be accepted. All credits attempted at the freshman and sophomore-level at regionally accredited institutions will be recorded as transfer credits. An accepted transfer course satisfies general education requirements for the associate degrees only if the course is essentially the same as a corresponding Pensacola Junior College course satisfying those requirements. Final determination of transfer credits and course equivalency is made by the College Registrar. The evaluation process is normally completed within six weeks of transcript receipt, and the student will be mailed the results of the evaluation.

Transfer students who have not earned college-level credit with grades of “C” or better in English, mathematics, and algebra will be required to satisfy the placement testing requirement. If the transcript is not available at the time of registration, the student will be permitted to register without placement testing. However, all transcripts must be received during the first term of enrollment.

Remedial coursework from non-Florida colleges or universities will not be accepted in lieu of placement test scores.
Students who have completed college-level courses in other countries will not be required to submit transcripts. However, if the student wishes to have this credit considered for transfer purposes, the student will be responsible for securing the evaluation services of a recognized credentials evaluation agency. Information regarding this process may be obtained in any admissions office, and PJC will not be involved in the fees charged by the credentials evaluation agency. The recommendations made by the credentials evaluation agency will be considered, and coursework may be accepted provided the courses are at the freshman and sophomore levels and equivalent to courses offered at PJC.

College credits for English composition courses earned abroad will be considered provided the courses were not offered in the English as a Second Language format and provided the student’s placement test scores indicate readiness for ENC1101 English Composition I. College credits for mathematics courses will be considered provided the student’s placement test scores indicate readiness for MAC1105 College Algebra.

Grades of “D” and “F” will be accepted for transfer under the terms of the State Articulation Agreement and State Board of Education Rules. Credits earned more than 20 years prior to enrollment at PJC may be subject to review as equivalent courses for transfer purposes.

Financial aid recipients and students receiving veterans benefits must have official transcripts from previously attended institutions evaluated for transfer credit prior to the certification of eligibility.

Students who have completed coursework at a college or university that is not regionally accredited may be awarded credit for courses provided the course is equivalent to a course offered at Pensacola Junior College and the course meets the criteria established by a regional accrediting agency. Students who wish to pursue the acceptance of transfer credit from a non-regionally-accredited institution should consult with the Registrar’s Office regarding the procedure in place for transferring courses.

Students in good standing at other colleges or universities may be admitted as transient students to take courses for transfer back to their home institutions. A transient form or some other written authorization is required indicating the specific course(s) to be taken and the parent institution’s willingness to accept the credits earned. The transient form or other written authorization is required prior to registration for classes. Testing requirements may be in place for the transient student. See Non-degree Student Admission.

READMISSION OF FORMER STUDENTS

Former PJC students who have not attended credit courses within the preceding 12 months must complete a readmission form. Any additional information that may be required to meet current enrollment requirements will be identified at that time.

ADMISSION OF NON-GRADUATE STUDENTS

Applicants who graduate from a Florida public school with the Certificate of Completion or the Special Diploma will not be considered graduates for admission purposes and will not be eligible for classification as an associate degree student. See Non-degree Student. (Exception: the CP-Eligible Certificate of Completion.) Individuals who have not graduated from high school (or who have graduated with the Special Diploma or the Certificate of Completion without the appropriate code designating college admission eligibility) must contact the District Office of Admissions and Registration for enrollment information. Special Student admission may be permitted. The Special Student will be permitted to accumulate 15 credit hours while classified as a Special Student. Enrollment beyond the 15th credit is dependent upon earning the GED high school equivalency diploma. (See Non-degree Student Admission.)

Applicants who have not graduated from high school (or who graduated with the Special Diploma or the Certificate of Completion) but who have earned 12 college credits at a regionally accredited postsecondary institution other than Pensacola Junior College are eligible for freshman admission.

Non-graduate applicants may be eligible for vocational credit admission. (See Vocational Credit Admission.)

VOCATIONAL CREDIT ADMISSION

1. Individuals who have graduated from high school are eligible for certificate programs.
2. Individuals who have not graduated from high school but are at least 16 years of age and legally withdrawn from a regular school system may be admitted into certificate programs provided the specific program does not require high school graduation.
3. Unless required by the particular program, transcripts are not required.

LIMITED-ACCESS PROGRAM ADMISSION

In order to meet certification and professional accreditation standards, certain PJC programs carry additional admissions requirements. Student should contact the appropriate departments for details. These programs include the following: Registered Nursing, Zoo Animal Technology, Dental Hygiene, Diagnostic Medical Sonography, Emergency Medical Services, Health Information Management, Physical Therapy Assistant, Radiography, Respiratory Therapy, Dental Assisting, Health Unit Coordinator, Massage Therapy, Medical Assisting, Practical Nursing, Surgical Technology, General Sonography Specialist, Medical Information Coder/Biller, Paramedic, Emergency Medical Technology, Medical Coder/Biller.

NON-DEGREE STUDENT ADMISSIONS

Non-degree seeking students take courses for job improvement or personal enrichment but do not seek an associate degree or a certificate. Enrollment in courses is allowed provided the student meets the testing and prerequisite requirements for the course.

Other limitations or exceptions with respect to financial aid, veterans benefits, counseling, and advisement may pertain to this classification. Enrollment in courses that are part of a selective program usually is not approved.

COLLEGE GRADUATES

Students who have earned a bachelor’s or higher degree are eligible for enrollment in any course unless that course has restricted admission. Transcripts and placement testing are not required provided the student is classified as a non-degree seeker.

TRANSIENT STUDENTS

Students pursuing degrees at other colleges or universities may be admitted as transient students to take courses back to their home institutions. A transient form from the home institution or some other written authorization is required indicating the specific course(s) to be taken and the parent institution’s willingness to accept the credits earned. The transient form or other written authorization is required prior to registration for classes. Testing requirements may be in place for the transient student.

SPECIAL STUDENT ADMISSION

The Special Student admissions classification is designed for those students enrolling in credit classes without the high school diploma or its equivalent. The Special Student must be at least 18 years of age and not currently enrolled in a high school program. The Special Student is permitted to accumulate 15 credit hours in this status. The non-graduate Special Student will be encouraged to earn the GED diploma during the first term of enrollment in credit courses and will be required to have the GED diploma to continue enrollment beyond 15 credit hours. After earning the GED diploma, the Special Student may request to change to degree-seeking status or continue as a non-degree seeking student.
AUDIT STUDENTS
Students who plan to take a course as audit must meet PJC admission and course placement requirements. Audit students must declare the audit status prior to the end of the schedule adjustment period by completing an “audit request” form at any registration office. Audit students are assessed fees.

SENIOR CITIZENS
The senior citizen, age 60 or over, is eligible for enrollment in any course unless that course has restricted admission. Transcripts and placement testing are required only if the senior citizen is pursuing an associate’s degree.

DUAL ENROLLMENT AND EARLY ADMISSION
The purpose of the Dual Enrollment Program is to provide college-level instruction to qualified high school students through the effective utilization of community college resources. The Dual Enrollment Program is administered in accordance with current State Board of Education Rule 6A10.0241 Articulation Plans for College Level Instruction for High School Students. The courses to be offered under Articulation Agreements with Escambia County and Santa Rosa County school districts include courses for which credit is applied to the associate’s degrees and vocational certificates at Pensacola Junior College and for which the student may apply credit toward high school graduation.

Student success in a dual enrollment course is dependent upon both academic readiness and social maturity. Students who achieve appropriate placement scores on a state-approved placement examination, who have attained junior-year status or higher in high school, and meet the GPA requirements are eligible for admission into PJC’s Dual Enrollment Program. In the case of some course sequences (foreign language and mathematics) and other occasional exceptions, the college may admit high school sophomores.

Dual Enrollment students are exempt from tuition, matriculation, and laboratory fees. Public school students have books provided by the student’s high school. Private and home-schooled students must provide their own college textbooks. Eligibility criteria and enrollment procedures comply with Florida Law and State Board of Education Regulations as well as the District Articulation Agreements.

Dual Enrollment students must meet the college admission requirements. Prior to registration in any dual enrollment course, the student must submit the following documents to the District Office of Admissions and Registration:

1. Dual Enrollment Application Form
2. Dual Enrollment Approval Form signed by the principal or designee
3. ACT, SAT, or CPT tests scores, no older than two years, for eligibility determination as well as course placement

An Early Admission/Dual Enrollment Form completed by the high school principal will be required every term of enrollment.

Additional information may be obtained from the dean of Student Affairs or the coordinator of Dual Enrollment on the Pensacola campus and from the student services offices at any campus or center.

INTERNATIONAL STUDENTS
Individuals who plan to attend Pensacola Junior College while in the United States on any visa other than the F-1 Student Visa should contact the District Office of Admissions and Registration to determine eligibility. If eligibility is approved, the student will follow the same admissions requirements as a United States citizen or permanent resident alien.

Individuals who will require the F-1 Student Visa, including those who are transferring the F-1 Visa from another institution to Pensacola Junior College, must present the documentation listed below. Please keep in mind that official copies of all documentation are required. No exceptions will be made to this requirement.

International mail delays, transcript verifications, Bureau of Citizenship and Immigration Services (BCIS) regulations governing the issuance of the Immigration Form I-20, consular appointments, etc., must be anticipated.

The credentials of an applicant from a foreign country are evaluated in accordance with the general regulations governing admission of freshmen and transfer students as well as guidelines established by the American Association of Collegiate Registrars (AACRAO) and the National Association of Foreign Student Advisors (NAFSA). Required application papers and credentials include the following:

A. INTERNATIONAL STUDENT APPLICATION FOR ADMISSION
The International Student Application Packet is available from any admissions office.

B. SECONDARY SCHOOL RECORDS
Official copies (transcripts) of secondary school records and, when applicable, certified translations in English are required.

COLLEGE TRANSCRIPTS
International students who have completed college-level work at an institution in another country and wish to receive transfer credit for that work will be required to purchase the services of a recognized credentials analyst. The student will pay fees associated with this service directly to the evaluation agency, and PJC will not be involved in the financial transaction. Applications for this service are available in any admissions office.

FINANCIAL SUPPORT DOCUMENTATION
An official statement from the applicant’s (or sponsor’s) bank or other financial institution or a statement from a sponsoring government agency, if applicable, verifying the availability of sufficient funds for tuition, matriculation, books, and living expenses, etc., must be submitted. All monetary amounts must be indicated in United States dollars.

LANGUAGE PROFICIENCY
For those international applicants whose native language is NOT English, the Test of English as a Foreign Language (TOEFL) will be required. The minimum score acceptable for admission is 500 (on the paper-based exam), 173 (on the computer-based exam), and 61 (on the internet-based exam). An official TOEFL score report must be sent directly to the District Office of Admissions and Registration from the testing agency. PJC’s school code for this purpose is 5535.

Students who have not taken the TOEFL but have completed an English Language School (ELS) through Level 109 will be considered. An official ELS transcript must be sent directly to the District Office of Admissions and Registration from the testing agency or the institution offering the ELS program.

No exceptions will be made to these requirements for language proficiency.

MEDICAL INSURANCE
Health insurance with hospitalization coverage is required. Evidence of a health insurance policy valid in the United States and covering the period of enrollment must be documented prior to registration.

When all admissions documents, academic credentials, financial documentation, and test results are on file, the Immigration Form I-20 will be submitted through SEVIS (Student and Exchange Visitor Information System of U.S. Immigration and Customs Enforcement). Once processed, the Form I-20 will be sent to the accepted international student.

International students are required to contact the foreign student counselor for advising and selection of classes.
APPLICATION FORMS AND ACADEMIC CREDENTIALS

All application forms and academic credentials should be on file well in advance of registration. Students with incomplete admissions files will be granted provisional admission for the initial term of enrollment. Registration beyond the first term is dependent upon receipt of all required documents. PJC transcripts or other data will not be released for those students with incomplete admissions files.

A. APPLICATION

New students must submit the completed application form. Former students who have not attended in the previous 12 months must submit a readmission form to update their permanent record. New students will be assessed the $30 non-refundable application fee.

B. RESIDENCE STATEMENT

An applicant claiming Florida residence for tuition purposes must file a written statement that he/she is entitled to classification as a Florida resident for tuition purposes. Applicants who do not meet the criteria for residence established by Florida law and those who are legal residents of another state must complete the Residence Statement indicating their status. (See Florida Residency Classification.)

C. EDUCATIONAL RECORDS (TRANSCRIPTS)

1. Freshman Students
   a. Official documentation showing high school graduation, or
   b. Receipt of the GED high school equivalency diploma, or
   c. Completion of a home education program is required.

2. Transfer Students
   In addition to the documentation showing high school graduation (see above), the transfer student is required to have official transcripts sent from each college and/or university attended.

3. Limited Access Program Applicants
   All educational records must be on file well in advance of any application deadline for the program.

4. Special Students and other Non-Degree Seekers
   Transcripts may not be required for the individual who has requested classification as a special student or a non-degree seeker.

5. College Graduates
   Transcripts will not be required for the individual who has earned a bachelor’s or higher degree unless a degree from PJC is sought.

6. Transient Students
   Transcripts will not be required for the transient student returning to another institution after enrollment in a PJC course. A Transient Student Authorization Form or some other written statement of enrollment approval is required each term of enrollment.

FLORIDA RESIDENCY CLASSIFICATION

PJC students will be classified as Florida residents or non-Florida residents for tuition assessment purposes. The criteria for determining residency status are detailed in the Florida Statutes and the administrative rules of the State Board of Education. Detailed information for residence classification is available in the District Office of Admissions and Registration. The Residence Statement, included on the Application for Admission, is required of all students and returning students with an absence of 12 months or more.

A student’s residency classification is determined at the time of admission. A non-resident may request reclassification after establishing residency in Florida as determined by law. The law allows a United States citizen or permanent resident alien to be classified as a Florida resident if the student, or dependent student’s parent or legal guardian, has been a legal resident of the state of Florida for at least 12 consecutive months immediately preceding the first day of classes for the term in which classification as a Florida resident for tuition purposes is desired. Living in Florida, attending school in Florida, or property ownership in Florida does not, in and of itself, establish residency for tuition purposes.

Listed below are the documents established by State Department of Education Rule as items required for classification of residency for tuition purposes. A student, or the dependent student’s parent/guardian, must be able to present two of these documents:

- A Florida driver’s license issued over 12 months prior to the first day of classes
- A Florida voter’s registration issued over 12 months prior to the first day of classes
- A vehicle registered in the State of Florida for more than 12 months prior to the first day of classes
- A Declaration of Domicile filed with the Clerk of the Court more than 12 months prior to the first day of classes
- Proof of purchase of a permanent home (to include Homestead Exemption) more than 12 months prior to the first day of classes
- A professional or occupational license in the State of Florida
- Florida incorporation
- Proof of full-time employment or part-time permanent employment for more than 12 months prior to the first day of classes

A dependent student is any student who is eligible to be claimed as a dependent for Internal Revenue purposes. Therefore, any student who is under the age of 24 will be considered a dependent student, and the dependent student’s status will be based on the residence status of a parent or legal guardian. A parent or legal guardian must complete the Residence Statement.

The Residence Statement for the independent student must be completed by the student and submitted with the appropriate documentation.

Any student who is under the age of 24 and can document independent status by presenting evidence that he/she is not claimed as a dependent by another person and is filing his/her own income taxes with an annual income that indicates the ability to be self-supporting may be considered as an independent student.

Florida Statutes allow some applicants who have not met the 12-month residence requirement to be classified as Florida residents for tuition purposes. These exceptions are listed below:

1. A student who intends to make Florida his/her permanent home and is married to an individual who meets the requirements for classification as a resident for tuition purposes
2. Active duty servicemembers of the United States stationed in Florida or residing in Florida (spouse and dependent children included)
3. Active duty servicemembers of the United States not stationed in Florida but whose legal state of residence certificate (DD2058) is Florida (spouse and dependent children included)
4. Full-time instructional and administrative personnel employed by the state public school system, community college system, or university system (spouse and dependent children included)
5. A dependent child who has lived with an adult relative (who is not a parent or legal guardian) for at least five years
6. Persons who were enrolled as Florida residents at a state institution of higher learning, but who abandon Florida residency for less than one year
7. Latin American/Caribbean Scholars
8. United States citizens living on the Isthmus of Panama who have completed 12 consecutive months of college-level coursework at the FSU Panama Canal Branch (spouse and dependent children included)
9. Full-time employees of state agencies or political subdivisions of the state when the student fees are paid by the agency or subdivision for the purpose of job-related law enforcement or corrections training
10. Qualified beneficiaries under the Florida Pre-Paid Postsecondary Expense Program as provided in Florida Statute 240.551(7)(a)
**ALABAMA TUITION DIFFERENTIAL**

The Florida Legislature allows the state community colleges the option of providing Alabama residents a different tuition assessment for postsecondary classes. The Alabama Tuition Differential will be assessed in addition to the current in-state tuition; that is, the eligible Alabama student will pay the current in-state tuition and an additional $1.15 per credit hour.

To be eligible for the Alabama Tuition Differential, the Alabama resident must have maintained legal residence in the State of Alabama for the 12 months immediately preceding the first day of classes in the term for which the differential tuition assessment is requested.

The residence status of a dependent student is considered to be that of the parent or legal guardian of the student. A dependent student is any person who is eligible to be claimed by another person for Internal Revenue purposes. If the student requesting the Alabama Tuition Differential is under the age of 24, PJC will assume that the student is a dependent, and the parent/legal guardian must request the Alabama Tuition Differential for the dependent.

An Alabama resident who has not met the 12-month residence requirement but is married to an individual who has otherwise met the requirement may base his/her status on the eligible spouse.

Prospective students interested in the assessment of the Alabama Tuition Differential may request that classification in a registration office at any campus or center.

**ADULT HIGH SCHOOL PROGRAM**

An individual may be admitted to the PJC Adult High School program if he/she is an adult, 16 years of age or older, according to Florida School Law. No exception shall be made to this age requirement.

Students enrolling from the Escambia County (Florida) and Santa Rosa County school districts must present a “Letter of Good Standing” stating that the student is in good standing and eligible to continue enrollment in that school district. Students who have been suspended or expelled from an Escambia County (Florida) or Santa Rosa County school may be denied admission to the Adult High School program. Additionally, students placed in alternative programs or charter schools may be denied admission to the Pensacola Junior College Adult High School program.

The Adult High School applicant must be capable of profiting from the instruction as determined by standardized tests and/or other appropriate criteria. The Test of Adult Basic Education (TABE) may be required, and a PJC Test Center representative will administer the test. The student will pay fees associated with this testing.

The applicant should bring an official transcript from his/her previous high school (in a sealed envelope) for appropriate placement in courses. If the official transcript is submitted at the time of application, the document will be accepted for admission purposes. If not, the student must request an official transcript to be sent to the District Office of Admissions and Registration before the student’s second term of enrollment.

The Adult High School program is designed to provide a means for adults residing in Florida to earn the high school diploma. Alabama residents, or residents of any other state, will be required to pay the full cost of instruction for courses in the Adult High School.

**APPLICATION FORMS AND ACADEMIC CREDENTIALS FOR THE ADULT HIGH SCHOOL PROGRAM**

**APPLICATION FORM**

The application form is available at the Adult High School (Building 11, Pensacola campus) or the District Office of Admissions and Registration (Building 2, Pensacola campus).

The application process must be completed prior to any registration. Contact the Adult High School for dates, times, and other registration information.

**STATEMENT OF RESIDENCE**

Verification that the applicant to Adult High School is a resident of the state of Florida will be required. Non-residents will be required to pay the full cost of instruction for courses in the Adult High School.

**PARENT AGREEMENT FORM**

Applicants under the age of 18 must have the agreement of a parent or legal guardian for enrollment in the PJC Adult High School program. This statement of agreement is included on the Application Form.

**TRANSCRIPT**

Official copies of transcripts from previously attended high schools must be on file before registration in a second term will be permitted.

**HOME EDUCATION CREDITS**

Students who have been enrolled in a home-school education program will have work evaluated in accordance with rules established at the State level. Successful completion of courses in residence is required before home school courses will be accepted and posted to a student’s permanent PJC record.

**SERVICEMEMBERS OPPORTUNITY COLLEGE (SOC)**

Pensacola Junior College supports the education of the country’s servicemembers and their family members. A SOC agreement allows a student to complete his/her degree from PJC after leaving Pensacola. Students must fulfill the College’s academic residency requirement of 15 credits of PJC courses. PJC’s Distance Learning courses may be used to meet academic residency. A SOC agreement allows the servicemember or family member 10 years to complete their PJC degree requirements. Credits not completed at PJC or through PJC’s Distance Learning courses can be completed at any regionally accredited institution. Completing the remaining credits is easy; go to any regionally accredited institution, complete the classes, and transfer the credits back to PJC. Information is available in the District Office of Admissions and Registration or at http://www.soc.aascu.org. Each campus or center has a SOC point of contact.

**RESERVE OFFICER TRAINING CORPS (ROTC)**

PJC, in cooperation with the University of West Florida, offers the Army ROTC program. Army ROTC is a challenging series of college electives that teach leadership and management skills. The program prepares both men and women for responsibilities as Second Lieutenants in the active Army, Army Reserve, or Army National Guard upon graduation. Students may pursue any course of study that leads to a BA or higher degree. Qualified students may compete for two, three, and four-year ROTC scholarships. A student does not have to be on scholarship to be in ROTC. Anyone attending college as a full-time student can take freshmen or sophomore ROTC classes with no commitment required. For further information please contact rotc@pjc.edu or Major Steve Duckworth at (850) 473-2323. Please note: ROTC contains adventure activities such as paintball, helicopter rides, water survival and rappelling. Physical fitness activities are required and are incorporated into the grade structure.

**CHANGE OF POLICY AND DENIAL OF ADMISSION**

The College reserves the right to deny admission to any applicant and to change any of the rules, courses, regulations, and charges without notice.

The admission of any student may be postponed or denied if the student has been convicted of or is under investigation for violation of local, state, or federal statute.

Falsification of information on any admission paper may result in denial of admission or immediate dismissal from the college.
REGISTRATION AND CREDITS

GENERAL PROCEDURES

Registration is required before a student can attend classes. Registration is held several times during the year and is available in several formats to meet the needs of our students. The Class Schedule Booklet is distributed to all addresses in Escambia County and Santa Rosa County several weeks in advance of a term. The website, www.pjc.edu, will display the college’s course offerings.

WEB REGISTRATION

Online registration at www.pjc.edu is available to all students. Information will be posted on the College’s website and published in the Class Schedule Booklet.

CAMPUS REGISTRATION

Students may register in person at any student service office or with a departmental academic advisor. Registration dates and times will be posted on the College’s website and posted in the Class Schedule Booklet for registration dates and times.

LATE REGISTRATION

Late registration begins on the first day of classes, and students will be assessed a $25 late registration fee.

All new degree-seeking students must complete placement testing requirements and attend an orientation session prior to registration. (See Entry-level Testing.) Orientation will be scheduled after testing or can be scheduled through a counseling office on any campus or center. Orientation is also available online, and information regarding the online orientation process may be obtained from a counseling office on any campus or center.

Students must be officially registered, including payment of fees, before attending any class.

WITHDRAWAL OR CHANGE TO NON-CREDITS

A student may choose to withdraw from a course or request a change to non-credit through the 70th percent point of the course. The last date to withdraw from a class will be published in the academic calendar in this catalog and on the PJC website. For off-term classes, the last date to withdraw will be the 70th percent point of the course, and information regarding the last date to withdraw may be obtained from the instructor of the off-term class. Financial aid and veterans benefits eligibility may be affected by withdrawing from a course. Financial aid and veteran students should discuss their intended withdrawal with a member of the Office of Financial Aid/Veterans Affairs/Scholarships.

Students must process an official withdrawal from any class and should not expect the instructor to process a withdrawal for them. Students are encouraged to discuss any withdrawal with the instructor prior to withdrawing. Ceasing attendance does not guarantee a withdrawal. Students can be assured of receiving a grade of “W” only when the student processes an official withdrawal.

After the 70th percent point of the course, a student may not withdraw from a class and an instructor cannot withdraw a student from a class. A grade of “F” or “N” (for college preparatory courses) will be assigned.

The college may withdraw students for excessive absences, failure to pay fees, failure to meet conditions of admission, or for violations of the PJC Code of Conduct. A student who has been withdrawn for excessive absences may request that the instructor reinstate him/her. A student who has been withdrawn for non-payment of fees may seek reinstatement after satisfying the financial obligation.

A student is permitted two attempts of any course. A student will not be permitted to withdraw from the third attempt of a course and will receive a grade for the course. If a student in a third attempt stops attending, the instructor must assign an “F”.

Students who stop attending a class after the 70th percent point, stop attending a class in which the instructor does not process withdrawals, or stop attending a third attempt of any course may be assigned an “Early F.”

PASS/FAIL OPTION

A student may choose to enroll in a course using the Pass/Fail Option. Students passing the course will receive a grade of “P” and will earn credit for the course with no effect on the grade point average. Students not passing the course will receive a grade of “F” and the “F” grade will be calculated for GPA purposes. In both cases, the grade and credits for courses taken by the Pass/Fail option will be used in determining academic standing. (See Standards of Progress.)

The Pass/Fail option is not available for courses classified as general education courses or for some program core courses even if the course is not being taken to meet general education or core course requirements. Transient students should consult an advisor at their primary institution before electing the Pass/Fail Option in a course to be transferred to that institution.

Students wishing to take a course using the Pass/Fail Option must declare their intent before the end of the schedule adjustment period by completing the appropriate form at any registration office. Students may not change from the Pass/Fail Option to a grade-seeking status after the end of the schedule adjustment period. The normal rules for repeating courses will apply to courses completed by the Pass/Fail Option. For repeat purposes, a grade of “P” will be treated as if it was a “C” or better; that is, the course cannot be repeated for credit.

Students enrolled in associate’s degree or certificate programs may choose to take up to three elective credits by the Pass/Fail Option. These credits will be exclusive of any transfer credits or external credits. Students may choose to take additional courses using the Pass/Fail option, but any credits beyond the three credit maximum may not be used to meet graduation requirements.

DEPARTMENTAL EXEMPTION EXAMS

A student may challenge the content of certain courses and earn credit upon the successful completion of a departmental proficiency examination. Procedures follow:

1. The student must obtain approval from the appropriate department head, the college registrar, and pay the predetermined exemption examination fee at any bursar’s office. Registration in the course is not required. The examination must be taken no later than the end of the third week of class for a fall or spring term and no later than the second week of class for a summer term. The exam fee is non-refundable.

If the student registers for the course, the student must obtain department head permission and pay the exam fee by the close of the schedule adjustment period. The examination must be taken no later than the end of the third week of class for a fall or spring term and no later than the second week of class for a summer term. If the student passes the examination, registration in the course will be cancelled, and the student will receive a refund of fees paid for the course. The exam fee is non-refundable.

2. The student must be currently enrolled in a credit course at the College other than the one being challenged or must have completed prior credit coursework at PJC.

3. The student must not have taken the exemption examination for the course at any previous time.

4. The student must not have earned a grade in the course through work at PJC or through transfer credit. A student may not use the exemption examination option to raise a grade of “D” or “F.”

A student who passes the departmental exemption examination will not be assigned a letter grade but will be awarded external credit for the course.
AUDIT AND NON-CREDIT STATUS

The fees paid to audit a course or to take a course for no credit are the same as to take the course for a grade.

AUDIT

A student may register in a course on an audit basis by completing the appropriate audit form when registering for the course. A student may change to the audit status no later than the last day of the schedule adjustment period. A change from audit to credit is not permitted after the end of the schedule adjustment period. College preparatory classes cannot be audited.

Class examinations are not required for lecture-based courses; however, laboratory and clinical courses may require successful completion examinations. Regular class attendance is expected of all students regardless of instructional method of the course.

Students auditing a class will not receive a letter grade (“A” through “F”). A mark of “X” will appear on the student’s transcript indicating that the course was taken for audit. Audit courses will not affect the grade point average. Courses taken on an audit basis may not be counted when determining eligibility for veterans benefits, financial assistance, nor certificate of enrollment to outside agencies.

NON-CREDIT

Students may change to a non-credit status after the registration period but prior to the last date to withdraw (the 70th percent point of the course). A change from non-credit to credit is not permitted. Tests or examinations are not required for the non-credit student; however, regular attendance is expected. Courses taken for non-credit are not included in the calculation of the grade point average but are included in determination of academic progress. In determining academic standing, a course taken for non-credit is considered to be an attempted course that has not been completed.

NON-TRADITIONAL CREDIT (EXTERNAL CREDIT)

Students may use credits earned through non-traditional learning experiences toward most degree programs offered by the college. The maximum number of non-traditional credits that may be counted toward graduation depends upon the particular program of study and the type of non-traditional credit. In all cases, no more than 15 credit hours earned through non-traditional means may be counted toward the general education requirements of the associate in arts degree. In all cases, no more than nine credit hours earned through non-traditional means may be counted toward the general education requirements of the associate in science or associate in applied science degree. The college registrar makes the final determination of credit.

Non-traditional credit earned will not appear on an official PJC transcript until a minimum of 15 credit hours of traditional classroom coursework at PJC has been earned.

A student receiving financial aid or veterans benefits should consult with a financial aid/veterans affairs representative regarding non-traditional credit as it pertains to eligibility.

ADVANCED PLACEMENT (AP)

Credit is awarded to those students who have earned a score of 3 or higher on a high school AP exam after completion of an AP course. The State Department of Education determines credit awarded.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

CLEP exams are administered to anyone who wishes to document knowledge in a specific subject area. Those who wish to register for CLEP exams should contact the Pensacola campus Test Center for dates and costs. The State Department of Education determines credit awarded.

DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT (DANTES)

DANTES exams are administered to military personnel to document educational achievement. Test results must be sent directly to the college from DANTES. The State Department of Education determines credit awarded.

EXCELSIOR COLLEGE

Credits will be awarded for courses appearing on Excelsior College transcripts in accordance with State Department of Education Regulations for external credit.

INTERNATIONAL BACCALAUREATE (IB)

Credit is awarded to students who have completed courses in an International Baccalaureate (IB) program in high school. The State Department of Education determines credit. The exam level, the exam score, and the status of the student’s graduation (IB Diploma or IB Certificate) are all factors in determining the credit to be awarded.

MILITARY CREDIT

Active duty military personnel should submit an official copy of their military service school training to the Registrar’s Office for evaluation. Navy and Marine Corps should use the SMART (https://www.navycollege.navy.mil/transcript.html). Army the AARTS (http://aarts.armymil), and the Air Force the Community College of the Air Force (http://www.au.af.mil/au/ccaf/). Active-duty servicemembers, Reservists and National Guard members can request a copy of their Department of Defense Form DD295 from their military education officer. The form must be certified by an authorized commissioned officer or his/her designee and then sent directly to Pensacola Junior College Registrar’s Office.

Retired military personnel should submit the Department of Defense Form 214 (DD214). Credits for military experiences will be granted according to the recommendations of the American Council on Education (ACE) as published in the latest edition of The Guide to the Evaluation of the Educational Experience in the Armed Services. The college registrar makes the final determination of credit.

PRIOR LEARNING ASSESSMENT (PLA)

Students may earn credit for knowledge and skills gained outside the traditional classroom. On-the-job training, travel experiences, self-study, apprenticeship, and other similar life experiences may be translated into equivalent college or vocational credit. Only training and experiences in areas corresponding directly to PJC coursework will qualify for PLA credit. Credit will not be awarded for skills and experiences in areas not taught currently at the college. PLA credits awarded will be based on a portfolio review and will appear on the official PJC transcript in the same manner as other external credits. In all cases, no more than 25 percent of the student’s degree may be earned through PLA credits. Additional restrictions may apply to certain programs and courses. Questions and concerns regarding the Prior Learning Assessment process should be directed to the Curriculum Department.

CERTIFIED PROFESSIONAL SECRETARY (CPS)

The CPS examination is sponsored by the International Association of Administrative Professionals (IAAP), formerly Professional Secretaries International, and is administered twice a year. Application to take this examination must be made in advance through the IAAP organization. College credit will be awarded for passing the examination. Specific courses for which credit will be granted depend on the student’s program of study and examination score.
FINANCIAL AID INFORMATION AND FEES

BURSAR’S OFFICE

The Bursar's Office is responsible for all student accounting and collections. The Bursar's Office is located at each of the three campuses and provides the following services:

1. Collection of student registration fees.
2. Collection of special fees.
5. Cashing of student checks, up to $10. Students must present valid student ID and include student ID number on check.
6. Distribution of student payroll checks. Student must present valid student ID.
7. Distribution of student financial aid checks must be approved for release by the Financial Aid office. The majority of student financial aid checks are mailed but some are distributed in the Bursar's Office. All students that pick up their check from the Bursar's Office must present a picture ID and an ID that includes the student's social security number or student ID number.

PAYMENT OF FEES

Financial obligations for delinquent loans, veteran's deferments, FFEL deferments, returned checks, and student financial aid overawards must be repaid before students can register. The president or his designee has the authority to set aside the ruling. The president or his designee has the authority to set aside the ruling. The president or his designee has the authority to set aside the ruling. The president or his designee has the authority to set aside the ruling. The president or his designee has the authority to set aside the ruling. The president or his designee has the authority to set aside the ruling. The president or his designee has the authority to set aside the ruling. The president or his designee has the authority to set aside the ruling.

All fees on a class schedule must be paid in full by the fee payment date or enrollment in every course on the schedule will be canceled. Payment may be made by cash, check, American Express, VISA, MasterCard, or approved financial aid. If a change in the student's enrollment status results in loss of anticipated financial aid, the obligation for payment of fees remains the student's responsibility.

SPECIAL FEES

Returned check charge ........................................ $20.00
This will be assessed for each check returned to the college by the depository bank as being uncollectible.

Application fee .................................................. $30.00

Service charge on PJC short-term student loans .............. $5.00

Testing .............................................................. as applicable

Photo ID cards (Guest Card) ................................. $10.00

Duplicate photo ID cards ...................................... $5.00

Departmental exemption exam ............................... $40.00

Late registration fee .............................................. $25.00
This fee will be assessed to those students initiating registration for college preparatory, vocational preparatory, college credit, or vocational credit courses following the close of the regular registration period.

Parking decal ...................................................... No student cost

Prior learning assessment ..................................... No student cost

Servicemembers Opportunity Colleges ..................... No student cost

Lab fees ........................................................... as applicable

REFUNDS

1. Refunds result from classes dropped by the student prior to the end of the published schedule adjustment period (drop and add period) and for classes which are canceled by the college. A FULL REFUND OF FEES PAID WILL BE GIVEN IF PROPER PROCEDURES FOR DROPPING A CLASS ARE FOLLOWED. Please refer to the current class schedule booklet for additional information on refund procedures.

2. A drop is different from a withdrawal. A drop will result in the elimination of the dropped class(es) from the student’s permanent record (transcript). A dropped class does not affect the student’s academic standing. A withdrawal will result in a letter grade of “W” in each class from which the student withdraws or is withdrawn. Withdrawals are included in the calculation of a student’s academic standing.

3. The current PJC Course Schedule Booklet contains information regarding policies and procedures related to refunds for non-credit classes offered through the Division of Community Programs.

4. Refund checks are mailed within two weeks after the end of the published schedule adjustment period each term. Refunds of $5 or less will not be processed unless specifically requested by the student.

5. Exceptions to this refund policy may be authorized by the president or his designee when extenuating circumstances support an exception to the refund policy.

DELINQUENT FINANCIAL OBLIGATIONS/RETURNED CHECKS

1. Grades, transcripts, and other student records will not be released to those students who owe parking fines or library fines. Payments on library fines are collected at the LRC. Payments on parking fines are collected at the Bursar’s office.

2. Students with delinquent financial obligations, including loans, veteran’s deferments, FFEL deferments, returned checks, and student financial aid overawards will not be allowed to register nor receive grades, transcripts, or other student records until all obligations have been satisfied. Any collection costs that are incurred by Pensacola Junior College may be charged to the student.

3. Students who have defaulted Federal student loans are not eligible for further federal or state financial aid nor may their college transcripts be released until such time as the student makes documented satisfactory repayment arrangements.

4. It is a violation of Florida law to give a worthless check or to stop payment on a check given to satisfy a valid obligation. It is not acceptable for students to stop payment on a check in order to “drop” classes. Students must follow proper procedures to drop classes for a refund. Students who do not pay for checks returned as uncollectible will be administratively withdrawn from all classes; withdrawal does not relieve the student of responsibility for payment of the obligation. Students may apply for reinstatement after the obligation has been satisfied. Students who give uncollectible checks are subject to prosecution by the college to the fullest extent provided by law.

COST OF BOOKS AND SUPPLIES

Textbooks, workbooks, and necessary school supplies may be purchased at the college bookstores. Cost of these items varies with the program of the student. Some programs require the student to purchase additional materials. A large supply of used books is also available at a discount at the college bookstores located on all three campuses.
FINANCIAL AID PROGRAMS

Students who need assistance in paying the costs associated with their attendance at Pensacola Junior College should complete the Free Application for Federal Student Aid (FAFSA). Filing a FAFSA will determine if a student qualifies for any of the aid programs. PJC’s school code required on the FAFSA is 001513.

GENERAL ELIGIBILITY REQUIREMENTS:
All financial aid is dependent upon the availability of federal, state, local and institutional resources. To be eligible for financial aid, you must:
1. Be accepted as a PJC degree-seeking student to an A.A., A.A.S., or A.S. Degree program, or
2. Be accepted as a PJC certificate-seeking student in an eligible Vocational Certificate program.
3. Be making satisfactory academic progress for financial aid purposes (FASAP).
4. Be a U.S. citizen, national or permanent resident alien.
5. Enroll at least half time (6 credit hours) for most aid programs.
6. Not be in default on a prior student loan.
7. Not owe a repayment or overpayment of a federal grant.
8. Not have an existing financial obligation to PJC.
9. Be registered for Selective Service, if required.
10. As a first-time college student, have a standard high school diploma or GED certificate or meet Federal Ability to Benefit (ATB) test score guidelines.
For students who do not have a standard high school diploma or GED, PJC has identified the College Placement Tests (CPT) as the only acceptable test for ATB purposes; to receive financial aid, the minimum CPT scores are: Reading 55, Sentence Skills 60, and Arithmetic 34.
11. As a college transfer student, have an official transcript from each previously-attended institution submitted to and evaluated by PJC.
12. Not have been convicted for sale or possession of illegal drugs.

ENROLLMENT REQUIREMENTS
Prior to registering for classes, the student is responsible to go online to www.pjc.edu, under “Student Records,” view “My Degree Audit.” The student should register only in courses as indicated on the Degree Audit that count toward fulfilling the requirements for graduation in their declared program of study. Federal and state financial aid may be awarded to students who meet these enrollment requirements.

FEDERAL PELL GRANT
PELL Grants are available to undergraduate students only. Students with a bachelor’s degree are not eligible. The maximum PELL Grant for 2006-2007 award year beginning 7/1/2006 is $4050 based on full-time enrollment. The following chart shows how Pell Grant awards are adjusted based on enrollment:

<table>
<thead>
<tr>
<th>NUMBER OF CREDIT HOURS</th>
<th>ENROLLMENT PERCENTAGE OF AWARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 to 8</td>
<td>Half-time 75%</td>
</tr>
<tr>
<td>9 to 11</td>
<td>Three-quarter-time 85%</td>
</tr>
<tr>
<td>12 or more</td>
<td>Full-time 100%</td>
</tr>
</tbody>
</table>

Some students may be eligible to receive a PELL grant for enrollments less than 6 credit hours.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)
FSEOG is a federal grant for undergraduates with exceptional financial need. Since these funds are limited, only PJC Pell Grant recipients with “0” EFC will be awarded FSEOG funds. The award amount will vary from $100 to $1000 per academic year. Awards are available during the Fall and Spring semesters only. A minimum enrollment of half-time each semester is required for a student to receive a partial award.

FEDERAL COLLEGE WORK STUDY (FCWS)
FCWS awards are made to eligible students who indicate on the FAFSA that they desire employment from this program. Eligible students are paid current Florida minimum wage rate. Students may work 15 to 20 hours per week based on the average award. Funds are limited and awards are made based on the date the financial aid file is completed. Priority is given to returning FCWS students if they remain eligible. Enrollment and attendance of half-time each semester is required.

FLORIDA STUDENT ASSISTANCE GRANT (FSAG)
FSAG is a Florida State Financial Aid Grant program awarded to full-time students who are working on their first undergraduate degree, have remaining need, are enrolled in an A.A., A.A.S. or A.S. degree program and maintain satisfactory progress according to the guidelines established by the Office of Student Financial Assistance. Renewal requirements of students who received FSAG during the 2005-2006 academic year are to have completed at least 24 credit hours with a cumulative GPA of 2.00. A limited number of FSAG grants will be awarded to part-time students. There are other specific eligibility requirements and students should view this information at http://www.firn.edu/doe/osfa/fsagfactsheet.htm.

FEDERAL FAMILY EDUCATION LOAN PROGRAM (FFEL)
Student loans are available through the FFEL program. Loans may be subsidized or unsubsidized. Enrollment of half-time each semester is required. Enrollment must be in courses required for the declared program of study at PJC.

Subsidized loans are need based. Borrowers must show financial need to be eligible. The federal government will pay the interest on these loans while the borrower remains enrolled in school at least half-time. Unsubsidized loans require the borrower to pay the interest as it accrues or to capitalize the interest. Capitalization increases the amount to be repaid.

The Department of Education and the college may set limits on the amount a student may be eligible to borrow for an award year as well as on a cumulative basis. The following indicates the maximum annual loan limit for both types of loans based on a student’s grade level and classification.

<table>
<thead>
<tr>
<th>DEPENDENT UNDERGRADUATE STUDENT</th>
<th>INDEPENDENT UNDERGRADUATE STUDENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman $2625</td>
<td>Freshman $2625</td>
</tr>
<tr>
<td>Sophomore $3500</td>
<td>Sophomore $3500</td>
</tr>
</tbody>
</table>

(A freshmen student is one who has completed less than 30 credit hours in their program of study and a sophomore is a student who has completed 30 or more credit hours in their program.)

The amounts listed represent the maximum amounts from either type of loan or a combination of the two. Independent students may borrow additional unsubsidized loan amounts for documented out-of-state tuition, verified required child care, and additional costs associated with a specific program. Computers, automobiles and credit card expenses are not valid costs associated with attendance at PJC.

Students must have a completed financial aid file before the college loan request form will be available. Additional requirements are associated with the loan programs and this information is included with the loan request form.

NOTE: The school may refuse to certify a loan or certify a loan for an amount less than the student requested.

PLUS LOANS
This is a loan program which enables parents to borrow money for their dependent children. The dependent must be enrolled at least half-time. PLUS loans are credit worthy loans and are limited in amount to the cost of attendance minus any other financial aid received by the student. PJC requires the student to complete the FAFSA before the school will certify a PLUS loan.

SHORT TERM LOANS
In addition to the above Federal and State aid programs, PJC offers limited assistance from its Short-Term Loan Program to assist with registration fees. The student must be 18 years of age, have at least a 2.0 cumulative GPA, maintain satisfactory progress, have no financial obligations to the college, not owe a refund on a federal grant nor have a defaulted FFEL. The maximum amount of loan available is $700. This program does not require a completed FAFSA to be filed.
FINANCIAL NEED

Financial need is the basis for awarding federal and state aid. Financial need is the difference between the Cost of Attendance (COA) and the Expected Family Contribution (EFC). The EFC is determined by the results of the processed Free Application for Federal Student Aid (FAFSA).

COST OF ATTENDANCE

The Cost of Attendance (COA) for nine months is calculated by FA/VA. The following direct and indirect expenses as permitted by federal regulations and are taken into consideration:

A. Average tuition and fee charges for a full-time student are based on the educational objective (A.A./A.A.S./A.S. or Certificate)
B. Average books and supply expenses
C. Average room and board allowance based on whether or not the student lives with parent(s)
D. Average transportation expense
E. Reasonable miscellaneous personal expenses

FINANCIAL AID APPLICATION PROCESS

Students begin the financial aid process by applying for admission to Pensacola Junior College, declaring a major or program of study and making an appointment for orientation and placement testing, if necessary. Students must have all official high school and prior college transcripts evaluated by PJC.

Transcripts must be evaluated prior to awarding of any Federal Title IV Aid which includes PELL, FSEOG, College Work Study, and all FFEL loans. For this reason the Financial Aid/Veterans Affairs Department requires a student request official copies of all transcripts to be sent to the PJC Registrar/Admissions Office, 1000 College Blvd., Pensacola, FL 32504 for evaluation.

Transcript evaluation during the admissions process can also assist students to determine if they may want to request possible course substitutions which will help them to take only the courses necessary using their limited aid wisely. Federal financial aid is used to assist students to earn the credits required to complete the degree or certificate they have selected.

Students must complete the Free Application for Federal Student Aid (FAFSA). The 2006-2007 FAFSA is available effective January 1, 2006. We recommend that a student complete the FAFSA only after completing the 2005 Federal Income Tax Form. Remember, students must apply for aid each year. A student may apply in two ways.

1. Apply online at www.fafsa.ed.gov. This is the preferred method. It is faster, easier and has built in edits to help students. Remember to list the PJC school code as the college to receive information. Remember also to enter a housing code based on planned living arrangements. Sign the application electronically with a PIN number. A PIN number should be applied for two weeks before completing the FAFSA online. Go to www.pin.ed.gov to register. The PIN will be assigned.

2. A paper FAFSA is available from each campus Financial Aid Office, the Educational Opportunity Center office, and the Counseling Offices or Career Centers. This form must be completed and mailed to the Central Processing Service (CPS) using the envelope provided. For PJC to receive the results of the FAFSA a student must enter our federal code 001513 in question 86 and a housing code in question 87. The priority date for selecting students at PJC is March 15 preceding the award year.

All paper FAFSA results take 4 to 6 weeks for processing by CPS. Online, it only takes 2 to 5 days for processing. Either method of application will result in a paper Student Aid Report (SAR) mailed to the student address. An electronic copy of the SAR, will be sent to the schools indicated on the FAFSA. Students should carefully check the SAR when received and if corrections are needed, contact the Financial Aid Office.

The Financial Aid Office may request the student to furnish additional information. Examples of additional information requested include signed copies of the U.S. Income Tax Return of the student, spouse and/or parents, social security cards, benefit documentation and INS information.

TITLE IV FEDERAL STUDENT AID REPAYMENT POLICY – EFFECTIVE FALL 2000

This policy affects ALL students who receive Title IV Student Aid including:
• Federal PELL Grants
• Federal Supplemental Educational Opportunity Grants (FSEOG)
• Federal Family Educational Loans (FFEL)

An implemented federal law states that federal student aid is to be awarded under the assumption students will attend school for the entire term.

Students who withdraw from all courses prior to completing more than 60 percent of the term must have their aid eligibility recalculated based on the percent of the term completed. This recalculation could result in students having to repay the federal government a percentage of the federal aid received.

PJC is required to share in this repayment responsibility with the student. The student will have to repay PJC for the portion of debt PJC paid the federal government.

Students must pay the debt in full to re-enroll at PJC. Students will lose their federal aid eligibility until they either repay the portion owed to the federal government or make repayment arrangements with the U.S. Department of Education.

IT'S THE LAW

THERE ARE NO APPEALS

If you have questions concerning this federal law, contact the Financial Aid Office.

Pensacola campus 484-1680
Milton campus 484-4410
Warrington campus 484-2349

FEDERAL STUDENT AID SATISFACTORY ACADEMIC PROGRESS POLICY

In order to receive Federal (Title IV) or State of Florida financial assistance a student must be maintaining Financial Aid Satisfactory Progress (FASAP). All coursework, regardless of when attempted, at Pensacola Junior College will be counted in determining Financial Aid Satisfactory Progress as determined by federal regulations.

MONITORING FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (FASAP)

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (FASAP)

A student will be considered maintaining Satisfactory Academic Progress if the student has completed at least 67% of all courses attempted and earned a cumulative GPA at or above the minimum as indicated in the Required Standards.

FINANCIAL AID WARNING

When a student fails to meet FASAP, that student will be placed on Financial Aid Warning for the following semester. During the Financial Aid Warning semester the student will be eligible to receive financial aid.

FINANCIAL AID SUSPENSION

A student who is on Financial Aid Warning and fails to meet FASAP at the end of the warning term will be placed on Financial Aid Suspension and all federal and state aid will be terminated until the student meets the minimum FASAP requirements.

Exception: If the student in the Financial Aid Warning status completes the warning term with grades of “C” or better in each course attempted, the student will be granted another semester in the Warning status. The Financial Aid Warning status will be continued until (1) the student meets the minimum FASAP requirements indicated above or (2) the student does not complete each course attempted with a grade of “C” or better. The student will be then placed on Financial Aid Suspension.
MONITORING FINANCIAL AID PROGRESS

Each financial aid recipient will have progress monitored effective with the term in which the 12th credit hour has been attempted. If, at the end of that term, the student has not met the required standards, the student will be placed on Financial Aid Warning for one semester. (See Required Standards.) If the student does not achieve FASAP at the end of the Warning semester or does not earn grades of “C” or better in each course attempted during the Warning semester, eligibility for federal and state financial assistance will be suspended until the student returns to FASAP. (See FASAP definition.)

REQUIRED STANDARDS

At the end of the semester in which the 12th hour is attempted, or at the end of a Warning semester, and each semester thereafter, the student must complete a minimum of 67% of all credits attempted. Completed grades for this policy are as follows: A, B+, B, C+, C, D+, D, and P. Incomplete grades for this policy are as follows: F, I, W, N, X, NC, SP, S, and U.

In addition to completion of 67% of all attempted credits, each financial aid recipient must have earned a minimum cumulative grade point average dependent upon the total number of hours attempted as indicated below:

<table>
<thead>
<tr>
<th>TOTAL CREDIT HOURS ATTEMPTED</th>
<th>REQUIRED MINIMUM CUMULATIVE GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 to 24</td>
<td>1.50</td>
</tr>
<tr>
<td>25 to 48</td>
<td>1.75</td>
</tr>
<tr>
<td>49 or more</td>
<td>2.00</td>
</tr>
</tbody>
</table>

(See Grading Policy for information regarding cumulative grade point average calculation.)

MAXIMUM TIME FRAME

Associate Degree Students

Students otherwise eligible for federal or state financial aid and enrolled in an associate degree program who have attempted more than 150% of the number of credit hours required in that program are considered to be making unsatisfactory academic progress. Changes in program of study do not extend eligibility beyond the 150% credit hour maximum time frame.

Certificate Program Students

Students otherwise eligible for federal or state financial aid and enrolled in an approved certificate program who have attempted more than 150% of the number of credit hours required in that program are considered to be making unsatisfactory academic progress. Changes in program of study do not extend a student’s eligibility beyond the 150% credit hour maximum time frame.

COLLEGE PREPARATORY (DEVELOPMENTAL/REMEDIAL) CLASSES

Required remedial coursework is counted in determining a student’s enrollment for financial aid purposes. However, by federal guidelines, financial aid recipients are limited to a maximum of 30 semester hours of funded developmental (remedial) coursework.

FINANCIAL AID APPEAL

Any student who fails to maintain Financial Aid Satisfactory Academic Progress (FASAP) will lose eligibility for further participation in any Title IV or state financial aid program. A student may request reinstatement of financial aid eligibility according to the established appeal procedure.

APPEAL PROCEDURE

A Financial Aid Appeal Request Form is available in any financial aid office. Only unanticipated and unavoidable circumstances will be considered in the appeal review process. Such circumstances must be beyond the student’s control and be directly responsible for the student’s failure to meet the required standards.

The student must indicate clearly and in detail the circumstances of his/her failure to meet FASAP standards. Specific dates and events must be indicated and documentation to support the appeal must be attached to the form. Appeals submitted without specific dates, events, or documentation will be denied. The student must attach a copy of their degree audit, available at My Degree Audit on http://pjc.edu/. The student should allow four (4) weeks for the appeal process to be completed by Financial Aid. If an appeal is submitted during a registration period, the process will take longer.

The following are examples of circumstances that may be considered:

1. Serious illness or injury to the student
2. Serious illness, injury, or death of a student’s immediate family member (parent, sibling, spouse)
3. Special documented circumstance of a unique and substantial nature

The completed appeal form and documentation must be submitted to a Financial Aid office located on the Pensacola, Warrington, or Milton Campus. The appropriate Financial Aid coordinator will consider the appeal. If the appeal is granted, additional conditions may be established which the student will be required to meet in order to continue financial aid eligibility. The student will be notified in writing of the decision.

Should the student receive a denial, the student may appeal the denial by submitting a written notice of disagreement to the director. Should the student receive a denial by the director, the student may request in writing to the director that their appeal be forwarded for further review by the Vice President for Student Affairs whose decision is final.

RELEASE OF STUDENT FINANCIAL AID INFORMATION

The disclosure of student information is governed by the policies of the Pensacola Junior College Board of Trustees and the Florida Department of Education within the parameters established by state and federal laws, including the Family Educational Rights and Privacy Act of 1974 (FERPA).

The written consent of the financial aid recipient is required for any disclosure or publication of any financial aid information that is personally identifiable. Parents and legal guardians of dependent financial aid recipients may have access to financial aid information only with the written consent of their dependent student. Contact the Office of Financial Aid/Veterans Affairs for the appropriate consent form.
SCHOLARSHIPS

The PJC Scholarship Program recognizes both academic performance and financial need when awarding scholarships. Many criteria are used to select scholarship recipients. Among these criteria are grade point average, leadership qualities, contributions to school or community, visual and performing arts achievement, athletic ability, and other academic activities. Additionally, the 2001 Florida Legislature requires all students receiving a PJC academic scholarship to have their financial need assessed by a national recognized system of need analysis. This is accomplished by requiring students to complete the Free Application for Federal Student Aid (FAFSA) process.

To apply for a scholarship based on financial need, an applicant must complete and process a Free Application for Federal Student Aid (FAFSA). The FAFSA is available from the PJC Financial Aid Office. (See the Financial Aid section of the catalog.)

ACADEMIC MERIT AND NON-ACADEMIC MERIT SCHOLARSHIPS

Eligibility consideration in awarding scholarships begins with three key steps:

1. Apply early.
2. Submit a properly completed PJC Application for Admission to the college's Admissions Office.
3. Submit a properly completed PJC Scholarship Application to the District Financial Aid Office (for all scholarships awarded by the PJC Scholarship Selection Committee) by the published deadlines.

Eligibility Requirements (Academic Merit and Non-Academic Merit Scholarships)

1. An applicant must be a U.S. Citizen or Resident Alien. All scholarship applicants must have a completed Application for Admission to PJC on file with the Admissions office. Students who have been attending PJC under the dual enrollment program must file a new Admission Application upon graduation from high school.
2. Scholarship applicants who have completed an associate's or higher degree or have attempted a total of 65 college credits or more are not eligible.
3. Current high school seniors must submit an official copy of their high school transcript describing all work completed through the first semester of grade 12 to the PJC Financial Aid Office.

Upon graduation from high school, applicants must submit a final official copy of their high school transcript to the Financial Aid Office. Failure to provide this final copy of the high school transcript may result in the application not being considered for available scholarships.

Some scholarships require the grade point average to be based on academic courses only. Although not required, ACT or SAT scores should be provided, as test scores may be used to determine eligibility for some scholarships.

4. All home educated students must provide official documentation of registration with the district for grades 11 and 12; and either a minimum score of 520 computation and 521 verbal on the SAT; or a minimum score of 19 English, 20 Math, and 22 Reading on the ACT; or a minimum score of 83 Reading, 83 English and 83 Math CPT test scores. This documentation must be submitted along with the PJC Scholarship Application.
5. A scholarship applicant who has completed fewer than 12 college or vocational semester credits at PJC, and has graduated from high school within the last 10 years must submit an official copy of his/her final high school transcript. For PJC scholarship purposes, selection consideration will be based on high school grade point average. Dual enrollment courses are considered in calculating the high school GPA until the student has completed at least 12 college credits beyond high school graduation.
6. A scholarship applicant who has completed fewer than 12 college or vocational semester credits at PJC, and graduated from high school more than 10 years ago, will not be considered until the applicant has completed a minimum of 12 college, college prep, or vocational credits at PJC.
7. A scholarship applicant who has completed 12 or more college, college prep, or vocational semester credits at PJC and/or has attended other colleges or universities may be considered for PJC scholarships provided he/she has furnished the PJC Admissions office with official transcript(s) from the previously attended institution(s).
8. A scholarship applicant who has scored 3,000 or higher on the General Education Development (GED) Exam may be eligible for a PJC scholarship. Applicants must have tested or re-tested for the GED exam with the PJC Test Center.
9. Students who do not meet the PJC Standards of Academic Progress (on academic warning, probation, suspension, suspension waiver or have other restrictions) are not eligible for a PJC Scholarship.
10. An appeal for an exception to the scholarship policies may be submitted to the PJC District Financial Aid Office. The appeal must be in writing with a full explanation and documentation. The director of Financial Aid or Scholarship coordinator will either approve or deny the appeal. If the appeal is denied, it will be forwarded to the PJC Scholarship Policy Committee for consideration at their next scheduled committee meeting.

NOTE: It is the scholarship applicant’s responsibility to ensure all required documents are requested and received by the PJC Financial Aid Office by the published deadlines.

Scholarship Application Forms

To be eligible for consideration for the PJC Academic Merit and Non-Academic Merit scholarships, applicants need to complete only one PJC Scholarship Application form for the entire academic year. A scholarship application may be updated any time during that year by providing the appropriate information/documentation to the district Financial Aid office.

The PJC Scholarship Application forms are available on all PJC campuses, sites, and the Financial Aid/Veterans Affairs website.

1. Student Services Office, Milton Campus, Building 4200
2. District Financial Aid Office, Pensacola Campus, Building 2
3. Financial Aid Office, Warrington Campus, Student Affairs, Building 5600
4. NAS Center, Naval Air Station, Pensacola, Building 679
5. Professional Development Center (Downtown Center), 418 W. Garden St.
6. www.pjc.edu/FAVA/scholarship.asp

Completed scholarship applications must be returned to any of the PJC Financial Aid office locations by the published deadline.

Scholarship Deadline Dates

One general rule always applies. Complete the scholarship application process as soon as possible. Scholarship deadline dates are strictly enforced. Deadlines for consideration are as follows:

- Fall Term: May 1
- Spring Term: November 1
- Summer Term: March 1

PJC Foundation Scholarships

The PJC Foundation, Inc. is a private non-profit corporation established to encourage, solicit, receive and administer funds for the benefit of the college and college activities including the college’s scholarship program. The PJC Foundation scholarships are divided into two categories:

1. Foundation Scholarships awarded by the PJC Scholarship Selection Committee using Foundation approved selection criteria.
2. Foundation Scholarships awarded by Foundation/College-appointed awarding administrators using selection criteria established by the donor.

For detailed information regarding eligibility, selection criteria and application procedures, refer to the Financial Aid/Scholarship application.

Additional Information

For additional information about scholarship availability, specific eligibility requirements, or transfer scholarships, contact the district Financial Aid office located in the Registration Center (Building 2) on the Pensacola campus. The telephone number for scholarship information is (850) 484-1634 or review the information on the Financial Aid/Veterans Affairs website at www.pjc.edu/FAVA.

These fees are subject to change by the Florida Legislature and the District Board of Trustees. Current fees are available from the Bursar’s Office. Fees listed below are for the 2005–2006 academic year. Fee payment may be made by cash, check, American Express, VISA, MasterCard, or approved financial aid.
### GENERAL FEES PER CREDIT HOUR OR EQUIVALENT

<table>
<thead>
<tr>
<th></th>
<th>RESIDENT FEE</th>
<th>NON RESIDENT FEE</th>
<th>FINANCIAL AID FEE (1)</th>
<th>ACTIVITY &amp; SERVICE FEE (2)</th>
<th>CAPITAL IMPROVEMENT FEE (6)</th>
<th>TOTAL FEE</th>
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<tr>
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<tr>
<td>College Preparatory Credit, 3rd Attempt (7)</td>
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Continuing Workforce Education (5) ................................................................. Variable
Lifelong Learning Courses (5) ............................................................................ Variable
Courses Audited By Student .............................................................................. As Above

### OTHER STUDENT FEES

- Application Fee (One time; Non-refundable) .................................................. $30.00
- Late Registration (Non-transferable; Non-refundable) .................................. $25.00
- Returned Check Charge ................................................................................ 20.00
- Service Fee on Student Loans ...................................................................... 5.00
- Photo Identification Cards (Guest Card) ...................................................... 10.00
- Duplicate Diploma ....................................................................................... 10.00
- Duplicate Photo Identification Cards .......................................................... 5.00
- Testing ......................................................................................................... As Applicable
- Laboratory Fees .......................................................................................... As Approved

Lab fees may be assessed in addition to general fees and other student fees. Information on the specific lab fees for courses appears in the Class Schedule Booklet.

1. Authorized by legislature to provide funds to award aid based upon financial need, academic merit, and other criteria.
2. Authorized by legislature to provide funds for student activities and services.
3. Includes both advanced and professional (university parallel/associate in arts) and postsecondary vocational (associate in science) courses.
4. Students without high school diplomas or who possess high school diplomas and demonstrate skills at or below the eighth grade level are not assessed fees for Vocational Preparatory instruction.
5. Fees for these non-credit courses shall be individually established.
6. Authorized by legislature to provide funds for capital improvements to facilities.
7. The full cost of instruction will be assessed for students enrolling in the same undergraduate College Credit or College Preparatory course more than two times. The number of attempts begins with the Fall Term 1997 for counting purposes.
8. Students without high school diplomas or who possess high school diplomas and demonstrate skills at or below the eighth grade level are not assessed fees for Adult Basic or Adult Secondary instruction. Students who possess high school diplomas and demonstrate skills above the eighth grade level are assessed fees per contact hour.
9. The Alabama Fee Differential applies to College Credit courses and College Preparatory courses.
STANDARDS OF ACADEMIC PROGRESS

A. COLLEGE CREDIT AND VOCATIONAL CREDIT

The regulations regarding academic progress apply to all credit students regardless of the beginning date of attendance. In determining academic progress, all credits are combined: college, vocational, and preparatory. Transfer courses and courses taken for audit will not be included in the determination of academic standing. “Attempted” is defined as any course in which a student has processed an official registration and in which a student remains enrolled after the schedule adjustment period excluding any course for which a student receives a refund.

A student’s academic standing is determined at the end of the term in which the 13th hour is attempted. At the end of that semester and every semester thereafter, a student must have earned credit in one-half of all hours attempted and have a cumulative grade point average dependent upon those attempted hours as follows:

<table>
<thead>
<tr>
<th>ATTEMPTED HOURS</th>
<th>COMPLETION REQUIREMENTS</th>
<th>MINIMUM GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>13 to 35</td>
<td>One-half of total hours attempted</td>
<td>1.50</td>
</tr>
<tr>
<td>36 to 45</td>
<td>One-half of total hours attempted</td>
<td>1.75</td>
</tr>
<tr>
<td>46 or more</td>
<td>One-half of total hours attempted</td>
<td>2.00</td>
</tr>
</tbody>
</table>

See Grading Policy for an explanation of cumulative grade point average calculation. The academic standing classifications and the criteria for determining that classification are as follows:

GOOD STANDING

A student is in good standing when the above requirements (completion and minimum GPA) are met.

ACADEMIC WARNING

A student will be placed on academic warning at the end of a term if any one of the conditions in the above table is not met. A student is considered to be in good standing while in the warning status.

ACADEMIC PROBATION

A student will be placed on academic probation, after being on warning, at the end of a semester if any one of the conditions in the above table is not met.

ACADEMIC SUSPENSION

A student will be suspended, after being on academic probation, at the end of a semester if any one of the conditions in the above table is not met.

SUSPENSION WAIVER

A student may request approval to re-enroll after suspension by filing a formal appeal to the Student Academic Appeals Committee. Appeal procedures may be obtained in the District Office of Admissions and Registration. If approved, the student will be permitted to enroll in a status of Suspension Waiver and is expected to complete all classes attempted with grades of “C” or better. In some instances, the Committee will establish additional enrollment conditions. If disapproved, the student may be dismissed. (See Academic Dismissal.)

ACADEMIC DISMISSAL

If, after being permitted to re-enroll in the status of Suspension Waiver, a student does not meet the conditions established by the Student Academic Appeals Committee, the student may be dismissed for one major semester. A student may appeal a dismissal to the Student Academic Appeals Committee. If approved, the student will re-enroll in the status of Suspension Waiver (see above). If disapproved, the student will be required to sit out for one major semester. The disapproval may be appealed to the vice president for Academic Affairs.

B. ADULT HIGH SCHOOL

The regulations regarding academic progress apply to all Adult High School students regardless of the beginning date of attendance. Only courses taken in the PJC Adult High School will be used to determine academic standing. “Attempted” is defined as any course in which a student has processed an official registration and in which a student remains enrolled after the schedule adjustment period.

An Adult High School student’s academic standing is determined at the end of the term in which the fifth credit is attempted. At the end of that semester and every semester thereafter, a student must have earned credit in one-half of all hours attempted and have a cumulative grade point average dependent upon those attempted hours as follows:

<table>
<thead>
<tr>
<th>ATTEMPTED HOURS</th>
<th>COMPLETION REQUIREMENTS</th>
<th>MINIMUM GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 to 14</td>
<td>One-half of total credits attempted</td>
<td>1.00</td>
</tr>
<tr>
<td>15 to 18</td>
<td>One-half of total credits attempted</td>
<td>1.25</td>
</tr>
<tr>
<td>19 or more</td>
<td>One-half of total credits attempted</td>
<td>1.50</td>
</tr>
</tbody>
</table>

GOOD STANDING

A student is in good standing when the above requirements are met.

ACADEMIC WARNING

A student will be placed on academic warning at the end of a term if any one of the conditions in the above table is not met. A student is considered to be in good standing while in the warning status.

ACADEMIC PROBATION

A student will be placed on academic probation, after being on warning, at the end of a term if any one of the conditions in the above table is not met.

ACADEMIC SUSPENSION

A student will be suspended, after being on probation, if any one of the conditions in the above table is not met.

SUSPENSION WAIVER

A student may request approval to re-enroll after suspension by filing a formal appeal to the Student Academic Appeals Committee. Appeal procedures may be obtained in any admissions office or in the Adult High School Counseling Office. If approved, the student will be permitted to enroll in a status of Suspension Waiver and is expected to complete all classes attempted with grades of “C” or better. If disapproved, the student may be dismissed. See Academic Dismissal.

ACADEMIC DISMISSAL

If the conditions of the Suspension Waiver are not met, the student may be dismissed for one major semester. A student may appeal a dismissal to the Student Academic Appeals Committee. If approved, the student will re-enroll in the status of Suspension Waiver. (See above.) If disapproved, the student will be required to sit out for one major semester. The disapproval may be appealed to the vice president for Academic Affairs.
ACADEMIC GRADE AMNESTY

Credit students with previous coursework that is 10 years of age or older may seek Academic Grade Amnesty (AGA), which will remove the effect of those credits on the cumulative grade point average.

AGA may be granted only once in a student’s academic career. If granted, AGA applies to all credits and grades earned at PJC that are 10 or more years of age. Transfer courses will not be considered for the purposes of AGA. Students may not select specific terms, specific courses, or specific grades. AGA will apply to all coursework that is 10 years of age and older from the date AGA is granted.

The student granted AGA would not be permitted to count any of the courses for graduation purposes, program completion, or to meet pre-requisite requirements. All other restrictions relating to repeating courses and maximum attempts will remain in force despite the granting of AGA, and compliance with other applicable college policies will be expected.

All courses and grades affected by AGA will remain on the official PJC transcript even though the grades are not used in calculating the cumulative grade point average. A notation of the Academic Grade Amnesty will be posted to the student’s record and will appear on the official transcript.

AGA granted at PJC may not be honored in the transfer process. Other institutions may consider the older credits and grades when evaluating a student’s PJC transcript. Students seeking AGA are encouraged to discuss the matter with representatives of the institution to which transfer is planned.

AGA has no effect on federal and state student financial aid standards of academic progress.

Students requesting AGA are required to meet with a member of the counseling staff before submitting the request for AGA.

MAXIMUM ATTEMPTS FOR A COURSE

College Credit and College Preparatory Credit

Students may attempt any college credit course or college preparatory credit course twice with regular fee assessment. A third attempt of the course will result in the assessment of the full cost of instruction. The full cost of instruction is three times the cost of the attempt of the course will result in the assessment of the full cost of instruction.

Other institutions may consider the older credits and grades when evaluating a student’s PJC transcript. Students seeking AGA are encouraged to discuss the matter with representatives of the institution to which transfer is planned.

AGA granted at PJC may not be honored in the transfer process. Other institutions may consider the older credits and grades when evaluating a student’s PJC transcript. Students seeking AGA are encouraged to discuss the matter with representatives of the institution to which transfer is planned.

AGA has no effect on federal and state student financial aid standards of academic progress.

Students requesting AGA are required to meet with a member of the counseling staff before submitting the request for AGA.

REPEATING COURSES

Courses in which a grade of “D” or “F” was earned may be repeated for credit and only the most recent grade earned will be used to calculate the cumulative grade point average.

Courses that are not indicated in the course description, as repeatable courses should not be retaken if the initial grade was a “C” or better. If repeated, credit will not be given for the repeat and the grade earned in the repeat will not count for GPA calculation.

Students receiving financial aid should consult with a financial aid representative before repeating any course.

Other institutions to which the student transfers may use all course attempts in computing the transfer grade point average.

ATTENDANCE POLICY

DISTANCE LEARNING ATTENDANCE

For those students enrolled in distance learning courses, participation in the course according to the schedule of events described by the instructor is considered “attendance”. Students who do not access the class website during the first week of class, take examinations by established due dates, or do not otherwise participate in the distance learning process are subject to withdrawal according to the attendance policies outlined below.

NO-SHOW PROCEDURE FOR FIRST WEEK OF CLASSES

Attendance during the first week of classes is required. Students who do not attend the first week of class may be withdrawn. Students who are withdrawn for not attending the first week of class may discuss reinstatement with the instructor. If the instructor does not support the reinstatement, the student may petition the Student Academic Appeals Committee.

Students who have registered for an internet distance learning course are required to access the website for the course during the first week. Failure to do so may result in withdrawal.

ATTENDANCE

Regular and punctual attendance is required. Students are responsible for knowing and adhering to the instructor’s attendance policy for each course taken. Specific attendance requirements for each course will be included in the course syllabus provided by the instructor.

TARDY

A student not in the class at its beginning will be counted tardy. When so specified in departmental policies, program policies, or the instructor’s syllabus, habitual or excessive tardiness may be converted to absences.

EXCESSIVE ABSENCES

A student may miss one class meeting beyond the number of times the class meets per week before being considered excessively absent. For example, if a student is enrolled in a class that meets three times per week, the student may miss four class meetings. If the student misses a fifth class meeting, the student may be considered excessively absent. This policy will be followed for 16-week classes in a fall or spring term and 12-week term classes in the summer. These allowable absences should provide for student illness as well as permit the student to take care of emergencies and personal business.

Absences during a six-week summer term or an express term will be considered excessive if the student misses more than three day classes or more than two evening classes.

A student registering late in any course will be counted absent for those class meetings missed before the registration.

Students who do not attend during the first week of class may be withdrawn. (See the No-Show Procedure for the First Week of Classes.)

INSTRUCTOR WITHDRAWAL

Instructors may withdraw a student who is excessively absent up to the 70th percent point of the semester. After the 70th percent point, neither instructor nor student can process withdrawals, and a final grade must be assigned.

Instructors may assign a grade of Early “F” to a student who is excessively absent. (See Early “F” Grade Assignment.)

EARLY “F” GRADE ASSIGNMENT

Instructors will be permitted to assign an Early “F” to a student who meets any of the following criteria:

• A student who stops attending a class in which the instructor does not process withdrawals.
• A student who stops attending a class after the 70th percent point of the class.
• A student who stops attending a course being attempted for the third time.
• A student who has been determined to be cheating on any assignment or examination.

A student who plagiarized any written assignment. Students who have been assigned the “Early F” will be provided an opportunity to adjust the “Early F” to a “W” (student withdrawal).

The “Early F” must remain in third-attempt courses or in cases where the student does not request the adjustment prior to the established withdrawal deadline. If the adjustment is processed, the last date of attendance as reported by the instructor of record will remain.

Students who have been assigned the Early F as a result of cheating or plagiarism do not have the option of requesting an adjustment to “W”.

Under extenuating circumstances, a student will have an opportunity to appeal for a “W” after the 70th percent point of the class. The Student Academic Appeals Committee will review these appeals. Information regarding the appeal process may be obtained in any admissions office.
REINSTATEMENT
Students who are withdrawn for excessive absences or assigned the Early “F” may discuss the option for reinstatement with the instructor. Students who do not attend the first week of class and are withdrawn in accordance with the “No-Show” procedure may discuss the option for reinstatement with the instructor. If the instructor does not agree to the request for continued enrollment in the class, the student may petition the Student Academic Appeals Committee for reinstatement.

VETERANS IN CERTIFICATE PROGRAMS
Certification to the Veterans Administration will be terminated for a veteran student enrolled in a certificate program when the unexcused absences exceed the following:

<table>
<thead>
<tr>
<th>Courses meeting</th>
<th>Absences</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 time a week</td>
<td>2</td>
</tr>
<tr>
<td>2 times a week</td>
<td>4</td>
</tr>
<tr>
<td>3 times a week</td>
<td>6</td>
</tr>
<tr>
<td>4 times a week</td>
<td>8</td>
</tr>
<tr>
<td>5 times a week</td>
<td>10</td>
</tr>
</tbody>
</table>

An excused absence is one that is approved by the instructor, i.e., family illness, emergency. Approval is at the instructor’s discretion. If the veteran student exceeds the number of absences permitted and does not have the instructor’s approval, certification will be terminated. The veteran student will be re-certified after 30 calendar days if no further absences have occurred.

SPECIAL ATTENDANCE RULES
A shift worker must discuss his/her special set of circumstances with the instructor to ensure that the student’s work schedule will not conflict with the instructor’s specific policies regarding attendance. If the student’s work schedule cannot accommodate the attendance policies in place by the instructor, the student should contact a member of the counseling staff for resolution and/or schedule adjustment.

COLLEGE TRIPS
A student who is representing the college on official business, including field trips, will not be counted absent provided a prior notice is given to the instructor and any missed work is completed.

SPECIAL PROGRAMS
In certain specialized programs, such as practical nursing, etc., licensure and certification requirements mandate fewer absences than the college normally permits. Students in these programs are advised of these externally imposed attendance requirements. If these requirements are exceeded, the student will not be withdrawn from academic courses but may be withdrawn from the specific program.

ENROLLMENT STATUS
Pensacola Junior College considers full-time enrollment to be enrollment in 12 college, vocational, and/or college preparatory credit hours in a fall or spring semester. Full-time enrollment in any of the health programs is also considered to be 12 credit hours. Adult High School students are considered full-time when enrolled in 20 contact hours per week in any fall or spring semester. Continuous enrollment is defined as being enrolled in credit courses in the fall and spring semesters. In certain circumstances, continuous enrollment may be defined differently.

CERTIFICATION OF ATTENDANCE
The District Office of Admissions and Registration will provide official statements certifying attendance status to outside agencies. Certification of veterans is processed through the Office of Financial Aid/Veterans Affairs/Scholarships. See Veterans Affairs.

EXAMS
Final examinations are administered during the final examination week at the end of each term, at the dates and times published in the current course schedule. It is each student’s responsibility to know when and where final examinations are scheduled, and to be present and on time, with all required materials. The administration of a final examination at any time other than the published final examination period is a violation of College procedure; however, changes to published examination dates and times may be made by the course instructor, with department head approval, during the scheduled examination week if an examination is scheduled on a non-class day or if simultaneous examinations are scheduled. Students may not attempt a final examination twice for a single class. Any examinations in distance learning courses must not be scheduled in a way that hinders any student’s participation in his or her traditionally delivered courses and/or examinations.

Exit examinations in college preparatory courses are administered in accordance with state Board of Education regulations. For specific information, check with Developmental Studies or specific department.

LATE EXAMINATIONS
In the event of an individual student’s absence for a final examination in any class due to illness, or other reason approved by the course instructor prior to the exam, a deferred examination may be given.

CHANGE OF POLICY DISCLAIMER
The provisions of this publication are not considered a contract between the student and Pensacola Junior College. The College reserves the right to change any provision or requirement when the College deems such action necessary. Students are encouraged to consult with a counselor or academic advisor to verify the appropriateness of the courses selected before enrollment in those courses.

Students are expected to familiarize themselves with all rules and regulations of the College including official announcements that may be posted in student services areas, published in the Class Schedule Booklet, placed on the College website, or disseminated by mail.

GRADES

GRADE REPORTS
Grade reports are not mailed. Students may obtain midterm progress from the instructor. Final grades may be accessed on the PJC website at www.pjc.edu by clicking My Grades.

GRADE INFORMATION
Grades are awarded in all college, vocational, college preparatory and vocational preparatory courses as well as in certain non-credit courses. Pensacola Junior College maintains permanent records for all students registering for courses. Students may obtain final grades for a course by accessing records online at www.pjc.edu. A cumulative record of the student’s grades appears on the transcript. Letter grades are assigned, and a complete explanation of the letter grades appears in the Grades Table.
The student and the instructor will enter into a written contract for the completion of the courses. A copy of the contract will be provided to the student and copies will be maintained by the instructor, the department head. The contract will identify the following information:

- The student’s last date of attendance in the course
- The student’s expected date of completion
- The student’s remaining requirements for course completion

**INCOMPLETE GRADES**

An “I” grade is assigned when the student and the instructor reach a mutual agreement that the student has a reasonable chance of successful completion of the coursework. If the student has ceased attending class, is not passing the class, or has missed more than 70% of the course, a grade arrangement other than an incomplete will be made.

Credits earned through examinations such as advanced placement tests, College Examination Program (CLEP), and departmental examinations do not affect GPA. They count as credits toward graduation and are counted as meeting certain course requirements. Not to be assigned by instructor. Except in CEU courses, a student may elect to audit a course at registration or before drop/add ends, and the status cannot be changed later.

Credit earned through the Pass/Fail option will carry a grade of “P” or “F.” A grade of “P” will not be included in the calculations of grade point average; a grade of “F” will be included in the calculations of grade point average.

Questions regarding grade calculations may be directed to any student services office.

**GRADE POINT AVERAGE**

To determine the total quality points for a grade in a particular course, the following formula is used:

\[
\text{Total Quality Points for Course} = \text{Credit Hours} \times \text{Grade Quality Points}
\]

**GRADES TABLE**

<table>
<thead>
<tr>
<th>Grade</th>
<th>General Meaning</th>
<th>Grade Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td>Very good</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>High average</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.0</td>
</tr>
<tr>
<td>D+</td>
<td>Below average</td>
<td>1.5</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0.0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrew</td>
<td>0.0</td>
</tr>
<tr>
<td>P</td>
<td>Passing</td>
<td>0.0</td>
</tr>
<tr>
<td>Z</td>
<td>Passing</td>
<td>0.0</td>
</tr>
<tr>
<td>N</td>
<td>No Credit</td>
<td>0.0</td>
</tr>
<tr>
<td>X</td>
<td>Audit</td>
<td>0.0</td>
</tr>
<tr>
<td>NC</td>
<td>Non-Credit</td>
<td>0.0</td>
</tr>
<tr>
<td>SP</td>
<td>Showing Progress</td>
<td>0.0</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>0.0</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td>0.0</td>
</tr>
</tbody>
</table>

1. Final grades are based upon daily work, special reports, research papers, laboratory and field work, tests, and final examinations.
2. Upon written request, transcripts will be furnished without charge.
3. Courses with final marks of “P” or “C” or higher cannot be repeated for credit or to improve one’s GPA.
4. “I” (Incomplete) grades received at the end of any term become “F” if not completed by the date assigned by the instructor or the maximum completion date of one academic year.
5. A grade of “N” is used only in remedial courses. A grade of “N” may be assigned to students earning a “D” or “F” in such courses. VA-assisted students education benefits will not be affected by an “N” grade, but VA students should not expect to retain benefits for any courses assigned a “W,” “NC,” or “X.”
6. Credits earned by examinations such as advanced placement tests, College Examination Program (CLEP), and departmental examinations do not affect GPA. They count as credits toward graduation and are counted as meeting certain course requirements.
7. For use in courses offered through the Adult Basic Education Department indicating that although coursework has not been satisfactorily completed, positive progress is being made.
8. Credit earned through the Pass/Fail option will carry a grade of “P” or “F.” A grade of “P” will not be included in the calculations of grade point average; a grade of “F” will be included in the calculations of grade point average.
9. Assigned only in non-credit classes.
The last date to complete the course is left to the discretion of the instructor but cannot exceed one year from the last day of class. An “I” grade in college, vocational, and high school courses will become a grade of “F” if not completed by the date indicated by the instructor. An “I” grade in a college preparatory course will become a grade of “N” if not completed by the date indicated by the instructor.

With extenuating and mitigating circumstances, a student may request an “F” grade be changed to “W” by filing a formal appeal to the Student Academic Appeals Committee.

MINIMUM GRADES

Grades of “D” and “D+” are earned credits and may be used to meet program requirements unless otherwise specified and will be used in calculating academic progress.

Students seeking an Associate in Arts degree must earn a minimum grade of “C” in each Gordon Rule course. (See Gordon Rule.) Students seeking an Associate in Science or an Associate in Applied Science degree must earn an average grade point average of 2.00 in all courses used to meet general education requirements for that degree.

Other specialized courses and programs identified in course descriptions, program requirements, as well as departmental and counseling publications may carry minimum grade requirements.

STUDENT RECORDS AND TRANSCRIPTS

CONFIDENTIALITY OF STUDENT RECORDS

Records

The District Office of Admissions and Registration is a single office at Pensacola Junior College and is located on the Pensacola campus. All permanent, official, and final records of students are housed in and released by this office. Student records are maintained in a fire protected vault and in electronic computer files. Information is released only upon the written request of the student in accordance with federal laws. Transcripts and other student information will not be released if a student has an outstanding obligation to the college (incomplete admissions file or financial obligation). Under most circumstances, a student may obtain a copy of his/her transcript on the next business day after submitting the request. All transcripts issued to students will be stamped “issued to student.”

Additional details on student records, the procedures for accessing records, appealing record contents, and receiving restricted records, and other rights of the Family Educational Rights and Privacy Act of 1974 are available from the College Registrar.

Transcripts

A transcript of a student’s academic record is kept in electronic files, filed in a permanent record folder or housed on an archival record medium in the District Office of Admissions Transcripts that are being sent directly to another educational institution may be requested on the web at www.pjc.edu or by submitting a written request to the District Office of Admissions and Registration. A student/former student may request a personal copy of the PJC transcript or a copy for a third party other than an educational institution by completing the Transcript Request Form or submitting a written and signed request to the District Office of Admissions and Registration. All transcripts issued to students will be stamped “issued to student.”

Release of Student Information

The disclosure of student information is governed by the policies of the Pensacola Junior College Board of Trustees and the Florida Department of Education within the parameters established by state and federal laws, including the Family Educational Rights and Privacy Act of 1974 (FERPA).

The written consent of the student is required for the disclosure or publication of any information that is personally identifiable of the student and part of the educational record. Certain exceptions, both in types of information that can be disclosed and in access to that information, are allowed by FERPA.

Subject to statutory conditions and limitations, prior consent of the student is not required for disclosure of information in the educational record to or for the following:

1. Officials of the College with a legitimate educational interest;
2. Certain government agencies;
3. Accrediting organizations;
4. Certain financial aid matters;
5. Certain research circumstances;
6. Health and safety emergencies;
7. Pursuant to order or subpoena provided the student is notified in advance of the college's compliance with the order or subpoena; and
8. As otherwise provided by law.

Parents’ Rights to Student Information

The Family Educational Rights and Privacy Act permits the release of information, other than directory information, to parents and legal guardians of dependent students. Pensacola Junior College will release information to an eligible parent or legal guardian in accordance with the specifications in FERPA and under the following circumstances:

- The student is a dependent according to the Federal Internal Revenue Code.
- The parent or legal guardian signs an affidavit, under penalty of perjury, indicating his/her status as the parent or legal guardian of a student who is eligible to be claimed as a dependent for IRS purposes. The affidavit may be obtained in any admissions/registration office and must be notarized.
- The affidavit described above must be filed on each occasion of information release.
- In situations where the parent is asking for specific information known only by the instructor of a class in which the student is enrolled, the parent will complete the affidavit, and a representative of the registration office will coordinate the discussion between parent and faculty member.
- Pensacola Junior College may request documentation to substantiate the claim to eligibility for the confidential student information.

Directory Information

Prior consent of the student is not required for disclosure of portions of the educational record defined by the college as Directory Information. Pensacola Junior College includes the following as Directory Information:

1. Whether or not the student is currently enrolled;
2. Dates of registered attendance;
3. Degree(s) earned, date, major or field of concentration, and honors received;
4. Participation in officially recognized activities and sports;
5. Weight and height of members of athletic teams.

The College has approved two exceptions to the release of Directory Information:

1. When requested by appropriate law enforcement agencies, the college shall release student names, addresses, and telephone numbers.
2. When requested by college-approved student health insurance companies, the college shall release student names, addresses, and telephone numbers.

IMPORTANT: Directory Information may be released by or published by the college without prior written consent of the student unless the student submits a formal request to withhold the release of Directory Information.

Request to Prevent Publication of Directory Information

A student may request that no information, including Directory Information, be released except as required by law. The student must complete the Request for Confidential Status of Directory Information form available in any admissions office. A student’s request to prevent the release of any information will result in preventing the publication of all items including graduation, honors, and awards. Further, queries to the college by prospective employers regarding dates of enrollment and graduation information will not be answered. Students are encouraged to contact the District Office of Admissions and Registration with any concerns about confidentiality of records and release of information.
RESPONSIBILITY

Students are responsible for selecting courses that meet program requirements and for earning the required minimum grades in those courses. (See Minimum Grades.)

All students seeking the Associate in Arts degree are required to meet the statewide College Level Academic Skills Test (CLAST) requirements specified by the State Board of Education. (See CLAST.)

Students may review their graduation progress with a counselor or academic advisor and online at www.pjc.edu or www.FACTS.org.

EFFECTIVE CATALOG POLICY

A student may follow the requirements in effect at the time of initial enrollment in a program provided the student completes the program requirements and earns the degree or certificate within five academic years. If a student is attempting to complete a program begun more than five academic years ago, the student must meet the requirements specified in the catalog effective during the completion year. Questions regarding the Effective Catalog Policy or requests for an exception to the policy should be directed to a counselor or academic advisor.

APPLICATIONS AND PROCEDURES

Application for Graduation

Each student must submit an Application for Graduation by the published deadline. The Application for Graduation is available in any student services area and any admissions office. Students who do not apply by the published deadline will be reviewed for graduation and, if eligible, may still march in the graduation ceremony; however, their names may not appear in the commencement program. Students are encouraged to apply for graduation one term in advance of anticipated program completion.

Graduation Procedures

Upon receipt of the Application for Graduation, the student’s permanent record at the College will be reviewed. If the District Office of Admissions and Registration determines that a student will not meet graduation requirements, the student will be notified and advised to meet with a counselor or academic advisor to find a resolution to the graduation discrepancy.

All admissions conditions and financial obligations to the college must be resolved prior to graduation.

The director of Student Life will mail information regarding graduation regalia (cap and gown rentals) and other information regarding the graduation ceremony. Diplomas will be mailed to graduated students within three weeks after graduation. Diplomas will not be mailed to students with outstanding financial obligations to the college. Diplomas will be released upon request after satisfaction of the financial obligation.

TRANSFER OF CREDIT

Articulation and Transfer of Credit

Pensacola Junior College offers a broad range of educational opportunities for the student whose goal is to transfer to a four-year institution. The resources listed below, can assist students in making informed decisions when selecting courses, choosing a transfer institution, and developing their transfer plan.

Advising Centers

Students planning to transfer PJC coursework to another college or university should contact a PJC Advising Center, Student Service Office, or Career Connection to take advantage of the resources designed specifically for transfer students. Some of the resources available include college and university catalogs, reference books and materials, transfer manuals, transfer admissions information, and information about the PJC General Education requirements and electives. Students are encouraged to take advantage of these resources the first semester they enroll at PJC, particularly if they are undecided on a major or have not selected a senior institution.

Online Resources

Articulation and transfer information is available at pjc.edu and FACTS.org (Florida Academic Counseling, and Tracking for Students).

PJC.edu presents your educational record and permits a degree audit of your current program. FACTS.org presents a variety of tools to assist students who seek to transfer to other colleges or universities within the state of Florida. Students will find information on the following:

- Career planning
- Online applications
- Transfer services
- College advising tools
- Advising manuals
- Financial aid information

Transfer Courses

Transfer courses are those that are designed to transfer to other colleges and universities. Because a course will transfer does not mean it will apply towards a specific major or degree at a four-year college or university. Therefore, it is important for students to consult with an advisor or counselor about the transferability and the applicability of a specific course for the student’s intended major and transfer institution.

The Florida Board of Education is recommending that the maximum number of lower division credit hours accepted in transfer to Florida public universities and colleges is 50 semester credit hours. Some exceptions may be made based on the student’s courses and individual university and program. Hours in excess of 60 may not apply toward a bachelor’s degree. Remedial courses and non-transfer courses would be excluded from this limit.

To assist students in transferring from one college to another, most institutions of higher education in Florida are members of the Florida Common Course Numbering System. This system provides a shared, uniform set of course designations or equivalences to facilitate the transfer of credit on a statewide basis. Common Course Numbers information is found at FACTS.org. Advising Manuals.

Articulation Agreements

Articulation is the formal process of developing and maintaining transfer options for students. Pensacola Junior College and several four-year institutions establish signed articulation agreements to provide students with access to, and linkages with, baccalaureate degree-granting institutions. Agreements often include the following:

- Minimum GPA requirements for admission
- Minimum number of credit hours that will transfer
- Transferable courses for specific degrees or majors

In addition, students should consider the following tips when making their transfer plans:

- Begin early and plan ahead
- Obtain a catalog from the intended college or university the same year they enroll at PJC
- Develop their transfer plan with the assistance of a PJC advisor/counselor
- Make contact with an academic advisor and admissions representative from the institution to which they intend to transfer
- Follow the transfer agreement established for each college or university program listed.
Resolution of Transfer Disputes

PJC works closely with other colleges and universities to provide a smooth transfer experience for PJC students. FACTS.org, Transfer Services, provides procedures for the resolution of admissions and transfer difficulties.

Students should contact the dean of Curriculum Implementation at PJC should they encounter credit or transfer difficulties.

GRADUATION RATES

Information regarding graduation rates and placement information are available as required by the Student Right To Know Act (Public Law 101-542) in the Office of Placement and Follow-Up on the Pensacola campus.

GRADUATION REQUIREMENTS

All Programs

1. Complete all course requirements as specified in the program of study published in the catalog in effect at the time the student began the program. (See Effective Catalog Policy.)
2. Submit an Application for Graduation by the published deadline to any student services office or to the District Office of Admissions and Registration.
3. Resolve all admissions requirements.
4. Discharge all financial obligation to the college.

Associate Degree Programs

1. Earn a minimum cumulative grade point average of 2.00 (“C”) in all work completed at the college. If any work has been attempted at any other college or university, the grades earned at the other institution(s) combined with the grades earned at PJC must also result in a minimum cumulative grade point average of 2.00.
2. Complete a minimum of 15 semester hours in residence at the college. Complete the last 15 semester hours in residence at the college.

Additional Requirements for the Associate in Arts Degree

CLAST: Earn passing scores on each portion of the College Level Academic Skills Test (CLAST) or satisfy the CLAST requirement by the state-approved alternative method. (See CLAST.)

Alternative Method: Earn a cumulative grade point average of 2.50 or better in the two communications courses (ENC1101 and ENC1102) to exempt the reading, writing, and essay portions of the CLAST. Earn a cumulative grade point average of 2.50 or better in the two general education mathematics courses to exempt the computation portion of the CLAST. (See CLAST.)

Additional Requirements for Certificate Programs

1. Earn a minimum cumulative grade point average of 2.00 (“C”) or better in all work completed at the college. If any work has been attempted at any other college or university, the grades earned at the other institution(s) combined with the grades earned at PJC must also result in a minimum cumulative grade point average of 2.00.
2. Have a cumulative grade point average of 2.00 or better in all courses applicable to the specific program of study.
3. Achieve appropriate minimum skill levels on the Test of Adult Basic Education (TABE) if required for the particular program of study. Students pursuing a certificate may be exempt from the TABE requirement based on a previously earned associate or higher degree.
4. Complete the last 25 percent of the program with classes taken at the college.

Adult High School Graduation Requirements

1. Earn a cumulative grade point average of 2.00 in all courses required for graduation.
2. Earn at least three high school credits at the PJC Adult High School. One of these credits may be an approved dual enrollment course taken during enrollment in the Adult High School.
3. Earn a minimum of 24 high school credits as specified by Florida Statute 228.0422 as follows:

   - English ........................................... 4 credits
   - Science .......................................... 3 credits
   - Mathematics .................................... 3 credits
   - American History ............................. 1 credit
   - World History ................................ 1 credit
   - American Government .................... 1/2 credit
   - Economics ...................................... 1/2 credit
   - Life Management Skills .................. 1/2 credit
   - Practical Arts .................................. 1/2 credit
   - Performing Arts ............................. 1/2 credit
   - Electives ....................................... 9 1/2 credits

4. Pass the Florida Comprehensive Assessment Test (FCAT) or the High School Competency Test (HSCT), whichever is appropriate. The State Department of Education establishes minimum scores. The tests are given at no charge to the student and may be retaken if necessary. A student who does not pass the FCAT will not be awarded the high school diploma. However, the student's permanent record will contain the notation of earning the Certificate of Completion.

GRADUATION EXCEPTIONS AND APPEALS

Graduation Policy Exceptions

Students who wish to request an exception to a particular aspect of PJC graduation policies may petition the Student Academic Appeals Committee. The form for this petition is available in any student services office and in the District Office of Admissions and Registration.

Course Substitutions or Waivers

Course substitutions or requests to waive the requirement for a specific course are submitted on a Course Substitution Request form to the dean of Curriculum Implementation. In no case will a non-general education course be substituted for or accepted in lieu of a general education requirement. The course substitution request process is to begin with a counselor or academic advisor.

Effective Catalog Policy Changes

Requests to change the effective catalog are to be submitted on an Effective Catalog Policy Change form to the College Registrar. The change request process is to begin with a counselor or academic advisor.

Waiver of Last-Hours-In-Residence Rule

Students requesting a waiver of the graduation requirement to complete the last 15 credit hours in residence at the College must petition the Student Academic Appeals Committee. The form for this purpose is available in any student services office and in the District Office of Admissions and Registration.

Grade Grievance

No PJC administrator or standing committee is authorized to change the grade assigned by any instructor. See Grade Grievance Procedure.

Exception: “F” grades assigned for non-attendance after the 70th percent point of the class may be appealed to the Student Academic Appeals Committee. Documentation of extenuating and mitigating circumstances must be submitted.
ADDITIONAL DEGREES

A student should pursue only one degree at a time. A student who earns an associate's degree may be granted a second or additional degree under the following conditions:

1. A student may request a graduation exception to pursue two degrees simultaneously. An Effective Catalog Policy Change form is to be completed indicating the two degrees and the effective catalog requirements to be used for both degrees. A detailed program plan should be included with the request, and the usual rules for determining the requirements for the additional degree will apply. The college registrar will make the final decision regarding requests to pursue two degrees simultaneously.

2. No more than one associate in arts degree may be earned.

3. An associate in science degree and an associate in applied science degree may not be earned in the same program.

4. The written degree plan for an additional associate in science or associate in applied science degree shall specify the prerequisite and core courses for the additional degree. In meeting those requirements, the student may use courses completed for a previous degree. However, the student must complete at least 15 additional credits after being awarded the preceding degree. The additional 15 credits may be core credits and/or general education credits but are usually technical courses that support the specific program of study. The degree plan including the additional courses must be approved in advance by the appropriate department head and the college registrar.

5. The degree plan for earning an associate in science or associate in applied science degree after earning the associate in arts degree shall specify the general education requirements to be met. In meeting those requirements, the student may use courses completed for the associate in arts degree. However, the student must complete at least 15 additional credits after being awarded the associate in arts degree. The additional credits may be elective credits and/or general education credits.

6. In no case will a non-general education course be substituted for or accepted in lieu of a general education requirement.

7. All other requirements for graduation remain in effect for students pursuing additional degrees, i.e., grade point average requirements, residency requirements, etc.

REQUIREMENTS FOR GRADUATING WITH HONORS AND INFORMATION REGARDING THE COMMENCEMENT CEREMONY

All students are eligible for academic achievement recognition at graduation. Grade point averages are based on all credits attempted at Pensacola Junior College combined with credits from all other colleges and universities attended. Associate’s degree students will graduate with honors according to the three honors categories:

1. “Cum Laude” is awarded to those students who achieve a cumulative grade point average of 3.50 to 3.74.

2. “Magna Cum Laude” is awarded to those students who achieve a cumulative grade point average of 3.75 to 3.99.

3. “Summa Cum Laude” is awarded to those students who achieve a cumulative grade point average of 4.00.

NOTE: The commencement program is printed prior to the recording of final grades for the graduating student. As a result, it is necessary to identify honors graduates in the commencement program and at the ceremony based on the cumulative grade point average at the end of the preceding term. The transcript is the final record and will be based upon cumulative totals at the end of the final term. An appropriate notation will be placed on the student’s academic record. All courses attempted, including transfer work, will be considered in calculating the cumulative grade point average for all purposes including the honors designation.
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GENERAL EDUCATION

General education at PJC reflects the institution’s deep conviction that successful, satisfying lives require a wide range of skills and knowledge. PJC is dedicated to providing educational opportunities that develop the academic, career, personal, and aesthetic capabilities of individuals so they may achieve self-fulfillment and participate fully and positively in a democratic society. General education, in essence, augments and rounds out the specialized training students receive in their majors and cultivates a knowledgeable, informed, literate human being.

GLOBAL LEARNING OUTCOMES

I. CRITICAL THINKING: Students will evaluate the validity of their own and others’ ideas through questioning, analyzing, and synthesizing results into the creative process.

II. COMMUNICATION: Students will develop effective reading, writing, speaking and listening skills to communicate verbally and nonverbally on literal and figurative levels.

III. SCIENTIFIC AND MATHEMATICAL LITERACY: Students will apply an understanding of mathematical, natural, and behavioral scientific principles and methods to solve abstract and practical problems.

IV. INFORMATION MANAGEMENT: Students will use effective strategies to collect, verify, document, and manage information from a variety of sources.

V. CULTURAL LITERACY: Students will develop an appreciation of human culture and its diversity and the role of the creative arts in society.

VI. SOCIAL SKILLS: Students will develop and use skills and attitudes that integrate individuals into society.

VII. PERSONAL MANAGEMENT: Students will develop habits of conduct that result in fulfilling personal and occupational accomplishments.

TRANSFER PROGRAMS

The A.A. degree is designed to prepare students for entry into the junior year at four-year or upper-division colleges and universities. The A.A. degree is a university parallel, college transfer degree comprised of 36 general education credits and 24 college elective credits. Although upper-division schools vary the number and nature of courses which are required for their bachelor’s degree programs, Florida community colleges and universities have an articulation agreement which addresses the transfer of college courses and guarantees certain transfer rights for A.A. graduates of Florida community colleges.

In addition to the graduation requirements students are also required to:

1. Earn at least a cumulative grade point average of 2.0 (“C”) or better in all work completed at Pensacola Junior College. If any work has been attempted at any other institution of higher education, the grades earned at the other institution(s) combined with those grades earned at PJC must also result in a minimum cumulative grade point average of 2.0; and,

2. Complete a minimum of 15 semester hours in residence at Pensacola Junior College. These fifteen hours shall be completed immediately prior to graduation.

Students who know the associate in arts area of study they plan to pursue at the upper-division may elect to customize their studies at PJC in accordance with the requirements of a particular college or university. Counselors and academic advisors are available to help the student who wishes to pursue this option. With the help of a counselor or an advisor, students may take the choice of electives which will be the most advantageous to the pursuit of a particular bachelor’s degree. (See Option to Follow University General Education Requirements below).

AREAS OF CONCENTRATION:

The following are preplanned sets of electives for the areas of concentration to complete the requirements for an Associate in Arts Degree (A.A.):

- Agricultural Science
- Environmental Horticulture
- Physics
- Art
- Environmental Science
- Pre-Engineering
- Biology
- General Studies
- Pre-Law/Pre-Legal Administration
- Business
- History—Public Service Studies
- Pre-Medical/Dental/Veterinary
- Chemistry/Biochemistry
- Human Performance and Recreation
- Pre-Medical Technology
- Classics
- Journalism
- Pre-Nursing
- Computer Information Systems
- Mathematics
- Pre-Pharmacy
- Computer Science
- Music
- Pre-Physical Therapy
- Criminal Justice
- Music Teacher Education
- Psychology
- Early Childhood Teacher: Pre-K Certificate
- Natural Resource Conservation/Pre-Forestry
- Social Sciences
- Education
- Philosophy
- Theatre
- English

OPTION TO FOLLOW UNIVERSITY GENERAL EDUCATION REQUIREMENTS

A student who wishes to take a planned transfer program of studies not outlined in the PJC catalog may use such a program for graduation if he/she meets the following guidelines: (A) meets with a PJC counselor to review the proposed plan. The counselor will check Gordon Rule requirements and course prerequisites and approve the plan in writing; (B) within the student’s first 30 hours of credits his/her alternate plan must be approved by a counselor, the Provost of the campus and the Dean, Curriculum and Learning Resources; (C) the student must then complete at least 30 credits at PJC. Alternate plans will be for a specific institution and must include documentation. The student will, upon completion of the model institution’s first two years’ academic work (at least 60 credits), be graduated with an Associate in Arts degree. The student’s transcript will not be stamped “General Education Requirements Met” unless the student has, in fact, completed the general education requirements at PJC.
GENERAL EDUCATION REQUIREMENTS

All Associate in Arts degree programs contain both specialized courses and general education courses. The general education component of each program is designed to meet the goals of the College General Education Program as well as standards for accreditation.

THE GORDON RULE

State Board of Education Rule 6A-10.030, hereafter referred to as the Gordon Rule, applies to students who entered college for the first time after Term II of the 1982-83 academic year. This rule states that prior to receipt of an A.A. degree from a public college or university, or prior to entry into the upper division of a public university, a student shall successfully complete the following:

- Writing Requirement: minimum of 24,000 words
- Mathematics: College Algebra or Higher

For the purpose of this rule, a grade of “C” or better shall be considered successful completion for all courses which meet Gordon Rule requirements. Compliance with the Gordon Rule is a separate process from compliance with the CLAST requirements.

The college is committed to writing across the curriculum. All courses leading to the A.A. Degree, except those specifically exempt, will require student writing. In addition to designated courses within Category IV and Category V distribution requirements, the following courses may be used to satisfy the Gordon Rule writing requirement for graduation:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRW 2100</td>
<td>Creative Writing: Fiction</td>
<td>3 cc</td>
</tr>
<tr>
<td>CRW 2300</td>
<td>Creative Writing: Poetry</td>
<td>3 cc</td>
</tr>
<tr>
<td>CRW 2600</td>
<td>Introduction to Screenwriting</td>
<td>3 cc</td>
</tr>
<tr>
<td>ENG 2111</td>
<td>Literature and Film</td>
<td>3 cc</td>
</tr>
<tr>
<td>JOU 1100</td>
<td>Reporting I</td>
<td>3 cc</td>
</tr>
<tr>
<td>JOU 1303</td>
<td>Feature Article Writing</td>
<td>3 cc</td>
</tr>
<tr>
<td>JOU 1400</td>
<td>College Publications</td>
<td>3 cc</td>
</tr>
<tr>
<td>LIT 2935</td>
<td>Special Topics in Literature</td>
<td>3 cc</td>
</tr>
<tr>
<td>PSY 2001</td>
<td>Introduction to Experimental Psychology</td>
<td>3 cc</td>
</tr>
<tr>
<td>WST 2010</td>
<td>Introduction to Women’s Studies</td>
<td>3 cc</td>
</tr>
</tbody>
</table>

READING AND WRITING COMPETENCE REQUIREMENT

Enrollment in any course designated as a writing emphasis course will require appropriate scores on the Florida Entry-Level Placement Exam or completion of the appropriate college preparatory course work.

LABORATORY SCIENCE

Students seeking the A.A. degree must complete at least one Natural Sciences lecture course which has an accompanying laboratory. Lecture/laboratory sequences are available in Categories VI and VII presented on page 55. Laboratory courses are indicated by an “L” immediately following the course number.

MINIMUM GRADES

A.A. students must maintain an overall GPA of 2.00 or higher. However, all A.A. students must also complete with a “C” or higher the courses which satisfy the Gordon Rule requirements (6A10.30 Florida Administrative Code). These courses include the 6 college credits in communications, mathematics, and all courses designated as writing courses.

NON-TRADITIONAL CREDITS

A.A. students may not earn more than 15 credits hours of their general education course work through non-traditional credits. Non-traditional credits include the following: credits earned through CLEP departmental exemption examination, or PLA, and all other credits described under “Non-Traditional Credits” in the Registration and Credits section of this catalog.

FOREIGN LANGUAGE REQUIREMENT

Based on Florida Statute 210.233, all undergraduate students who are admitted to a state university shall have earned two credits of sequential foreign language or American sign language at the secondary level or the equivalent of such instruction (eight to ten semester hours) at the postsecondary level.

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

<table>
<thead>
<tr>
<th>Examination</th>
<th>Minimum Score</th>
<th>Maximum Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>50</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>46</td>
<td>9</td>
</tr>
<tr>
<td>German</td>
<td>55</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>52</td>
<td>9</td>
</tr>
<tr>
<td>Spanish</td>
<td>55</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>48</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>45</td>
<td>6</td>
</tr>
</tbody>
</table>

Likewise, students may demonstrate equivalent foreign language competence in Latin by means of a minimum score of 443 on the Latin examination, published under the title MAPS by The College Board, which represents the 1985 national mean of college-bound seniors minus one standard deviation.

Students who received an Associate in Arts degree prior to September 1, 1989, or who enrolled in a program of studies leading to an Associate in Arts degree from a Florida community college prior to August 1, 1989, and have maintained continuous enrollment shall be exempt from this admissions requirement. Any lower division student admitted without meeting the foreign language requirement must earn such credits prior to admission to the upper division of a state university. Any A.A. degree graduate from a public community college admitted without meeting the foreign language requirement must earn such credits prior to graduation from a state university.

COURSES WITH INTERNATIONAL OR DIVERSITY FOCUS

All students majoring in education at one of Florida’s public universities must earn nine credit hours with an international or diversity focus. One of these courses must be EDG 2701, Teaching Diverse Populations, three credit hours. The remaining six credit hours may be taken from the following list of courses.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMH 2091</td>
<td>African-American History and Culture</td>
<td>3 cc</td>
</tr>
<tr>
<td>ANT 2000</td>
<td>Introduction to Anthropology</td>
<td>3 cc</td>
</tr>
<tr>
<td>ANT 2410</td>
<td>Cultural Anthropology</td>
<td>3 cc</td>
</tr>
<tr>
<td>ARH 1051</td>
<td>Art History II</td>
<td>3 cc</td>
</tr>
<tr>
<td>DEP 2001</td>
<td>Child Development</td>
<td>3 cc</td>
</tr>
<tr>
<td>EEX 2010</td>
<td>Introduction to Exceptional Children</td>
<td>3 cc</td>
</tr>
<tr>
<td>EUH 1000</td>
<td>European History to 1700</td>
<td>3 cc</td>
</tr>
<tr>
<td>FRE 1121</td>
<td>Beginning French II</td>
<td>4 cc</td>
</tr>
<tr>
<td>GEA 2000</td>
<td>World Regional Geography</td>
<td>3 cc</td>
</tr>
<tr>
<td>GER 1121</td>
<td>Beginning German II</td>
<td>4 cc</td>
</tr>
<tr>
<td>ITA 1121</td>
<td>Beginning Italian II</td>
<td>4 cc</td>
</tr>
<tr>
<td>LIT 2100</td>
<td>World Literature</td>
<td>3 cc</td>
</tr>
<tr>
<td>LIT 2120</td>
<td>World Literature from 1650</td>
<td>3 cc</td>
</tr>
<tr>
<td>PHM 2122</td>
<td>Philosophy of Feminism</td>
<td>3 cc</td>
</tr>
<tr>
<td>SPN 1121</td>
<td>Beginning Spanish II</td>
<td>4 cc</td>
</tr>
<tr>
<td>SYG 2000</td>
<td>Introduction to Sociology</td>
<td>3 cc</td>
</tr>
<tr>
<td>SYG 2010</td>
<td>Social Problems</td>
<td>3 cc</td>
</tr>
<tr>
<td>WST 2010</td>
<td>Introduction to Women’s Studies</td>
<td>3 cc</td>
</tr>
</tbody>
</table>
GENERAL EDUCATION COURSE REQUIREMENTS FOR THE A.A. DEGREE

A.A. degree-seeking students must complete thirty-six (36) general education credit hours. The credit hours must be distributed among the course categories listed below.

I. ENGLISH COMPOSITION ..................................................6 credits
   + ENC 1101 English Composition I 3 cc
   + ENC 1102 English Composition II 3 cc

II. LITERATURE ...............................................................3 credits
   ENC 1101 and ENC 1102 are prerequisites for all Literature courses.
   + AML 2010 American Literature to 1870 3 cc
   + AML 2020 American Literature from 1870 3 cc
   + AML 2600 Introduction to African American Literature 3 cc
   + EN 2012 English Literature to 1800 3 cc
   + EN 2022 English Literature from 1800 3 cc
   + LIT 2090 Contemporary Literature 3 cc
   + LIT 2110 World Literature to 1650 3 cc
   + LIT 2120 World Literature from 1650 3 cc

III. MATHEMATICS .........................................................6 credits
   MAC 1105 College Algebra 3 cc
   MAC 1114 Plane Trigonometry 3 cc
   MAC 1140 Precalculus Algebra 3 cc
   MAC 1147 Precalculus Algebra/Trigonometry 4 cc
   MAC 2233 Calculus with Business Applications I 3 cc
   MAC 2234 Calculus with Business Applications II 3 cc
   MAC 2311 Analytic Geometry and Calculus I 4 cc
   MAC 2312 Analytic Geometry and Calculus II 4 cc
   MAC 2313 Analytic Geometry and Calculus III 4 cc
   MAP 2302 Differential Equations 3 cc
   MGF 1106 Mathematics for Liberal Arts I 3 cc
   MGF 1107 Mathematics for Liberal Arts II 3 cc
   + STA 2023 Elementary Statistics 3 cc
   * Any 2000 Level Math Course 3 cc

IV. HISTORY, BEHAVIORAL/SOCIAL, AND HUMAN SCIENCES ........................................6 credits
   One 3 credit course must have a AMH, ANT, DEP, EUH, PSY or SYG prefix. Check Gordon Rule writing requirements.

   + AMH 2010 American History to 1877 3 cc
   + AMH 2020 American History from 1877 3 cc
   + ANT 2000 Introduction to Anthropology 3 cc
   + ANT 2410 Cultural Anthropology 3 cc
   + DEP 2004 Human Growth and Development 3 cc
   + ECO 2013 Economics I 3 cc
   + EUH 1000 European History to 1700 3 cc
   + EUH 1001 European History from 1700 3 cc
   + EUH 2010 A History of Greece and Rome 3 cc
   + GEA 2000 World Regional Geography 3 cc
   + HLP 1081 Concepts of Life Fitness 3 cc
   + INR 2002 Introduction to International Relations 3 cc
   + POS 2041 American National Government 3 cc
   + PSY 2012 General Psychology 3 cc
   + SYG 2000 Introduction to Sociology 3 cc
   + SYG 2010 Social Problems 3 cc

V. HUMANITIES .............................................................6 credits
   These 6 credits must include courses from at least 2 different course prefix areas. Check Gordon Rule writing requirements.

   ARH 1002 Art for Non-Majors 3 cc
   ARH 1050 Art History I 3 cc
   ARH 1051 Art History II 3 cc
   ARH 2000 Humanities Art 3 cc
   + CLT 1500 Classical Mythology 3 cc
   + FRE 1121 Beginning French I 4 cc
   + GER 1121 Beginning German I 4 cc
   + GRE 1101 Beginning Greek II 3 cc
   + HUM 1510C Art Experience 3 cc
   * HUM 2211 Humanities in the Ancient World 3 cc
   * HUM 2230 Humanities in the Modern World 3 cc
   * HUM 2454 African-American Humanities 3 cc
   * HUM 2740 Humanities Travel 3 cc
   + ITA 1121 Beginning Italian II 4 cc
   + LAT 1121 Beginning Latin II 4 cc
   + MUS 2011 Music Appreciation 3 cc
   + MUS 2110 Introduction to Music History 3 cc
   * PHI 2010 Introduction to Philosophy 3 cc
   + PHI 2070 Introduction to Eastern Philosophy 3 cc
   * PHI 2100 Logic 3 cc
   * PHI 2600 Ethics 3 cc
   * PHI 2701 Introduction to the Philosophy of World Religions 3 cc
   * PHM 2122 Philosophy of Feminism 3 cc
   RUS 1121 Beginning Russian I 4 cc
   SPN 1121 Beginning Spanish II 4 cc
   * THE 2000 Introduction to Theatre 3 cc

NATURAL SCIENCES ........................................................7 credits
   Students must complete a minimum of seven natural sciences credits, one course from category VI and one from category VII. In addition, students must complete one laboratory course.

VI. BIOLOGICAL SCIENCES ............................................3 or 4 credits
   BOT 1010 General Botany and BOT 1010L 4 cc
   BSC 1005 Biological Principles for Non-Majors 3 cc
   * BSC 1005 Biological Principles for Non-Majors and BSC 1005L 4 cc
   BSC 2010 Integrated Principles of Biology and BSC 2010L 4 cc
   HUN 1201 Elements of Nutrition 3 cc
   * HUN 1201 Elements of Nutrition and HUN 1201L 4 cc
   OCB 2013 Marine Biology and OCB 2013L 4 cc
   PCB 2030 Introduction to Environmental Science 3 cc
   ZOO 1010 General Zoology and ZOO 1010L 4 cc

VII. PHYSICAL SCIENCES .................................................3 or 4 credits
   AST 1002 Descriptive Astronomy 3 cc
   * AST 1002 Descriptive Astronomy and AST 1002L 4 cc
   CHM 1025 Introduction to College Chemistry 3 cc
   * CHM 1025 Introduction to College Chemistry and CHM 1025L 4 cc
   CHM 1045 General Chemistry I and CHM 1045L 4 cc
   CHM 1046 General Chemistry II and CHM 1046L 4 cc
   GLY 1000 Earth Science 3 cc
   * GLY 1010 Physical Geology and GLY 1010L 4 cc
   MET 1010 Introduction to Meteorology 3 cc
   OCE 1001 Oceanography 3 cc
   * OCE 1001 Oceanography and OCE 1001L 4 cc
   PHY 1053 General Physics I and PHY 1053L 4 cc
   PHY 1054 General Physics II and PHY 1054L 4 cc
   PHY 2048 Physics I with Calculus and PHY 2048L 5 cc
   PHY 2049 Physics II with Calculus and PHY 2049L 5 cc
   PSC 1351 Physical Science Survey 3 cc

COMPUTER COMPETENCE REQUIREMENT ..............................1 credit
   Students must demonstrate competence in the use of computer technology. Competence is defined as the ability to use computer technology to access data, transform that data into information, and communicate that information to others. Students may meet the requirement by departmental proficiency examination.

   Any course with the prefix CGS, COP or CTS not designated as A.A.S. only 3 cc
   EME 2040 Introduction to Educational Technology 3 cc
   LIS 1004 Introduction to Internet Research 1 cc
   MUS 1360 Music and Computers 3 cc

ORAL COMMUNICATIONS REQUIREMENT ...........................1 credit
   Students will demonstrate competence in the skill of oral communications. The requirement can be met by successful completion of one of the following courses.

   ORI 2000 Introduction to Oral Interpretation 3 cc
   * ORI 2000 Introduction to Oral Interpretation and LIS 1004 Introduction to Internet Research 3 cc
   SPC 1006C Basic Speaking and Listening Skills 1 cc
   * SPC 1006C Basic Speaking and Listening Skills and SPC 1016 Fundamental Communication Concepts 3 cc
   SPC 1600 Public Speaking 3 cc
   SPC 2500 Interpersonal Communication 3 cc

+ Course meets 6,000 words toward Gordon Rule writing requirement.
* Course meets 2,000 words toward Gordon Rule writing requirement.
Students must complete three courses identified as meeting 2,000 words.
AGRICULTURAL SCIENCE

Associate in Arts (AGSCI-AA)

The Agricultural Science program provides the first two years of a four-year baccalaureate degree. Students finishing the program will be prepared to enter one of several university agricultural programs. PJC has articulation agreements with the University of Florida in Gainesville and Florida A&M in Tallahassee. The student will also find the transfer to Auburn University easy. The student can choose from a group of electives offered in the department. The electives taken will be determined by the goals of the student.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the PJC Biological Sciences Department for assistance in planning your program of study.

Department Head: Mr. James Brady 484-1168
jbrady@pjc.edu

Program Contact: Mr. Logan Fink 484-4464
lfink@pjc.edu

First Year Recommended Sequence

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>ENC 1101</td>
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<td>MAC 1105</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>3</td>
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<tr>
<td><strong>Humanities (Category V)</strong></td>
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<tr>
<td><strong>Elective</strong></td>
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<tr>
<td>BOT 1010</td>
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<td>BOT 1010L</td>
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<td>ZOO 1010</td>
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<tr>
<td>ENC 1102</td>
<td>3</td>
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<td>MAC 1114</td>
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Second Year Recommended Sequence

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<tr>
<td>ARH 1050</td>
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<td><strong>Humanities (Category V)</strong></td>
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<td><strong>History, Behavioral/Social, and Human Sciences (Category IV)</strong></td>
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<tr>
<td><strong>Physical Sciences (Category VII)</strong></td>
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<td><strong>Art Elective</strong></td>
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**Total Program Credits**: 60

* Electives based on general education distribution requirements. Category IV and Category V selections must include at least two writing emphasis courses.
** Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution.

ART

Associate in Arts (ART-AA)

A two-year transfer degree for art majors planning to continue their education at a four-year college or professional art school. Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the PJC Visual Arts Department for assistance in planning your program of study.

Department Head: Mr. Christ Lien 484-2554
clien@pjc.edu

Primary Faculty: Mr. Michael Boles
Mr. William Clover
Mr. Mark Francis
Mr. David Hinds
Ms. Carol Horigan
Dr. Patrick Rowe
Mr. Warren Thompson
Ms. Patricia Reppenhagen

First Year Recommended Sequence

<table>
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<td>ENC 1102</td>
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<td>SPC 1006C</td>
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Second Year Recommended Sequence

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<td>ARH 1050</td>
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<td><strong>History, Behavioral/Social, and Human Sciences (Category IV)</strong></td>
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<tr>
<td><strong>Mathematics (Category III)</strong></td>
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<tr>
<td><strong>Physical Sciences (Category VII)</strong></td>
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**Total Program Credits**: 60

* Electives based on general education distribution requirements. Category IV and Category V selections must be writing emphasis courses.
** Select from any course with an ART, GRA, or RTV prefix not designated as A.A.S. only.
BIOLOGY
Associate in Arts (BIO-AA)

The A.A. Biology curriculum provides the first two years of college education leading to a baccalaureate degree in one of the biological sciences and will insure articulation into the major at Florida SUS institutions. Students interested in majoring in Environmental Studies should contact the specific institution they wish to attend and the head of the Biological Sciences Department (484-1168) as early in their program as possible, but not later than prior to the second semester.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the PJC Biological Sciences Department for assistance in planning your program of study.

Department Head: Mr. James Brady 484-1168
jbrady@pjc.edu

Primary Faculty (Pensacola):
Ms. Alana Canuff  Ms. Frances Duncan
Ms. Margaret Olive  Dr. June Ramsey
Mr. Henry Seiler  Mr. Jeff Wooters

Primary Faculty (Warrington):
Ms. Valerie Walker

First Year Recommended Sequence Credits

| BSC 2010 | Integrated Principles of Biology (Category VI) | 5 |
| BSC 2010L | Integrated Principles of Biology Laboratory | 1 |
| BSC 2040 | Integrated Principles of Biology Honors Laboratory | 4 |
| CHM 1045 | General Chemistry I (Category VII) | 3 |
| CHM 1045L | General Chemistry I Laboratory | 1 |
| ENC 1101 | English Composition I (Category I) | 3 |
| MAC 2311 | Analytic Geometry and Calculus I (Category III) | 4 |
| BOT 1010 | General Botany | 1 |
| BOT 1010L | General Botany Laboratory | 0 |
| ZOO 1010 | General Zoology | 1 |
| ZOO 1010L | General Zoology Laboratory | 4 |
| CHM 1046 | General Chemistry II | 3 |
| CHM 1046L | General Chemistry II Laboratory | 1 |
| ENC 1102 | English Composition II (Category I) | 3 |
| STA 2023** | Elementary Statistics (Category III) | 3 |

Total 29

Second Year Recommended Sequence Credits

| BSC 1931** | Special Topics in Biological Sciences | 1 |
| CHM 2210 | Organic Chemistry I | 3 |
| CHM 2210L | Organic Chemistry I Laboratory | 1 |
| SPC 1006C | Basic Speaking and Listening Skills | 1 |
| — — —* | History, Behavioral/Social, and Human Sciences (Category IV) | 3 |
| — — —* | Humanities (Category V) | 3 |
| — — —* | Literature (Category II) | 3 |
| BSC 1931** | Special Topics in Biological Sciences | 1 |
| CGS 1050 | Electronic Access to Information | 1 |
| CHM 2211 | Organic Chemistry II | 3 |
| CHM 2211L | Organic Chemistry II Laboratory | 1 |
| — — —* | History, Behavioral/Social, and Human Sciences (Category IV) | 3 |
| — — —* | Humanities (Category V) | 3 |
| — — —*** | Biology Elective with a Laboratory | 4 |

Total 31

Total Program Credits 60

* Electives based on general education distribution requirements. Category IV and Category V selections must include at least three writing emphasis courses.

** Students may take MAC 2312 Analytic Geometry and Calculus II, in place of both STA 2023 and one credit of BSC 1931. Students may take BSC 2033 Ethical Issues in Biology, in place of both credits of BSC 1931.

*** BOT 1010 and BOT 1010L
MCK 2010 and MCK 2010L
OCB 2013 and OCB 2013L
ZOO 1010 and ZOO 1010L
ZOO 2305 and ZOO 2305L

BUSINESS
Associate in Arts (BUS-AA)

This program is designed to provide the first two years of a four-year university program leading to a baccalaureate degree in accounting, business administration, economics, finance, management, or marketing. However, the student who desires to postpone pursuit of a bachelor’s degree will have acquired sufficient knowledge and skill upon completion of this two-year program to be ready for employment.

Students wishing to transfer to UWF, FSU, or UF should consult with a counselor to select appropriate electives.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the PJC Business Department for assistance in planning your program of study.

Department Head: Dr. Linda Bloom 484-2503
lbloom@pjc.edu

Primary Faculty (Pensacola):
Dr. Alan Ammann  Mr. John Atkins
Mr. Gary Gage  Mr. Richard Irvine
Mr. Scott Key  Dr. Vance Land
Ms. Audrey Morrison  Dr. Carla Rich
Dr. Eugene Wang

Primary Faculty (Warrington): Ms. Michelle Haggard

Primary Faculty: Ms. Dorinda Lynn (Milton)

First Year Recommended Sequence Credits

| CGS 1570 | Computer Concepts and Applications | 3 |
| ENC 1101 | English Composition I (Category I) | 3 |
| MAC 1105 | College Algebra (Category III) | 3 |
| — — —* | Biological Sciences (Category VI) | (3) |
| — — —* | History, Behavioral/Social, and Human Sciences (Category IV) | 3 |
| — — —* | Physical Sciences (Category VII) | (4) |
| ENC 1102 | English Composition II (Category I) | 3 |
| STA 2023 | Elementary Statistics (Category III) | 3 |
| — — —* | Elective (CGS 2510 recommended) | 3 |
| — — —* | Humanities (Category V) | 3 |

Total 31

Second Year Recommended Sequence Credits

| ECO 2013 | Economics I (Category IV) | 3 |
| MAC 2233 | Calculus with Business Applications I | 3 |
| — — —* | Literature (Category II) | 3 |
| ACG 2021*** | Financial Accounting Principles | 3 |
| — — —** | Elective | 3 |
| ACG 2071 | Introduction to Managerial Accounting | 3 |
| ECO 2023 | Economics II | 3 |
| SPC 1006C | Basic Speaking and Listening Skills | 1 |
| — — —* | Humanities (Category V) | 3 |
| — — —** | Elective | 4 |

Total 29

Total Program Credits 60
CHEMISTRY/BIOCHEMISTRY

Associate in Arts (CHEM-AA)

This program provides the first two years of a four-year university program leading to a baccalaureate degree in chemistry or biochemistry. The PJC curriculum has the necessary SUS prerequisite courses for a completer to begin upper-division work as a university junior in the major.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the PJC Physical Sciences Department for assistance in planning your program of study.

Department Head: Dr. Ed Stout 484-1189
Program Contact: Dr. Tom Grow 484-1101
Primary Faculty: Dr. Lois Dixon
Mr. Tom Gee
Dr. Dan Phillips

First Year Recommended Sequence  

CHM 1045 General Chemistry I (Category VII)  3
CHM 1045L General Chemistry I Laboratory  1
ENC 1101 English Composition I (Category I)  3
MAC 2311 Analytic Geometry and Calculus I (Category III)  4
  ____  ____* Humanities (Category V)  3
  ____  ____* Computer Competence Requirement  1
CHM 1046 General Chemistry II  3
CHM 1046L General Chemistry II Laboratory  1
ENC 1102 English Composition II (Category I)  3
MAC 2312 Analytic Geometry and Calculus II (Category III)  4
  ____  ____* Emphasis Course  3
  ____  ____ Elective (LAT 2200 strongly recommended)  3
Total  30

Second Year Recommended Sequence  

CHM 2210 Organic Chemistry I  3
CHM 2210L Organic Chemistry I Laboratory  1
  ____  ____* History, Behavioral/Social, and Human Sciences (Category IV)  3
  ____  ____* Literature (Category II)  3
CHM 2211 Organic Chemistry II  3
CHM 2211L Organic Chemistry II Laboratory  1
  ____  ____* History, Behavioral/Social, and Human Sciences (Category IV)  3
  ____  ____* Humanities (Category V)  3
  ____  ____* Emphasis Courses  10
Total  30

Total Program Credits  60

* Electives based on general education distribution requirements. Category IV and Category V selections must include at least three writing emphasis courses.

Biochemistry Emphasis Courses:

BSC 2010 Integrated Principles of Biology (Category VI)  3
BSC 2010L Integrated Principles of Biology Laboratory  1
ZOO 1010 General Zoology  3
ZOO 1010L General Zoology Laboratory  1
  ____  ____ Physics/Mathematics Elective (must be chosen from PHY 2048, PHY 2048L, PHY 2049, PHY 2049L, MAC 1105 or higher math)  5

CLASSICS

Associate in Arts (CLASS-AA)

The classics Associate in Arts degree is designed to provide an academic foundation for students who are interested in pursuing a classics degree at the university level. The degree is also very useful for students who have an interest in law or the humanities. The study of classics involves an exciting option of language, history, classics, and philosophy courses.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the PJC History/Languages/Philosophy Department for assistance in planning your program of study.

Department Head: Dr. Charlie Schuler 484-2543
Primary Faculty: Mr. Mark Cobb
Ms. Laticia Gill
Mr. Mike Gilbert
Ms. Elsbeth Griffin
Ms. Sharon Harmon
Dr. Brian Rucker

First Year Recommended Sequence  

ENC 1101 English Composition I (Category I)  3
LAT 1120 Beginning Latin I  4
CGS 1570 Computer Concepts and Applications  3
  ____  ____ Mathematics (Category III)  3
EUH 2410 A History of Greece of Rome  3
CLT 1500 Classical Mythology (Category V)  3
ENC 1102 English Composition II (Category I)  3
  ____  ____ History, Behavioral/Social, and Human Sciences (Category IV) (EUH 1000 strongly recommended)  3
  ____  ____ Mathematics (Category III)  3
LAT 1121 Beginning Latin II  4
Total  32

Second Year Recommended Sequence  

  ____  ____* Humanities (Category V)  3
  ____  ____* Elective (LAT 2200 strongly recommended)  3
  ____  ____* Biological Sciences (Category VI)  4
  ____  ____* Literature (Category II)  3
  ____  ____* Elective (GRE 1100 strongly recommended)  3
  ____  ____* Elective (LAT 2201 strongly recommended)  3
  ____  ____* Oral Communications Requirement  3
  ____  ____* History, Behavioral/Social, and Human Sciences (Category IV)  3
  ____  ____* Physical Sciences (Category VII)  3
Total  28

Total Program Credits  60

* Electives based on general education distribution requirements. Category IV and Category V selections must include at least one writing emphasis course.
**COMPUTER INFORMATION SYSTEMS**

*Associate in Arts (COMP-AA)*

This Associate in Arts degree concentration leads to employment in technical computer-related jobs such as a programmer or systems analyst. The A.A. program meets prerequisites for transfer to the University of West Florida B.S. in Computer Science (Computer Information Systems option) program as well as similar programs at other universities.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the PJC Computer Science Department for assistance in planning your program of study.

**Department Head:** Dr. Wayne Horn 484-2021

**whorn@pjc.edu**

**Primary Faculty (Pensacola):**
- Dr. Stephen Jones
- Mr. Richard Kirk
- Ms. Yin-Chieh Lemley
- Mr. Randy Rose

**Primary Faculty (Warrington):**
- Ms. Vaidehi Kumar
- Mr. Eris Reddoch

**Primary Faculty (Milton):**
- Dr. Michel Boillot

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**First Year Recommended Sequence**

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<th>Course Title</th>
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<td>CGS 1570</td>
<td>Computer Concepts and Applications</td>
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<td>ENC 1101</td>
<td>English Composition I (Category I)</td>
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<td>ACG 2071</td>
<td>Introduction to Managerial Accounting</td>
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<td>COP 1510</td>
<td>Programming Concepts I</td>
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<td>ECO 2013</td>
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<td>Physical Sciences (Category VII)</td>
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<td>Economics II</td>
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<td>MAC 2233</td>
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<td>___ ___ **</td>
<td>Programming Elective (Students planning on transferring to UWF should elect COP 2800 Java Programming.)</td>
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<td>PHI 2600</td>
<td>Ethics (Category V)</td>
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<td>STA 2023</td>
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**Total Program Credits:**

60

* Electives based on general education distribution requirements Category IV and Category V selections must include at least two writing emphasis courses.

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**COMPUTER SCIENCE**

*Associate in Arts (CMPSC-AA)*

This field leads to employment in technical computer-related jobs such as programmer or systems analyst. The A.A. program meets prerequisites for transfer to the University of West Florida B.S. in Computer Science (Computer Science option) program as well as similar programs at other universities.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the PJC Computer Science Department for assistance in planning your program of study.

**Department Head:** Dr. Wayne Horn 484-2021

**whorn@pjc.edu**

**Primary Faculty (Pensacola):**
- Mr. Richard Cacace
- Dr. Stephen Jones
- Mr. Richard Kirk
- Ms. Yin-Chieh Lemley
- Mr. Randy Rose

**Primary Faculty (Warrington):**
- Ms. Vaidehi Kumar
- Mr. Eris Reddoch

**Primary Faculty (Milton):**
- Dr. Michel Boillot

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<td>English Composition I (Category I)</td>
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<td>MAC 1147**</td>
<td>Precalculus Algebra/Trigonometry (Category III)</td>
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<td>PSY 2012</td>
<td>General Psychology (Category IV)</td>
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<td>Programming Concepts I</td>
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<td>MAC 2311</td>
<td>Analytic Geometry and Calculus I (Category III)</td>
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<td>PHI 2600</td>
<td>Ethics (Category V)</td>
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<td>MAC 2312</td>
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<td>PHY 2048</td>
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**Total Program Credits:**

60

* Electives based on general education distribution requirements. The Category V selection must be a writing emphasis course.

** Students may take MAC 1140 Precalculus Algebra and MAC 1114 Plane Trigonometry in place of MAC 1147.
CRIMINAL JUSTICE

Associate in Arts (LAW-AA)

The purpose of this program is to prepare students for transfer to a four-year institution after completing two years at Pensacola Junior College. Because of the interdisciplinary nature of Criminal Justice, this program may be attractive for those planning to enter law, behavioral and social sciences. Students planning to enter this program should contact the department for assistance in planning for their careers.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the PJC History/Languages/Philosophy department for assistance in planning your program of study.

Department Head: Dr. Charlie Schuler 484-2543
cschuler@pjc.edu
Program Contact: Mr. Mike Ardis 484-2575
mardis@pjc.edu
Primary Faculty: Mr. Jim Chancy

First Year Recommended Sequence Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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<td>CCJ 1020</td>
<td>Introduction to Criminal Justice</td>
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<td>CCJ 2062</td>
<td>Constitutional Law for Criminal Justice</td>
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<tr>
<td>ENC 1101</td>
<td>English Composition I (Category I)</td>
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<td>ENC 1102</td>
<td>English Composition II (Category I)</td>
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<td>ENC 1103</td>
<td>History, Behavioral/Social, and Human Sciences (Category IV)</td>
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<td>ENC 1104</td>
<td>Mathematics (Category III)</td>
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<tr>
<td>CCJ 2010</td>
<td>Criminology</td>
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<tr>
<td>HC 1000</td>
<td>Elective (CJL 1100 strongly recommended)</td>
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<td>ENC 1102</td>
<td>English Composition II (Category I)</td>
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<td>ENC 1103</td>
<td>History, Behavioral/Social, and Human Sciences (Category IV)</td>
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<td>ENC 1104</td>
<td>Mathematics (Category III)</td>
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<tr>
<td>ENC 1105</td>
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Second Year Recommended Sequence

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<tr>
<td>ENC 1101</td>
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<td>MGF 1106</td>
<td>Math for Liberal Arts I</td>
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<tr>
<td>SPC 1006C</td>
<td>Basic Speaking and Listening Skills</td>
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<tr>
<td>EUH 1000</td>
<td>European History to 1700 (Category IV)</td>
<td>3</td>
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<tr>
<td>ENC 1102</td>
<td>English Composition II</td>
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<td>Philosophy Course (Category V, PHI prefix)</td>
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<td>MAC 1105</td>
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<td>ENC 1106</td>
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<tr>
<td>ENC 1107</td>
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<td><strong>Total</strong></td>
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</tbody>
</table>

**Total Program Credits 60**

*Electives based on general education distribution requirements. Category IV and Category V selections must include at least three writing emphasis courses.

**Select from courses with a CCJ, CJC, CJE, CJL or CJT prefix.

EARLY CHILDHOOD TEACHER: PRE-PRIMARY

Associate in Arts (CHD-AA)

This program is the first two years of a four-year university program in early childhood education or child development. Early childhood covers the ages from birth to eight years. Upon successful completion of a four-year degree at a university and appropriate teacher certification requirements, students qualify for a Florida certificate in early childhood education (pre-k grade 3).

Students wishing to seek employment after completing the two year Early Childhood program would be able to do so in child care and pre-school programs. Students could also seek a career as a teacher aide in elementary schools.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the PJC Education Department for assistance in planning your program of study.

Department Head: Dr. Sue Halfhill 484-2522
shalfhill@pjc.edu
Program Contact: Ms. Betty Persons 484-2534
bpersons@pjc.edu
Ms. Betsy Werre 484-1448
bwerre@pjc.edu

First Year Recommended Sequence Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
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<tr>
<td>ENC 1101</td>
<td>English Composition I</td>
<td>3</td>
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<tr>
<td>CHD 1104</td>
<td>Introduction to Child Care</td>
<td>3</td>
</tr>
<tr>
<td>MGF 1106</td>
<td>Math for Liberal Arts I</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1006C</td>
<td>Basic Speaking and Listening Skills</td>
<td>1</td>
</tr>
<tr>
<td>EUH 1000</td>
<td>European History to 1700 (Category IV)</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>DEP 2001</td>
<td>Philosophy Course (Category V, PHI prefix)</td>
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</tr>
<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1106</td>
<td>History, Behavioral/Social, and Human Sciences (Category IV)</td>
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<tr>
<td>ENC 1107</td>
<td>Mathematics (Category III)</td>
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Second Year Recommended Sequence

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<tr>
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<tbody>
<tr>
<td>AMH 2010</td>
<td>American History to 1877</td>
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<td>AMH 2020</td>
<td>American History from 1877 (Category IV)</td>
<td>3</td>
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<tr>
<td>GEA 2000</td>
<td>World Regional Geography</td>
<td>3</td>
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<tr>
<td>CHD 1800</td>
<td>Management in Child Care</td>
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<tr>
<td>STA 2023</td>
<td>Elementary Statistics</td>
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<td>CHD 2422C</td>
<td>Early Childhood Practicum</td>
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<tr>
<td><strong>Total</strong></td>
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</table>

**Total Program Credits 60**

*International/Diversity focus course (9cc required)

**Course meets 2,000 words toward Gordon Rule writing requirement

+Course includes field experience, see course description.

++Select at least 3cc from the following:

CHD1332  CHD1931  CHD1932  CHD1933  CHD2380
EDUCATION

**Associate in Arts (TEACH-AA)**

This program serves students seeking a baccalaureate degree in education who plan to teach in preprimary, early childhood, elementary, middle grades, special education or related settings. Students who want to teach/work in high school settings (grades 9 through 12) should major in the appropriate content area. This program is the first two years of a four-year university program in teacher education.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the PJC Behavioral Sciences Department for assistance in planning your program of study.

**ALTHOUGH A SCHOOL DISTRICT MAY PROVIDE AN APPEALS PROCESS TO PERSONS RECEIVING A DISAPPROVAL TO ENTER K-12 CLASSROOMS AS A RESULT OF THE BACKGROUND CHECK, STUDENTS SHOULD BE AWARE OF FLORIDA STATUTES §343.04, PURSUANT TO CHAPTER 1012, FLORIDA STATUTES, ANY INDIVIDUAL WHO HAS BEEN FOUND GUILTY OF, REGARDLESS OF ADJUDICATION, OR ENTERED A PLEA OF NOLO CONTENERE OR GUILTY TO, ANY OFFENSE ENUMERATED IN §343.04, FLORIDA STATUTE, SHALL BE INELIGIBLE FOR APPOINTMENT TO ANY INSTRUCTIONAL, NON-INSTRUCTIONAL OR VOLUNTARY POSITION IN DAYCARE, SCHOOL OR OTHER EDUCATIONAL FACILITY PROVIDING CARE OR INSTRUCTION TO CHILDREN 17 YEARS OF AGE OR YOUNGER. TO VIEW §343.04, FLORIDA STATUTES, GO TO WWW.FLSENATE.GOV/STATUTES.**

**Department Head:** Dr. Sue Halfhill 484-2522

**Program Contacts:** Ms. Jane Spruill 484-1118
Ms. Betsy Werre 484-1448

**First Year Recommended Sequence**

<table>
<thead>
<tr>
<th>Course</th>
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<td>EDF 1005+</td>
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<td>ENC 1101</td>
<td>3</td>
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<td>MGF 1106</td>
<td>3</td>
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<td>DEP 2004</td>
<td>3</td>
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<tr>
<td>PSY 2012</td>
<td>3</td>
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<tr>
<td>EME 2040</td>
<td>3</td>
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<tr>
<td>ENC 1102</td>
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<td>MAC 1102</td>
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**Second Year Recommended Sequence**

<table>
<thead>
<tr>
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<tr>
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<td>AMH 2020</td>
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<tr>
<td>EEX 2010</td>
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<tr>
<td>PSC 1351</td>
<td>3</td>
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<tr>
<td>EEX 2020</td>
<td>3</td>
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</table>

**Total Program Credits:** 60

* Electives based on general education distribution requirements.

** In addition to EDF 2701, students majoring in education at a public university in Florida must take 6 credits with an international/diversity focus. One of these courses (3 hours) must also fulfill the PJC writing requirements for A.A. graduates.

+ Course includes service learning. See course description.

Note: EDF 1005, EDG 2701, EEX 2010, and EME 2040 meet education core prerequisites required for admission into a SUS college of education. Other courses cannot be substituted for these four courses.

**ENGLISH**

**Associate in Arts (ENGL-AA)**

This program is designed for students who wish to pursue a degree in English at a university. Students who complete this program will be ready to enter their junior year with a rich background in American and English Literature complemented by related elective courses.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the PJC English/Communications Department for assistance in planning your program of study.

**Department Head:** Mr. Thom Botsford 484-1447

**Primary Faculty (Pensacola):**

Mr. Thomas Bailey
Ms. Caroline Dreyer
Mr. William Fisher
Mr. Kenneth McAflerty
Mr. Keith Prendergast
Mr. Jelle Roos
Ms. Julia Ruengert
Ms. Karen Sirmans
Ms. Nancy Strebeck
Ms. Marian Wernicke
Dr. Guangping Zeng

**Primary Faculty (Warrington):**

Ms. Carol Hemmye
Mr. Todd Neuman

**Primary Faculty (Milton):**

Mr. Dan Bell
Dr. Raymond Wolf
First Year Recommended Sequence

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>ENC 1101 English Composition I (Category I)</td>
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<tr>
<td>SPC 2300 Interpersonal Communication or SPC 1600 Public Speaking</td>
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<tr>
<td>___ ____* Biological Sciences (VI) (3)</td>
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<td>___ ____* Mathematics (Category III)</td>
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<tr>
<td>___ ____ Elective</td>
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<tr>
<td>AMH 2010 American History to 1877 (Category IV)</td>
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<td>ENC 1102** English Composition II (Category I)</td>
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<tr>
<td>AML 2010 American Literature to 1870 (Category II)</td>
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<td>___ ____* Mathematics (Category III)</td>
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<td>___ ____* Physical Sciences (VII)</td>
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Second Year Recommended Sequence

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<tr>
<td>AML 2020 American Literature from 1870</td>
<td>3</td>
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<tr>
<td>ENL 2012 English Literature to 1800</td>
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<tr>
<td>EUH 1001 European History from 1700 (Category IV)</td>
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<tr>
<td>___ ____* Computer Competence Requirement</td>
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<td>ENL 2022 English Literature from 1800</td>
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<td>___ ____* Humanities (Category V)</td>
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</table>

Total Program Credits 60

* Electives based on general education distribution requirements. ** With permission of the department head, students may be allowed to enroll concurrently in ENC 1102 and a literature course.

ENVIRONMENTAL HORTICULTURE

**Associate in Arts (HORT-AA)**

The purpose of this program is to prepare students for transfer to a four-year institution after completion of two years at PJC. Landscape and Nursery Horticulture exposes students to the art and science of breeding, propagating, installing and maintaining plants that are used to enhance and improve the human environment. This interdisciplinary program combines the study of landscape and nursery horticultural sciences with the study of business, management and communications. Job opportunities are plentiful for individuals with targeted educational backgrounds and experience in nursery and landscape management.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the PJC Biological Sciences Department for assistance in planning your program of study.

Department Head: Mr. James Brady 484-1168
Program Contact: Amy Compton 484-4433

ENVIRONMENTAL SCIENCE

**Associate in Arts (EVN-AA)**

This program provides the first two years of a four-year university program leading to a baccalaureate degree in the area of Environmental Science or Environmental Studies.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the PJC Biological Sciences Department or Physical Sciences Department for assistance in planning your program of study.

Department Head: Mr. James Brady 484-1168
Dr. Ed Stout 484-1106
Primary Faculty: Dr. Dan Philips Mr. Jeff Wooters
First Year Recommended Sequence

<table>
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<tr>
<th>Course</th>
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<td>PCB 2030</td>
<td>Introduction to Environmental Science</td>
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<tr>
<td>CHM 1045</td>
<td>General Chemistry (Category VII)</td>
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<td>CHM 1045L</td>
<td>General Chemistry Laboratory</td>
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<td>ENC 1101</td>
<td>English Composition I (Category I)</td>
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<td>**</td>
<td>College Algebra or Higher (Category III)</td>
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<td>**</td>
<td>Humanities (Category V)</td>
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<td>**</td>
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<td>CHM 1046</td>
<td>General Chemistry II</td>
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<td>General Chemistry II Laboratory</td>
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<td>ENC 1102</td>
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<td>**</td>
<td>Plane Trigonometry or Higher (Category III)</td>
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Total Program Credits: 60

Second Year Recommended Sequence

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<td>BOT 1010</td>
<td>General Botany</td>
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<td>BOT 1010L</td>
<td>General Botany Laboratory</td>
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<td>PSY 2012</td>
<td>General Psychology (Category IV)</td>
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<td>Literature (Category II)</td>
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<td>World Regional Geography (Category IV)</td>
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Total Program Credits: 60

** Mathematics Electives, choose 6 credits from:

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<td>MAC 1105</td>
<td>College Algebra</td>
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<td>MAC 1114</td>
<td>Plane Trigonometry</td>
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<td>MAC 1140</td>
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<td>STA 2023</td>
<td>Elementary Statistics</td>
<td>3</td>
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<tr>
<td>MAC 2311</td>
<td>Analytic Geometry and Calculus</td>
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*** Natural Sciences Electives, choose 16 credits from:

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<td>BSC 2010</td>
<td>Integrated Principles of Biology</td>
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<td>BSC 2010L</td>
<td>Integrated Principles of Biology Laboratory</td>
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<tr>
<td>BSC 1005</td>
<td>Biological Principles for Non-Majors</td>
<td>4</td>
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<tr>
<td>BSC 1005L</td>
<td>Biological Principles for Non-Majors Laboratory</td>
<td>4</td>
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<td>ZOO 1010</td>
<td>General Zoology</td>
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<tr>
<td>ZOO 1010L</td>
<td>General Zoology Laboratory</td>
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<tr>
<td>CHM 1200</td>
<td>Introduction to Organic Chemistry</td>
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</tr>
<tr>
<td>CHM 1200L</td>
<td>Introduction to Organic Chemistry Laboratory</td>
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<tr>
<td>CHM 2210</td>
<td>Organic Chemistry I</td>
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<td>Organic Chemistry I Laboratory</td>
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<td>CHM 2211</td>
<td>Organic Chemistry II</td>
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<td>GLY 1010</td>
<td>Physical Geology</td>
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<td>GLY 1010L</td>
<td>Physical Geology Laboratory</td>
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<td>PHY 1053</td>
<td>General Physics I</td>
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<td>PHY 1053L</td>
<td>General Physics I Laboratory</td>
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<td>PHY 2048</td>
<td>Physics I with Calculus</td>
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<tr>
<td>PHY 2048L</td>
<td>Physics I with Calculus Laboratory</td>
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*** Natural Sciences Electives

** Electives based on general education distribution requirements. Category IV and Category V selections must include at least two writing emphasis courses.

** Electives based on general education distribution requirements. Category IV and Category V selections must include at least three writing emphasis courses.

General Studies (Liberal Arts)

Associate in Arts (GEN-AA)

Students who do not yet know in what area they plan to major, or which upper-division school to which they plan to transfer, may pursue the A.A. degree through a program of general studies. This route to the A.A. degree provides an avenue for students to take any college credit electives except those courses designated A.A.S. only, in addition to the general education program requirements without following any one of the preplanned areas of concentration listed in this catalog.

Students need to be aware that few universities or colleges offer a general degree. Upon application to a university, the student must commit to a degree. Students are advised to work closely with a counselor or departmental advisor to insure the courses taken at PJC will meet the student's major requirements.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the PJC Counseling Office on any campus; Milton, 484-4410; Pensacola, 484-1630; Warrington, 484-2270 for assistance in planning your program of study.

First Year Recommended Sequence

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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Total Program Credits: 60

Second Year Recommended Sequence

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Total Program Credits: 60

** Electives based on general education distribution requirements. Category IV and Category V selections must include at least three writing emphasis courses.

History – Public Service

Associate in Arts (HIST-AA)

The History–Public Service A.A. is designed to meet the academic needs of students who have a strong interest in history. This program provides students an opportunity to begin studies for upper division work in history, political science, law and education. These courses of study can lead the students to careers in federal, state and local government, museum work, teaching, law and other related fields.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the PJC History/Languages/Philosophy Department for assistance in planning your program of study.

Department Head: Dr. Charlie Schuler 484-2543
cschuler@pjc.edu

Primary Faculty: Mr. James Chancy 484-2543
Ms. Latricia Gill
Ms. Sharon Harmon
Dr. Brian Rucker
## First Year Recommended Sequence

<table>
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**Total Program Credits: 60**

* Electives based on general education distribution requirements.

## HUMAN PERFORMANCE AND RECREATION – EXERCISE SCIENCE/ATHLETIC TRAINING

**Associate in Arts (HPREX-AA)**

This program is the first two years of a four-year degree for students with a strong interest in assisting people to achieve and maintain appropriate levels of physical and mental well-being. Career settings include health and fitness centers, educational institutions, cardiac rehabilitation units and other clinical settings, and amateur and professional sports organizations.

**Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the PJC Behavioral Sciences Department for assistance in planning your program of study.**

### Department Head:

Dr. June Linke  
jlinke@pjc.edu  
484-2530

### Program Contact:

Ms. Vicki Carson  
vcarson@pjc.edu  
484-1313

### Primary Faculty:

Dr. Katie McLeod  
kmcleod@pjc.edu  
484-1316

---

**Note:** The UWF Athletic Training program is a limited access program. It is specifically designed for students who want to become board certified as a National Athletic Trainers’ Association Board of Certification (NATABOC) Certified Athletic Trainer (ATC). Students planning to apply for admission into the UWF HL&ES Athletic Training Specialization should also take PHY 1053/L General Physics with Lab for an additional 4 credits.

**Students working toward a B.S. degree in Exercise Science are not required to take PHY 1053/L General Physics with Lab.**
**HUMAN PERFORMANCE AND RECREATION – HEALTH EDUCATION**

Associate in Arts (HPRHE-AA)

This program is the first two years of a four-year degree focused on disease prevention and community wellness. Career settings include public and private health units and non-profit agencies dealing with public health issues such as cancer, heart disease, birth defects, obesity, substance abuse, child abuse, and sexually transmitted diseases.

**Students should consult with an advisor at the college or University they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the PJC Behavioral Sciences Department for assistance in planning your program of study.**

**Department Head:** Dr. June Link 484-2530

**Program Contact:** Ms. Vicki Carson 484-1313

**Primary Faculty:** Dr. Katie McLeod 484-1316

**First Year Recommended Sequence**

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<td>MAC 1105</td>
<td>College Algebra (Category III)</td>
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<td>General Psychology (Category IV)</td>
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<tr>
<td>HSC 2100</td>
<td>Personal and Community Health</td>
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<tr>
<td>ENC 1102</td>
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<td>STA 2023</td>
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<td>SYG 2000</td>
<td>Introduction to Sociology</td>
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<th>Credits</th>
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* Electives based on general education distribution requirements.

**HUMAN PERFORMANCE AND RECREATION – PHYSICAL EDUCATION**

Associate in Arts (HPRPE-AA)

Students who want to become a Physical Education Teacher should choose HPRPE-AA. With this program students transfer directly into the UWF Health, Leisure, and Exercise Science program (Physical Education Teacher Specialization).

**Students should consult with an advisor at the college or University they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the PJC Behavioral Sciences Department for assistance in planning your program of study.**

**Department Head:** Dr. June Link 484-2530

**Program Contact:** Ms. Vicki Carson 484-1313

**Primary Faculty:** Dr. Katie McLeod 484-1316

**First Year Recommended Sequence**

<table>
<thead>
<tr>
<th>Credits</th>
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<td>PHI 2010</td>
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<td>BSC 1080</td>
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* Electives based on general education distribution requirements.
**Second Year Recommended Sequence**

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<td>EDG 2701 Teaching Diverse Populations</td>
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* Electives based on general education distribution requirements.

**Total Program Credits**

61

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**HUMAN PERFORMANCE AND RECREATION – SPORT MANAGEMENT**

*Associate in Arts (HPRSM-AA)*

This program is the first two years of a four-year degree for students seeking careers in the sports industry. Career Settings include youth recreation programs, health, and fitness centers, athletic departments of educational institutions, and amateur and professional sports organizations.

Students who want to become a Physical Education Teacher should choose HPRPE-AA. With this program students transfer directly into the UWF Health, Leisure, and Exercise Science program (Physical Education Teacher Specialization).

Students should consult with an advisor at the college or University they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the PJC Behavioral Sciences Department for assistance in planning your program of study.

**First Year Recommended Sequence**

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>ENC 1101 English Composition I (Category I)</td>
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<td>MAC 1105 College Algebra (Category III)</td>
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<tr>
<td>DEP 2004 Human Growth and Development</td>
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<td>PSY 2012 General Psychology (Category IV)</td>
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* Electives based on general education distribution requirements.

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**Total Program Credits**

60

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**JOURNALISM**

*Associate in Arts (JOURN-AA)*

Designed to meet most of the requirements of nearby colleges, the PJC print program stresses the basics of news and feature writing in a “real life” setting. Students gain practical experience as they produce the student newspaper, The Corsair. Internships with area publications may be available to students who excel. Required courses provide the liberal arts background that most universities and editors recommend.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the PJC English/Communications Department for assistance in planning your program of study.

**First Year Recommended Sequence**

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**Department Head:** Mr. Thom Botsford 484-1447
tbotsford@pjc.edu

**Primary Faculty:** Ms. Julie Ruengert
### First Year Recommended Sequence

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### Total Program Credits

60

* Electives based on general education distribution requirements.

### MATHEMATICS

**Associate in Arts (MATH-AA)**

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the PJC Mathematics Department for assistance in planning your program of study.

Department Head: Dr. Vicki Schell 484-1128 vschell@pjc.edu

Primary Faculty (Pensacola):
- Ms. Mary Benson
- Dr. Christine Bond
- Mrs. Jennifer Braheu
- Mr. Jeremy Carr
- Ms. Delois Jones
- Ms. Virginia Lund
- Ms. Mary Petruska
- Dr. Dawn Sadir
- Ms. Sharon (Jo) Spencer
- Mr. Chris Turner

Primary Faculty (Warrington):
- Mr. Lynn Cade
- Mr. Peter Falzone

Primary Faculty (Milton):
- Ms. Dorothy King
- Dr. Mickey Settle

### First Year Recommended Sequence

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<td>MAC 2512</td>
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<td>PHY 2048</td>
<td>Physics I with Calculus (Category VII)</td>
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### Second Year Recommended Sequence

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<td>__ __ *</td>
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<td>MAP 2302</td>
<td>Differential Equations</td>
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### Total Program Credits

60

* Electives based on general education distribution requirements.

Category IV and Category V selections must include at least three writing emphasis courses.

### MUSIC

**Associate in Arts (MUSIC-AA)**

This program is designed to provide students with basic skills and concepts in the field of music and to prepare the student completely for transfer to an upper-level institution. Students may choose as their principal instrument—piano, voice, organ, all woodwind instruments, all brass instruments, percussion, guitar, and strings.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the PJC Music and Theatre Department for assistance in planning your program of study.

Department Head: Mr. Don Snowden 484-1802 dsnowden@pjc.edu

### First Year Recommended Sequence

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<tr>
<td>MUT 1121</td>
<td>Integrated Music Theory I</td>
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<td>MV_ 131_</td>
<td>Applied Music (Principal Instrument)</td>
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### Total Program Credits

60
MUSIC TEACHER EDUCATION

Associate in Arts (MUSED-AA)

This program is designed for persons who wish to enter the music teaching profession at the elementary or high school level.

Students who know the college or university which they plan to transfer, should enroll in the specific courses recommended by the institution. Acceptance into education programs at a public university in Florida is dependent upon passing the CLAST. See page 7 for details.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the PJC Music and Theatre Department for assistance in planning your program of study.

Although a school district may provide an appeals process to persons receiving a disapproval to enter K-12 classrooms as a result of the background check, students should be aware of the Florida Statutes §435.04. Pursuant to Chapter 1012, Florida Statutes, any individual who has been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to, any offense enumerated in §435.04, Florida Statute, shall be ineligible for appointment to any instructional, non-instructional or voluntary position in day care, school or other educational facility providing care or instruction to children 17 years of age or younger. To view §435.04, Florida Statutes, go to www.flstateenate.gov/statutes.

Department Head: Mr. Don Snowden 484-1802 dsnowden@pjc.edu

First Year Recommended Sequence

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<tr>
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<td>ENC 1101 English Composition I (Category I)</td>
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<td>MUT 1121 Integrated Music Theory I</td>
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<td>MV__ 131__ Applied Music (Principal Instrument)</td>
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<td>MGF 1106 Mathematics for Liberal Arts I</td>
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<td>ENC 1102 English Composition II (Category I)</td>
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<td>EDF 1005 Introduction to Education</td>
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<tr>
<td>_____ ____* Biological Sciences (Category VI)</td>
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<td>MUT 2126 Integrated Music Theory III</td>
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<td>SPC 1006C Basic Speaking and Listening Skills</td>
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<td>_____ ____* Literature (Category II)</td>
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<td>MUT 2127 Integrated Music Theory IV</td>
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<td>MV_ 232__ Applied Music (Principal Instrument)</td>
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<td>AMH 2010 American History to 1877 (Category IV)</td>
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<td>or AMH 2020 American History from 1877 (Category IV)</td>
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<tr>
<td>PHI 2010 Introduction to Philosophy (Category V)</td>
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<td>GLY 1001 Earth Science</td>
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<td>PSY 2012 General Psychology</td>
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<td>_____ ____* History, Behavioral/Social, and Human Sciences (Category IV)</td>
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Total Program Credits 77

* Electives based on general education distribution requirements.
+ In addition to EDG 2701, students majoring in Education at a public university in Florida must take six credits with an international or diversity focus. Select from courses listed on page 51.

Note: Students are strongly urged to enroll in MVK 1111 and MVK 1112 to pass any piano proficiency at the college or university to which they wish to transfer.

NATURAL RESOURCE CONSERVATION/ PRE-FORESTRY

Associate in Arts (TREE-AA)

This program of study offers the first two years of a baccalaureate degree program in forestry, wildlife ecology or resource conservation. It is designed specifically to assist the student in transferring immediately into a professional school. Working in close cooperation with an academic advisor, Natural Resource Conservation students prepare programs of study according to their educational career goals, or they follow one of several specialized options. Natural Resource Conservation graduates find employment in government agencies, consulting firms and environmental education programs.

This program was developed with agreement from several leading universities in forest studies including the University of Florida, Auburn University, University of Georgia and Mississippi State. Two plus two scholarships between PJC and the University of Florida are also available each year to graduating high school seniors.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the PJC Biological Sciences Department for assistance in planning your program of study.

Department Head: Mr. James Brady 484-1168 jbrady@pjc.edu

Program Contact: Dr. Conrad Brewer 484-4432 cbrewer@pjc.edu

2006–2007
### First Year Recommended Sequence

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<td>BSC 2040 Integrated Principles of Biology Honors (Category VI)</td>
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<td>Integrated Principles of Biology Honors Laboratory</td>
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<td>MAC 1105</td>
<td>College Algebra (Category III)</td>
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<td>SPC 1600</td>
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<td>CGS 1570</td>
<td>Computer Concepts and Applications</td>
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<td>ECO 2023</td>
<td>Economics II</td>
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<td>ENC 1102</td>
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<td>MAC 1114**</td>
<td>Plane Trigonometry (Category III)</td>
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<td>General Zoology Laboratory</td>
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<td>MAC 2511**</td>
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<td>English Composition II (Category I)</td>
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<td>General Botany Laboratory</td>
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<td>or</td>
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<td>General Zoology Laboratory</td>
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### Total Program Credits

- **60**

*Electives based on general education distribution requirements.

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### PHILosophy

**Associate in Arts (PHIL-AA)**

This program is suggested for students who wish to pursue an A.A. degree with a concentration in philosophy. It will provide an excellent basis for anyone who plans to continue toward a higher degree in the liberal arts or the humanities. The student is encouraged to review the philosophy and religion courses in the course description section of this catalog.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the PJC History/Languages/Philosophy Department for assistance in planning your program of study.

**Department Head:** Dr. Charlie Schuler 484-2543  
cschuler@pjc.edu

**Primary Faculty:** Mr. Mark Cobb

### First Year Recommended Sequence

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### Second Year Recommended Sequence

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### Total Program Credits

- **60**

*Electives based on general education distribution requirements.*
**Academic Programs**

**PRE-ENGINEERING**

*Associate in Arts (ENGNR-AA)*

This program provides the first two years of a four-year university program leading to a baccalaureate degree in engineering. The PJC curriculum has the necessary prerequisite courses for a completer to begin upper-division work as a university junior in the major.

**Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the PJC Physical Sciences Department for assistance in planning your program of study.**

**Department Head:** Dr. Ed Stout  
**Program Contact:** Dr. Joe Zayas

---

**First Year Recommended Sequence**

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**Second Year Recommended Sequence**

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</table>

**Total Program Credits**: 60

* Electives based on general education distribution requirements. Category IV and Category V selections must include at least three writing emphasis courses.

---

**PHYSICS**

*Associate in Arts (PHYS-AA)*

This program provides the first two years of a four-year university program leading to a baccalaureate degree in physics. The PJC curriculum has the necessary prerequisite courses for a completer to begin upper-division work as a university junior in the major.

**Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the PJC Physical Sciences Department for assistance in planning your program of study.**

**Department Head:** Dr. Ed Stout  
**Program Contact:** Dr. Joe Zayas

---

**First Year Recommended Sequence**

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<td>Analytic Geometry and Calculus I (Category III)</td>
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**Second Year Recommended Sequence**

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**Total Program Credits**: 60

* Electives based on general education distribution requirements. Category IV and Category V selections must include at least three writing emphasis courses.

**Additional Notes**

The Associate in Arts degree may be awarded upon satisfactory completion of 60 credit hours. Students are advised to complete the above planned track in order to transfer into a similar program at senior institutions. Students should contact the department head or program coordinator regarding "the 48 hours" of common prerequisites for possible early transfer to the State University System.
PRE-FORESTRY
Associate in Arts (TREE-AA)

See NATURAL RESOURCE CONSERVATION.

PRE-LEGAL ADMINISTRATION
Associate in Arts (LEGAL-AA)

This program is designed to provide the first two years in a pre-law curriculum for students who expect to enter law school upon completion of a four-year baccalaureate degree program. It is aimed at a broad general education in the liberal arts and sciences. There is no standard, prescribed pre-law curriculum. However, students who intend to enter a phase of law in which the major emphasis will be business should follow the business transfer program.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the PJC Business Department for assistance in planning your program of study.

Department Head: Dr. Linda Bloom 484-2504
lbloom@pjc.edu

Program Contact: Dr. Jimmy Hightower 484-1367
jhightower@pjc.edu

Primary Faculty: Dr. Natasha Simpson

First Year Recommended Sequence Credits

<table>
<thead>
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<th>Course</th>
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Second Year Recommended Sequence

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Total Program Credits 60

* Electives based on general education distribution requirements. Category IV and Category V selections must include at least two writing emphasis courses.

PRE-MEDICAL/DENTAL/VETERINARY STUDIES
Associate in Arts (MED-AA)

The curriculum provides the first two years of college education for science majors seeking a baccalaureate degree followed by postgraduate work in a professional school.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the PJC Biological Sciences Department for assistance in planning your program of study.

Department Head: Mr. James Brady 484-1168
jbrady@pjc.edu

Primary Faculty: Ms. Alana Canuff Mr. Aubrey Morris
Ms. Frances Duncan Mr. Henry Seiler
Ms. Margaret Olive Mr. Jeff Wooters

First Year Recommended Sequence Credits

<table>
<thead>
<tr>
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Total Program Credits 60

* Electives based on general education distribution requirements. Category IV and Category V selections must include at least three writing emphasis courses.

** Students may take MAC 2312 Analytic Geometry and Calculus II in place of both STA 2023 and one credit of BSC 1931. Students may take BSC 2035 Ethical Issues in Biology, in place of both credits of BSC 1931.

*** Recommended Courses: It is suggested that a student intending to major in an area of pre-professional studies take at least one of the following additional courses while at PJC:

MCB 2010 General Microbiology and MCB 2010L 4
ZOO 2303 Vertebrate Zoology and ZOO 2303L 4
PRE-MEDICAL TECHNOLOGY
Associate in Arts (MEDTC-AA)

The curriculum provides the first two years of college education leading to transfer to a Florida school offering a baccalaureate degree in Medical Technology.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the PJC Biological Sciences Department for assistance in planning your program of study.

Department Head: Mr. James Brady 484-1168
jbrady@pjc.edu

Primary Faculty (Pensacola):
Ms. Alana Canuff Ms. Frances Duncan
Mr. Aubrey Morris Ms. Margaret Olive
Dr. June Ramsey Ms. Mitzi Sowell

Primary Faculty (Warrington):
Ms. Valerie Walker Dr. James Williams

First Year Recommended Sequence

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
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<tr>
<td>BSC 2040 Integrated Principles of Biology Honors (Category VI)</td>
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<td>MAC 1105 College Algebra (or higher math) (Category III)</td>
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<td>BSC 1093 Anatomy and Physiology I</td>
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Second Year Recommended Sequence

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<td>CHM 2210 Organic Chemistry I</td>
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Total Program Credits 61

* Electives based on general education distribution requirements. Category IV and Category V selections must include at least three writing emphasis courses.

PRE-NURSING
Associate in Arts (NURSE-AA)

The program as outlined below is intended to give the student the first two years of a four-year program leading to a bachelor's degree in nursing and will satisfy the requirements of most baccalaureate nursing programs. In some instances, however, it is necessary for the student to take the entire program at the institution granting the nursing degree. Since requirements of colleges vary, students should obtain a catalog of the college to which they plan to transfer and consult with the dean of the intended nursing program in order to make the best choice of courses in junior college. In some cases, it may be desirable for the student to transfer at the end of the freshman year.

Following is a suggested sequence for taking courses in this program. The prescribed 60 hours are required for an Associate in Arts degree.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the PJC Biological Sciences Department for assistance in planning your program of study.

Department Head: Mr. James Brady 484-1168
jbrady@pjc.edu

Primary Faculty (Pensacola):
Ms. Alana Canuff Ms. Frances Duncan
Mr. Aubrey Morris Ms. Margaret Olive
Dr. June Ramsey Ms. Mitzi Sowell

Primary Faculty (Warrington):
Ms. Valerie Walker Dr. James Williams

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<td>BSC 2010 Integrated Principles of Biology (Category VI)</td>
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<td>EUH 1000 European History to 1700 (Category IV)</td>
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<td>AMH 2010 American History to 1877 (Category IV)</td>
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Second Year Required Sequence

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Total Program Credits 60

* Electives based on general education distribution requirements.
PRE-PHARMACY

Associate in Arts (PHARM-AA)

The curriculum provides the first two years of college education for students seeking admission to a school of pharmacy.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the PJC Biological Sciences Department for assistance in planning your program of study.

Department Head: Mr. James Brady 484-1168

Primary Faculty: Ms. Alana Canuff Ms. Frances Duncan
Mr. Aubrey Morris Ms. Margaret Olive
Mr. Henry Seiler Ms. Mitzi Sowell
Dr. James Williams Mr. Jeff Wooters

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<td>BSC 1094 Anatomy and Physiology II</td>
<td></td>
</tr>
<tr>
<td>BSC 1094L Anatomy and Physiology II Laboratory</td>
<td>4</td>
</tr>
<tr>
<td>___ ___ * History, Behavioral/Social, and Human Sciences (Category IV)</td>
<td>3</td>
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<tr>
<td>BSC 1931* Special Topics in Biological Sciences</td>
<td>1</td>
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<tr>
<td>CHM 2211 Organic Chemistry II</td>
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<tr>
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<tr>
<td>SPC 1006C Basic Speaking and Listening Skills</td>
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<td>___ ___ * Humanities (Category V)</td>
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<tr>
<td>___ ___ * Literature (Category II)</td>
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</table>

Total Program Credits 60

* Electives based on general education distribution requirements. Category IV and Category V selections must include at least three writing emphasis courses.

** Students may take BSC 2033 Ethical Issues in Biology, in place of BSC 1931.

Note: Pharmacy schools generally require General Physics before admission to the school. A student who plans to apply to pharmacy school after the sophomore year should consider adding eight credit hours of Physics to the suggested curriculum.

Transfer students will be fully accepted into the UF Pharm D Program without completing the Pre-Anatomy and Physiology and communication courses (assuming they meet all the other admissions requirements), but they will be advised to complete the Anatomy and Physiology courses at UF (if not already completed at the community college) in Summer A and B prior to starting the Pharm D Program in the fall.

PRE-PHYSICAL THERAPY

Associate in Arts (PT-AA)

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the PJC Biological Sciences Department for assistance in planning your program of study.

Department Head: Mr. James Brady 484-1168

Primary Faculty (Pensacola):
Ms. Alana Canuff Ms. Frances Duncan
Mr. Aubrey Morris Ms. Margaret Olive
Dr. June Ramsey Ms. Mitzi Sowell
Dr. James Williams Mr. Jeff Wooters

Primary Faculty (Warrington):
Ms. Valerie Walker

First Year Recommended Sequence

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>BSC 2010 Integrated Principles of Biology (Category VI)</td>
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<td>BSC 2010L Integrated Principles of Biology Laboratory or</td>
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<tr>
<td>BSC 2040 Integrated Principles of Biology Honors (Category VI)</td>
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<td>BSC 2040L Integrated Principles of Biology Honors Laboratory</td>
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<td>CGS 1050 Electronic Access to Information</td>
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<td>CHM 1045 General Chemistry I (Category VII)</td>
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<td>CHM 1045L General Chemistry I Laboratory</td>
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<td>ENC 1101 English Composition I (Category I)</td>
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<tr>
<td>MAC 1105 College Algebra (or higher math) (Category III)</td>
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<tr>
<td>CHM 1046 General Chemistry II</td>
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<td>CHM 1046L General Chemistry II Laboratory</td>
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<td>ENC 1102 English Composition II (Category I)</td>
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<tr>
<td>MAC 1114 Plane Trigonometry (Category III)</td>
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<td>PSY 2012 General Psychology (Category IV)</td>
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Second Year Recommended Sequence

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<tr>
<td>DEP 2004 Human Growth and Development (Category IV)</td>
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<tr>
<td>PHY 1054 General Physics II</td>
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</table>

Total Program Credits 60
* Elective based on general education distribution requirements. Category V selections must include at least one writing emphasis course.

(Due to the competitive nature of the Physical Therapy programs, students are strongly advised to contact James Brady, Biological Sciences Department on the Pensacola Campus, 484-1168, during the first semester of enrollment at the college.)

**PSYCHOLOGY**  
*Associate in Arts (PSYCH-AA)*

This program is designed to provide the first two years of a baccalaureate degree in Psychology. Students pursuing an upper-level interdisciplinary degree in the social sciences can also obtain an excellent foundation in anthropology and sociology through the PSYCH-AA program.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the PJC Behavioral Sciences Department for assistance in planning your program of study.

**Department Head:** Dr. June Linke  
**Program Contact:** Dr. Peter Gram  
**Primary Faculty:** Dr. Gary Bothe, Dr. Glen Bradley, Ms. Sandy Emory, Dr. Vince Sullivan

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### First Year Recommended Sequence

<table>
<thead>
<tr>
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<tr>
<td>ENC 1101 English Composition I (Category I)</td>
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<td>MAC 1105 College Algebra (Category III)</td>
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<tr>
<td>DEP 2004 Human Growth and Development (Category IV)</td>
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<tr>
<td>______* Humanities (Category V) (PHI 2100 strongly recommended)</td>
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<td>______* Biological Sciences (Category VI) (select from BSC 1005/L, BSC 2010/L, or ZOO 1010/L)</td>
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<td>ENC 1102 English Composition II (Category I)</td>
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<td>PSY 2012 General Psychology (Category IV)</td>
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<tr>
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### Second Year Recommended Sequence

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<thead>
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<tr>
<td>______* Literature (Category II)</td>
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<tr>
<td>STA 2023 Elementary Statistics (Category III)</td>
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<tr>
<td>______* Humanities (Category V, other than PHI prefix)</td>
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<tr>
<td>______* Physical Sciences (Category VII)</td>
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<tr>
<td>PCO 2202 The Helping Relationship</td>
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<tr>
<td>PSY 2001 Introduction to Experimental Psychology</td>
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<td>SPC 2300 Interpersonal Communication</td>
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**Total Program Credits:** 60

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**Suggested Electives**

- ANT 2000 Introduction to Anthropology 3
- ANT 2410 Cultural Anthropology 3
- BSC 1080/L Essentials of Anatomy and Physiology 3
- CLP 2140 Basic Psychopathology 3
- EDP 2001 Educational Psychology 3
- HLP 1081 Concepts of Life Fitness 3
- HSC 2100 Personal and Community Health 3
- HUS 2400 Drugs and Behavior 3
- PSY 2941 Psychology Internship 1
- PSY 2942 Psychology Internship 2
- SYG 2000 Introduction to Sociology 3
- SYG 2010 Social Problems 3

* Electives based on general education distribution requirements.

**SOCIAL SCIENCES**  
*Associate in Arts (SOCSC-AA)*

This program is designed to provide the first two years of a baccalaureate degree in Social Work. Students pursuing an upper-level degree in the social sciences can also obtain an excellent interdisciplinary foundation through the SOCSC-AA program.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the PJC Behavioral Sciences Department for assistance in planning your program of study.

**Department Head:** Dr. June Linke  
**Program Contact:** Ms. Lisa Sims  
**Primary Faculty:** Ms. Sandy Emory

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### First Year Recommended Sequence

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>ENC 1101 English Composition I (Category I)</td>
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<td>HSC 2100 Personal and Community Health</td>
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<tr>
<td>ENC 1102 English Composition II (Category I)</td>
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<tr>
<td>BSC 1005/L Biological Principles for Non-Majors</td>
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<td>______* Computer Competence Requirement</td>
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<td>STA 2023 Elementary Statistics (Category III)</td>
<td>3</td>
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<tr>
<td>SYG 2000 Introduction to Sociology</td>
<td>3</td>
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<tr>
<td>______* Physical Sciences (Category VII)</td>
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### Second Year Recommended Sequence

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<tr>
<td>______* Literature (Category II) (LIT 2100 strongly recommended)</td>
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<td>______* Computer Competence Requirement</td>
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<td>STA 2023 Elementary Statistics (Category III)</td>
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<tr>
<td>SYG 2000 Introduction to Sociology</td>
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</table>

**Total Program Credits:** 60
**THEATRE**

*Associate in Arts (DRAMA-AA)*

This program is designed for students with a strong interest in general theatre.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the PJC Music and Theatre Department for assistance in planning your program of study.

Department Head: Mr. Don Snowden 484-1802
dsnowden@pjc.edu

Program Contact: Mr. Stan Dean 484-1812
sdean@pjc.edu

<table>
<thead>
<tr>
<th>First Year Recommended Sequence</th>
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<tbody>
<tr>
<td>ENC 1101 English Composition I (Category I)</td>
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<tr>
<td>THE 2000 Introduction to Theatre (Category V)</td>
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<tr>
<td>TPP 1110 Acting I</td>
<td>3</td>
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<tr>
<td>TPP 2190 Rehearsal and Performance</td>
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<tr>
<td>____ ____* Mathematics (Category III)</td>
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<tr>
<td>____ ____** Computer Competence Requirement</td>
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<td>ENC 1102 English Composition II (Category I)</td>
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<td>PSY 2012 General Psychology (Category IV)</td>
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<td>TPA 2290 Technical Laboratory</td>
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<td>TPP 1111 Acting II</td>
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<td>____ ____* Mathematics (Category III)</td>
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**Second Year Recommended Sequence**

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<tr>
<td>TPP 2190 Rehearsal and Performance</td>
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<td>TPP 2250 Introduction to Musical Theatre</td>
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<td>TPP 2300 Directing I</td>
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<tr>
<td>____ ____* Biological Sciences (Category VI)</td>
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<td>____ ____* Literature (Category II)</td>
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<td>____ ____*** Oral Communications Requirement</td>
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<td>THE 2300 Dramatic Literature</td>
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<td>TPA 2200 Introduction to Technical Theatre</td>
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<td>TPP 2190 Rehearsal and Performance</td>
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<td>____ ____* Humanities (Category V)</td>
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<td>____ ____* Physical Sciences (Category VII)</td>
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</table>

**Total Program Credits**: 60

* Electives based on general education distribution requirements. Category IV and Category V selections must include at least one writing emphasis course.

** Any three-credit hour course that satisfies the computer competence requirement for the A.A. degree.

*** Electives based on general education distribution requirements. SPC 1600 Public Speaking is recommended.
In cooperation with Pensacola Junior College and the University of West Florida, the University of Florida Institute of Food and Agricultural Sciences and the College of Agriculture and Life Sciences offers three Bachelor of Science degree programs at the West Florida Research and Education Center located on the PJC-Milton Campus. In addition to the Bachelor of Science degree offerings, the University of Florida and the West Florida Research and Education Center hosts one statewide tier of Science degree program which is delivered through the Institute of Food and Agricultural Sciences and College of Agriculture and Life Sciences distance education program.

B.S. degree programs available:
- Landscape/Nursery Management and Environmental Horticulture Operations;
- Turfgrass Science; and Natural Resource Conservation

The University of Florida and West Florida Research and Education Center faculty and staff reside in the local area and join with UWF and PJC faculty to deliver this seamless four-year transfer degree program. Students enroll in PJC and complete either an Associate in Arts (A.A.) degree in Natural Resource program of Conservation/Pre-Forestry or Environmental Horticulture depending on which degree program the student chooses to pursue and then apply for admission to the University of Florida. Students are encouraged to seek counseling and instructions from the University of Florida and West Florida Research and Education Center Academic Coordinator prior to enrolling in these A.A. programs, in order to facilitate a smooth transition from PJC to UF.

The Natural Resource Conservation major is designed to provide graduates with expertise in the management and conservation of our natural heritage, from forest and wildlife to waters and minerals. Major geological, ecological, management and economic aspects of natural resources are covered in this program. The Natural Resource Conservation major is co-administered by the University of Florida’s School of Forest Resources and Conservation and the College of Agriculture and Life Sciences Department of Wildlife Ecology and Conservation. Students develop a personalized program in Natural Resource Conservation in consultation with an advisor and approved by the school’s undergraduate coordinator. Programs of study range from the very focused and specific, to the broad and multidisciplinary. Natural Resource Conservation students develop programs of studies according to their area of interest, or alternately they can pursue more defined programs by utilizing elective choices in environmental education, ecotourism, wetlands ecosystems, landscape ecology, pre-environmental law and computer information systems. Students may also choose to minor in Forest Resources and Conservation or Wildlife Ecology and Conservation.

The Landscape and Nursery Horticulture Interdisciplinary Studies major offers two concentrations: Environmental Horticulture Operations and Landscape and Nursery Management. These concentrations provide skill and training for employment in Florida’s diverse environmental horticulture industry, including our theme parks, nursery industry, and landscape management firms. Environmental Horticulture deals with the improvement of the human environment by the proper selection, propagation, growth and placement of plants in exterior and interior landscapes. It applies many principals of biology, botany, business, chemistry, mathematics, engineering and education to growing and using plants in all areas of our lives.

Turfgrass Sciences: This interdisciplinary major combines the study of grasses, soils, water and pests affecting turf with the study of business and management. Students elect classes from the department of Environmental Horticulture, Soil and Water Science, Entomology and Plant Pathology. Career opportunities include work with golf courses, athletic fields, lawn care companies, parks agri-chemical industries, cemeteries, environmental consulting firms, sod farms and governmental agencies as well as preparation for graduate school.

Admission to these programs requires an A.A. degree, foreign language requirement and specific science and mathematics courses.

For further information contact:
University of Florida, Academic Coordinator
Building 4900 Natural Resource Studies Building
(850) 484-4482 or (850) 983-5216 x 109 or
Website: http://wfrec.ufl.edu
CAREER AND TECHNICAL PROGRAMS

ASSOCIATE IN APPLIED SCIENCE (AAS) AND ASSOCIATE IN SCIENCE (AS) PROGRAMS

Associate in Applied Science degree and Associate in Science degree programs are designed to prepare students for immediate entry or advancement into employment requiring specialized skills. The programs consist of at least sixty (60) credits in two basic areas. One area will be specialized courses in the career area and the second will be general education courses. General Education courses are designed to help you become a well-rounded individual capable of thinking and acting as a mature, educated and enlightened citizen. These courses will also enhance the employment potential since they will broaden your knowledge.

When you follow an Associate in Applied Science or Associate in Science degree you are not necessarily preparing yourself for transfer to a university. Earning one of the degrees should prepare you for a career that requires study beyond high school but does not require a four year degree. Should you decide to attend a university, you may be required to do additional work at the freshman or sophomore level. Two Associate in Science degrees presently have statewide articulation agreements which provide for the articulation of Associate in Science degrees to baccalaureate degrees. They are Business Administration and Hospitality and Tourism Management degrees. You are encouraged to discuss career plans and seek advising assistance from a program contact or department head identified for each program.

AAS AND AS GRADUATION REQUIREMENTS:

(1) Earn at least a cumulative grade point average of 2.0 (“C”) or better in all work completed at Pensacola Junior College. If any work has been attempted at any other institution of higher education, the grades earned at the other institution(s) combined with those grades earned at PJC must also result in a minimum cumulative grade point average of 2.0.

(2) Complete a minimum of 15 semester hours in residence at Pensacola Junior College. These fifteen hours shall be completed immediately prior to graduation.

APPLIED TECHNICAL DIPLOMA (A.T.D.) PROGRAMS

The Applied Technical Diploma program prepares students for immediate entry into a career in the workforce. The program requires prescribed technical courses. For students who meet degree-seeking requirements college credit hours earned in an Applied Technical Diploma program are applicable towards a related Associate in Applied Science Degree or an Associate in Science Degree. The Applied Technical Diploma does not contain a separate general education component, but students are required to demonstrate or achieve a specified level of competence in basic skills as evidenced by minimum scores on the Test of Adult Basic Skills (TABE) before graduation.

TECHNICAL OR COLLEGE CREDIT CERTIFICATE (CT) PROGRAMS

The Technical Credit Certificate programs prepare a student for immediate employment into a career in the workforce. College Credit Certificate programs require prescribed technical courses. For students who meet degree-seeking requirements college credit hours earned in a Technical Certificate program are applicable towards a related Associate in Applied Science or Associate in Science degree.

CAREER AND TECHNICAL OR TECHNICAL CREDIT CERTIFICATE (VC) PROGRAMS

The Career and Technical Vocational Credit Certificate programs prepare students for careers directly into the workforce. The programs require prescribed vocational credit courses, and students are required to demonstrate or achieve a specified level of competence in basic skills as evidenced by minimum scores on the Test of Adult Basic Skills (TABE) before graduation.

CERTIFICATE/DIPLOMA GRADUATION REQUIREMENTS:

(1) Have a cumulative grade point average of 2.0 or better in all courses applicable to the program of study from which the student wishes to graduate.

(2) Achieve appropriate minimum skill levels on the Test of Adult Basic Education (TABE) for vocational certificates with 15 vocational credits or more and Applied Technical Diploma. Students pursuing a certificate may be exempted from the TABE requirement based on prior attainment of an associate in arts or higher degree.

(3) Meet academic residence requirement of completing the last one-fourth of the program with classes at PJC.

ARTICULATION FOR TECH PREP PROGRAM COMPLETERS

Pensacola Junior College is a participating postsecondary member of the Escarosa Tech Prep Consortium, which includes Escambia and Santa Rosa County Schools. Secondary tech prep programs of study may articulate to associate in Applied Science degrees at PJC. If you are a Tech Prep program completer, please advise your PJC counselor and the registrar when you enroll. Upon satisfactory completion of 15 college credit hours, the specified number of credit hours will be posted to your AAS degree program transcript. The number of articulated hours varies with different associate in applied science programs of study. Contact the Tech Prep Coordinator for additional information or concerns, 484-1492.

* See General Education Course Requirements page for options
** The course has pre- or co-requisites, check Course Descriptions Section
### CAREER AND TECHNICAL PROGRAMS

<table>
<thead>
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<th>Page Number</th>
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<tbody>
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<td><strong>ACCOUNTING PROGRAMS</strong></td>
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<tr>
<td>Accounting Technology, A.A.S.</td>
<td>78</td>
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<tr>
<td>Accounting Applications, Technical Certificate</td>
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<tr>
<td><strong>AUTOMOTIVE PROGRAMS</strong></td>
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<td><strong>BUILDING CONSTRUCTION PROGRAMS</strong></td>
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<td>Building Construction Specialist, Technical Certificate</td>
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<td>Carpentry, Career and Technical Certificate</td>
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<td><strong>BUSINESS PROGRAMS</strong></td>
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<td>Financial Services</td>
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<td>Management and Marketing</td>
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<td>Microcomputer Resources</td>
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<td><strong>CIVIL ENGINEERING PROGRAM</strong></td>
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<td>Civil Engineering Technology, A.A.S.</td>
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<td><strong>COMPUTER PROGRAMMING PROGRAMS</strong></td>
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<tr>
<td>Computer Programming and Analysis, A.A.S.</td>
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<tr>
<td>Computer Programming, Technical Certificate</td>
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<td><strong>COSMETOLOGY PROGRAMS</strong></td>
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<td>Barbering, Career and Technical Certificate</td>
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<td>Cisco Certified Design Associate</td>
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<td>Medical Assisting, Career and Technical Certificate</td>
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  Herpetology
  Zoo Research

GENERAL EDUCATION REQUIREMENTS

MINIMUM GRADES
AAS and AS students must maintain an overall average GPA of 2.00 or higher in all general education courses required by that degree program. Some individual programs require a minimum “C” grade in specific general education courses as well. Grades in other courses cannot be used to offset a general education GPA of less than 2.00.

NON-TRADITIONAL CREDITS
AAS and AS students may not earn more than 15 of their general education course credits through non-traditional means. Non-traditional credits include: credits earned through CLEP, departmental exemption exams, or PLA, and all other credits described under “Non-Traditional Credits” in the Academic Policies section of this catalog.

COURSE REQUIREMENTS
AAS and AS students must complete a minimum of FIFTEEN (15) GENERAL EDUCATION CREDITS AND MEET ORAL COMMUNICATION AND COMPUTER COMPETENCY REQUIREMENTS. Each AAS and AS degree program identifies how oral communications and computer competencies are met in existing courses through the district syllabus or designated courses that are approved to meet these competencies. The general education credits for the AAS and AS degree must be distributed as listed below. Some programs require more than 15 general education credits.

I. COMMUNICATIONS .................................................. 3 cc
II. HUMANITIES/FINE ARTS ......................................... 3 cc
III. SOCIAL/BEHAVIORAL SCIENCES ............................ 3 cc
IV. NATURAL SCIENCES/MATHEMATICS ......................... 3 cc
V. GENERAL (may be selected from any category) ............ 3 cc

* See General Education Course Requirements page for options
** The course has pre- or co-requisites, check Course Descriptions Section
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(ENC 1101 and ENC 1102 are prerequisites for all Literature Courses)

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<tr>
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<tr>
<td>AML 2600</td>
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<td>ARH 1002</td>
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<td>ARH 2000</td>
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### V. GENERAL

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<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLP 1081</td>
<td>Concepts of Life Fitness</td>
<td>3 cc</td>
</tr>
<tr>
<td>SLS 1353</td>
<td>Generations at Work</td>
<td>3 cc</td>
</tr>
<tr>
<td>ORI 2000</td>
<td>Introduction to Oral Interpretation</td>
<td>3 cc</td>
</tr>
<tr>
<td>SLC 1353</td>
<td>Generations at Work</td>
<td>3 cc</td>
</tr>
</tbody>
</table>

Graduation Requirements of Oral Communications and Computer Skills.

Each AAS and AS degree program either has an identified course to meet oral communication and computer competency or may designate courses that are approved to meet these requirements. The courses that will satisfy this requirement are listed below:

**Computer Competence Requirement**

- Any course with the prefix of CGS, CIS, CTS, COP, CEN, CET, or CDA
- GRA 2151C Computer Graphics I or IS 1081 Concepts of Life Fitness
- EME 2040 Introduction to Educational Technology
- LIS 1004 Introduction to Internet Research
- MUS 1360 Music and Computers

**Oral Communications Requirement**

- ORI 2000 Introduction to Oral Interpretation
- SLS 1353 Generations at Work
- SPC 1006C Basic Speaking and Listening Skills
- SPC 2300 Interpersonal Communication
- SPC 1600 Public Speaking
- SPC 1016 Fundamental Communication Concept
ACCOUNTING PROGRAMS

**See General Education Course Requirements page for options**

**The course has pre- or co-requisites, check Course Descriptions Section**

† Meets Computer Competence Requirement
†† Meets Oral Communications Requirements

ACCOUNTING TECHNOLOGY

Associate in Applied Science  
(ACCTAAS)

This program is designed to provide the education and skill development to prepare the students for entry-level employment in accounting or bookkeeping or to provide supplemental training for persons previously or currently employed in these areas. The knowledge and training acquired in this program can also be applied to many other managerial or supervisory positions in business and government. Students should consult a business advisor when choosing electives.

**JOB PLACEMENT INFORMATION**

The percent of Accounting Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2002, 2003, and 2004 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

**FOUNDATION COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>APA 1111 Introduction to Accounting</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1570† Computer Concepts and Applications (Category V)</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>— — — * Communications (Category I)</td>
<td>3</td>
</tr>
<tr>
<td>— — — * Mathematics (Category IV)</td>
<td>3</td>
</tr>
<tr>
<td>— — — * Humanities/Fine Arts (Category II)</td>
<td>3</td>
</tr>
<tr>
<td>LIS 1004 Introduction to Internet Research</td>
<td>1</td>
</tr>
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**INTERMEDIATE COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2001 Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2011** Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2510**†† Spreadsheet</td>
<td>3</td>
</tr>
<tr>
<td>COM 2100** Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>OST 1100 Keyboarding I</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2013 Economics I (Category III)</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2011 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>TAX 2000** Income Tax Procedures</td>
<td>3</td>
</tr>
<tr>
<td>GEB 2430 Business Ethics</td>
<td>3</td>
</tr>
<tr>
<td>or MNA 1161 Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2241 Business Law</td>
<td>3</td>
</tr>
<tr>
<td>FIN 2100 Personal Finance and Money Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**ADVANCED COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2071** Introduction to Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2002** Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACO 1806** Payroll Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACO 2943 Accounting Internship</td>
<td>3</td>
</tr>
<tr>
<td>or ACG 2949 Accounting Co-op</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Program Credits 64

ACCOUNTING APPLICATIONS

Technical Certificate  
(ACCTG-CT)

This program is designed to provide accounting coursework over a two-year span leading to a certificate in Accounting.

**JOB PLACEMENT INFORMATION**

The percent of Accounting Applications graduates who have been reported as satisfying state and federal definitions of in-field job placement for 2002, 2003, and 2004 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

**FOUNDATION COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>APA 1111 Introduction to Accounting</td>
<td>3</td>
</tr>
</tbody>
</table>

**INTERMEDIATE COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2001 Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2011** Accounting II</td>
<td>3</td>
</tr>
</tbody>
</table>

**ADVANCED COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAX 2000** Income Tax Procedures</td>
<td>3</td>
</tr>
<tr>
<td>ACO 1806** Payroll Accounting</td>
<td>3</td>
</tr>
<tr>
<td>— — — + Accounting Electives</td>
<td>12</td>
</tr>
</tbody>
</table>

Total Program Credits 27

+ Electives: any course with one of the following prefixes: ACG, ACO, FIN and TAX.

AUTOMOTIVE PROGRAMS

**See General Education Course Requirements page for options**

**The course has pre- or co-requisites, check Course Descriptions Section**

††† Meets Computer Competence Requirement

†† Meets Oral Communications Requirements

AUTOMOTIVE SERVICE MANAGEMENT TECHNOLOGY

Associate in Applied Science  
(AUTO-AAS)

The automotive service technology curriculum is designed to provide students with training and practical experience in the repair and maintenance of modern vehicles. Students acquire practical hands-on experience in the PJC laboratory setting. Students become familiar with management skills and human relations techniques.

**JOB PLACEMENT INFORMATION**

The percent of Automotive Service Management Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2002 and 2004 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

**FOUNDATION COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>— — — * Communications (Category I)</td>
<td>3</td>
</tr>
<tr>
<td>— — — * Humanities/Fine Arts (Category II)</td>
<td>3</td>
</tr>
<tr>
<td>— — — * Social/Behavioral Sciences (Category III)</td>
<td>3</td>
</tr>
<tr>
<td>— — — * Mathematics (Category IV)</td>
<td>3</td>
</tr>
<tr>
<td>— — — * General (Category V)</td>
<td>3</td>
</tr>
<tr>
<td>CET 1462C††† Introduction to Computers in Technology</td>
<td>3</td>
</tr>
<tr>
<td>AER 1006C Automotive Fundamentals and Minor Service</td>
<td>4</td>
</tr>
<tr>
<td>AER 2515C** Automotive Electrical Systems I</td>
<td>4</td>
</tr>
</tbody>
</table>

† Meets Computer Competence Requirement
††† Meets Oral Communications Requirements
BUILDING CONSTRUCTION TECHNOLOGY

**American Programs**

**BUILDING CONSTRUCTION PROGRAMS**

**Department Head:** Mr. Robert Pierce  
**Program Contact:** Mr. Tim Bone  
**Primary Faculty:** Mr. Fitzhugh Miller  
Mr. Mike Cannon

We strongly encourage you to contact the Engineering Technology Department for assistance in planning your program of study.

**BUILDING CONSTRUCTION TECHNOLOGY**

*Associate in Applied Science (BLDG-AAS)*

This program is designed to acquaint the student with terminology, methods, procedures, materials, sequences of operation, and types of building construction. Although not intended as a transfer program, many credits may transfer to upper level programs in Engineering Technology. Additional general education course work will be required for transferees.

**JOB PLACEMENT INFORMATION**

As a new program, job placement information is not available.

**FOUNDATION COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>__ __ *</td>
<td>Communications (Category I)</td>
<td>3</td>
</tr>
<tr>
<td>__ __ *</td>
<td>Humanities/Fine Arts (Category II)</td>
<td>3</td>
</tr>
<tr>
<td>__ __ *</td>
<td>Social/Behavioral Sciences (Category III)</td>
<td>3</td>
</tr>
<tr>
<td>MAT 1033</td>
<td>Intermediate Algebra (Category IV)</td>
<td>3</td>
</tr>
<tr>
<td>__ __ *</td>
<td>General (Category V)</td>
<td>3</td>
</tr>
<tr>
<td>BCN 1001</td>
<td>Building Construction</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1570†</td>
<td>Computer Concepts and Applications</td>
<td>3</td>
</tr>
<tr>
<td>EGS 1111</td>
<td>Engineering Graphics</td>
<td>3</td>
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</table>

**INTERMEDIATE COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ETC 1250</td>
<td>Properties of Materials</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2320**</td>
<td>Computer Drafting</td>
<td>3</td>
</tr>
<tr>
<td>CET 2401**</td>
<td>Engineering Technical Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>BCT 2706**</td>
<td>Construction Documents</td>
<td>3</td>
</tr>
<tr>
<td>BCN 2440**</td>
<td>Concrete Construction</td>
<td>3</td>
</tr>
<tr>
<td>__ __ Electives</td>
<td>6</td>
<td></td>
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</tbody>
</table>

**ADVANCED COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCT 2770**</td>
<td>Construction Estimating</td>
<td>3</td>
</tr>
<tr>
<td>SUR 1100C**</td>
<td>Construction Surveying</td>
<td>4</td>
</tr>
<tr>
<td>BCN 2721**††</td>
<td>Construction Management</td>
<td>3</td>
</tr>
<tr>
<td>BCT 2760**</td>
<td>Building Codes</td>
<td>3</td>
</tr>
<tr>
<td>BCN 2405**</td>
<td>Construction Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1532**</td>
<td>Architectural Drafting</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Program Credits:** 64

---

**AUTOMOTIVE SERVICE TECHNOLOGY**

*Career and Technical Certificate (AUTO-VC)*

This Automotive Service Technology Program is an 1800 contact hour, 60 vocational credit course of study, which will provide students with necessary training, skills and experience to pass the nationally recognized ASE certification exams. It is an integrated program of applied instruction with the eight automotive service areas of ASE certification.

**JOB PLACEMENT INFORMATION**

As a new program, job placement information is not available.

**FOUNDATION COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AER 0006</td>
<td>Automotive Lube Technician</td>
<td>5</td>
</tr>
<tr>
<td>__ __ *</td>
<td>Communications (Category I)</td>
<td>3</td>
</tr>
<tr>
<td>__ __ *</td>
<td>Social/Behavioral Sciences (Category III)</td>
<td>3</td>
</tr>
<tr>
<td>MAT 1033</td>
<td>Intermediate Algebra (Category IV)</td>
<td>3</td>
</tr>
<tr>
<td>__ __ *</td>
<td>General (Category V)</td>
<td>3</td>
</tr>
<tr>
<td>BCN 1001</td>
<td>Building Construction</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1570†</td>
<td>Computer Concepts and Applications</td>
<td>3</td>
</tr>
<tr>
<td>EGS 1111</td>
<td>Engineering Graphics</td>
<td>3</td>
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</tbody>
</table>

**INTERMEDIATE COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AER 0014</td>
<td>Automotive Service Assistor Core</td>
<td>5</td>
</tr>
<tr>
<td>AER 0310</td>
<td>Automotive Electrical/Electronic System Technician</td>
<td>5</td>
</tr>
</tbody>
</table>

**ADVANCED COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AER 0311</td>
<td>Automotive Electrical/Electronic Systems Technician II</td>
<td>5</td>
</tr>
<tr>
<td>AER 0411</td>
<td>Automotive Brake Technician</td>
<td>5</td>
</tr>
<tr>
<td>AER 0610</td>
<td>Heating, Air Conditioning, and Engine Cooling Systems</td>
<td>5</td>
</tr>
<tr>
<td>AER 0110</td>
<td>Engine Repair Technician</td>
<td>5</td>
</tr>
<tr>
<td>AER 0503</td>
<td>Automotive Engine Performance Technician</td>
<td>10</td>
</tr>
<tr>
<td>AER 0270</td>
<td>Manual Drive Train and Axles Technician</td>
<td>5</td>
</tr>
<tr>
<td>AER 0250</td>
<td>Automatic Transmission and Transaxle Technician</td>
<td>5</td>
</tr>
<tr>
<td>AER 0450</td>
<td>Automotive Steering and Suspension Technician</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total Program Credits:** 60

---

+ Students who have satisfactory TABE test scores are not required to take these courses.
BUILDING CONSTRUCTION SPECIALIST
Technical Certificate (BLDG-CT)

This certificate is designed to prepare individuals for entry-level positions working for architects, engineers, contractors and building officials. Students will gain knowledge of estimating, scheduling, and general construction processes and procedures.

JOB PLACEMENT INFORMATION
As a new program job placement information is not available.

FOUNDATION COURSES
- BCN 1001 Building Construction 3

INTERMEDIATE COURSES
- ETC 1250 Properties of Materials 3

ADVANCED COURSES
- BCT 2770** Construction Estimating 3
- BCN 2721** Construction Management 3
  __ __+ Electives 6

Total Program Credits 18

+ ELECTIVES: (Choose 2 for 6 credits)
- BCT 2706** Construction Documents 3
- BCN 2440** Concrete Construction 3
- BCT 2760** Building Codes 3
- SUR 1100C** Construction Surveying 4
- BCN 2948 Co-operative Education 2
- BCN 2949 Co-operative Education 3

Carpentry
Career and Technical Certificate (CARP-VC)

This program will prepare you for a good career in the carpentry trade by focusing on broad, transferable skills that stress the understanding of the carpentry industry through hands-on training. You will learn to safely operate hand and power tools, prepare work sites and become skilled in foundation formwork, wall, floor and roof framing, as well as exterior trim. This program teaches essential carpentry skills and offers on-the-job training, which can help you build on your proficiency and future earnings potential and the opportunity be your own boss.

We strongly encourage you to contact the Engineering Technology Department for assistance in planning your program of study.

Department Head: Mr. Robert Pierce 484-1949
riperce@pjc.edu
Program Contact: Mr. Mike Cannon 484-2524
mcannon@pjc.edu

JOB PLACEMENT INFORMATION
As a new program job placement information is not available.

FOUNDATION COURSES
- BCV 0020C Tools and Pre-Construction Skills 5
- BCV 0103C Wood Products, Lumber and Framing Components 5
- BCV 0170C Interior Trim 5
- BCV 0173C Exterior Trim and Hardware Finishes 5
- BCV 0150C Roof Framing I 5

INTERMEDIATE COURSES
- BCV 0141C Roof Framing II and Timber Construction 5

ADVANCED COURSES
- BCV 0925C Building Co-op 5
- BCV 0139C Foundation Wall and Floor Framing 5

Total Program Credits 40

BUSINESS PROGRAMS

Department Head: Dr. Linda Bloom 484-2504
lbloom@pjc.edu
Program Contact: Mr. Scott Key 484-2514
skey@pjc.edu
Primary Faculty: Dr. Allan Ammann (Pensacola)
Mr. John Atkins (Pensacola)
Mr. Gary Gage (Pensacola)
Ms. Michelle Haggard (Warrington)
Mr. Richard Irvine (Pensacola)
Dr. Vance Land (Pensacola)
Ms. Audrey Morrison (Pensacola)
Ms. Carla Rich (Pensacola)
Ms. Dorinda Lynn (Milton)
Dr. Eugene Wang (Pensacola)

We strongly encourage you to contact the Business Department for assistance in planning your program of study.

BUSINESS ADMINISTRATION
Associate in Science (BUS-AS)

This program is designed to provide a foundation in business and to prepare students to seek employment in various business fields. The program has a statewide articulation from the associate in science to a baccalaureate degree in Business Administration and Management or Business: General. At the upper level the student will be required to complete 12 credit hours of general education and 48 credit hours as determined by the University. The articulation may be found in the Statewide Articulation Manual.

JOB PLACEMENT INFORMATION
The percent of Business Administration graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2002, 2003, and 2004 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

FOUNDATION COURSES
- ACG 2001 Accounting I 3
- ENC 1101 English Composition I (Category I) 3
- GEB 1011 Introduction to Business 3
- OST 1146 Basic Keyboarding 1
- MAC 1105 College Algebra (Category IV) 3
- CGS 1570† Computer Concepts and Applications 3
  ___ ___* Humanities/Fine Arts (Category II) 3
- SPC 1600†† Public Speaking 3

INTERMEDIATE COURSES
- ECO 2013 Economics I (Category III) 3
- ACG 2011** Accounting II 3
- ENC 1102** English Composition II (Category V) 3
- MAR 2011 Marketing 3
- BUL 2241 Business Law 3
- CGS 2510 Spreadsheet 3
- MAN 2021 Principles of Management 3
- GEB 2139 E-Business Management 3
- GEB 2430 Business Ethics 3
- MNA 1161 Customer Service 3
  or
- MNA 1300 Human Resource Management 3

ADVANCED COURSES
- MAC 2233** Calculus with Business Applications 3
- ACG 2071** Introduction to Managerial Accounting 3
- STA 2023** Elementary Statistics 3
- ECO 2023 Economics II 3

Total Program Credits 64

* See General Education Course Requirements page for options
** The course has pre- or co-requisites, check Course Descriptions Section
† Meets Computer Competence Requirement
†† Meets Oral Communications Requirements
BUSINESS ADMINISTRATION
Associate in Applied Science

This program is designed to provide students with a broad foundation in all areas of business. Completion of this curriculum will prepare students to seek employment in various business fields. Students may choose from several areas of emphasis.

JOB PLACEMENT INFORMATION
The percent of Business Administration graduates who have been reported as satisfying state and federal definitions of in-field job placement for 2002, 2003, and 2004 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

FOUNDATION COURSES Credits
ACG 2001 Accounting I 3
___ ___* Communications (Category I) 3
GEB 1011 Introduction to Business 3
OST 1146 Basic Keyboarding 1
___ ___* Natural Sciences/Mathematics (Category IV) 3
___ ___* Humanities/Fine Arts (Category II) 3
CGS 1570† Computer Concepts and Applications (Category V) 3

INTERMEDIATE COURSES
BUL 2241 Business Law 3
ACG 2011** Accounting II 3
MAN 2021 Principles of Management 3
FIN 2100 Personal Finance and Money Management 3
MAR 2011 Marketing 3
COM 2100* Business Communications 3
GEB 2430 Business Ethics 3
ECO 2013 Economics I (Category III) 3
MNA 1300 Human Resource Management or
MNA 2100 Human Relations 3

ADVANCED COURSES
CGS 1584** PowerPoint Presentations 3
GEB 2139 E-Business Management 3
___ ___+ Emphasis Courses 12
Total Program Credits 64

+EMPHASIS COURSES:
MANAGEMENT AND MARKETING EMPHASIS (BUS-AAS):
Choose any four courses (total of 12 credits):
SLS 1353 Generations at Work 3
MKA 1021 Salesmanship 3
MKA 2511 Advertising 3
MNA 1161 Customer Service 3
MNA 2345 Applied Supervision 3
GEB 2350 International Business
or
MNA 2100 Human Relations 3

BUSINESS MICROCOMPUTER SYSTEMS EMPHASIS (MICR-AAS):
Choose any four courses (total of 12 credits)
OST 1713** Word Processing I 3
OST 1821 Business Applications for Desktop Publishing 3
CTS 2101** Windows 3
CTS 1400** Database with Microsoft Access 3
CGS 2510** Spreadsheet 3

CUSTOMER SERVICE EMPHASIS (CUST-AAS):
SLS 1353 Generations at Work 3
MNA 1161 Customer Service 3
MKA 1021 Salesmanship 3
GEB 2350 International Business 3

MANAGEMENT OF FINANCIAL INSTITUTIONS EMPHASIS
(BANK-AAS):
BAN 1004 Principles of Banking 3
ECO 2220 Money and Banking 3
MNA 2345 Applied Supervision 3
GEB 2350 International Business 3

CIVIL ENGINEERING PROGRAM
Department Head: Mr. Robert Pierce 484-1949
rpierce@pjc.edu
Program Contact: Mr. Fitzhugh Miller 484-2594
fmiller@pjc.edu
Primary Faculty: Mr. Tim Bone

We strongly encourage you to contact the Engineering Technology Department for assistance in planning your program of study.

CIVIL ENGINEERING TECHNOLOGY
Associate in Applied Science

This program is designed to prepare individuals for employment in civil engineering areas such as road department, paving contractor, landscaper, surveyor, geologist, or a cartographer. Although not designed as a transfer degree, many courses may transfer to upper level programs in Engineering Technology. Additional general education coursework will be required for transferees.

JOB PLACEMENT INFORMATION
The percent of Civil Engineering Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2002, 2003, and 2004 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

FOUNDATION COURSES Credits
___ ___* Communications (Category I) 3
___ ___* Humanities/Fine Arts (Category II) 3
___ ___* Social/Behavioral Sciences (Category III) 3
BCN 1001 Building Construction 3
CET 1462C† Introduction to Computers in Technology or
CGS 1570† Computer Concepts and Applications 3
EGS 1111 Engineering Graphics 3

INTERMEDIATE COURSES
MAC 1105 College Algebra (Category IV) 3
ETC 1250 Properties of Materials 3
ETD 2320** Computer Drafting 3
CET 2401** Engineering Technical Spreadsheet 3
GIS 2040C** Geographic Information Systems 3
PHY 1053 General Physics I (Category V) 3
PHY 1053L General Physics I Laboratory 1
BCN 2440** Concrete Construction 3

ADVANCED COURSES
MAC 1114** Plane Trigonometry 3
BCT 2770** Construction Estimating 3
ETD 1542** Structural Drafting 3
SUR 1100C** Construction Surveying 4
ETC 2521** Hydrology, Culverts and Distribution Systems 4
ETD 2540** Civil Engineering Drafting 3
BCN 2405** Construction Mechanics 5

Total Program Credits 63
COMPUTER PROGRAMMING PROGRAMS

Department Head: Dr. Wayne Horn 484-2021
whorn@pjc.edu

Primary Faculty: Dr. Stephen Jones
Mr. Richard Kirk (Pensacola)
Ms. Yin C. Lemley (Pensacola)
Mr. Randy Rose (Pensacola)
Dr. Stephen Jones (Pensacola)
Mr. Eris Reddoch (Warrington)
Ms. Vaidhe Kumar (Warrington)
Dr. Michel Boillot (Milton)

We strongly encourage you to contact the Computer Science Department for assistance in planning your program of study.

COMPUTER PROGRAMMING AND ANALYSIS
Associate in Applied Science (COMP-AAS)

The Computer Programming and Analysis program prepares students for entry-level positions in data processing such as programmer, software specialist, and computer operator. By special agreement with the University of West Florida, students with an AAS Degree can continue their studies in a Bachelor of Arts Degree program. If a student plans to do so, electives should be chosen carefully with the help of the department head. UWF will also require certain additional general education course work for transferees holding the AAS Degree.

JOB PLACEMENT INFORMATION

The percent of Computer Programming and Analysis graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2002, 2003, and 2004 is 100%, 100%, and 80% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

### FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
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### INTERMEDIATE COURSES

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### ADVANCED COURSES

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### Total Program Credits

- Foundational Course Requirements: 33 Credits
- Technical Elective: Choose any CGS, COP, CTS or CET course
- Technical Elective: Choose any CGS, COP, CTS or CET course

** See General Education Course Requirements page for options
* The course has pre-or co-requisites, check Course Descriptions Section

COMPUTER PROGRAMMING
Technical Certificate (COMP-CT)

This program prepares students for employment as computer programmer trainee, systems analyst trainee, microcomputer specialist and software application technicians. It also provides supplemental training for persons previously or currently employed in this area. All courses in this program apply to the Computer Programming and Analysis A.A.S. program.

JOB PLACEMENT INFORMATION

As a new program no placement information is available.

### FOUNDATION COURSES

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<thead>
<tr>
<th>Course</th>
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<tbody>
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### INTERMEDIATE COURSES

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### ADVANCED COURSES

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<td>COP 2740**</td>
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### Total Program Credits

- 33 Credits

COSMETOLOGY PROGRAMS

Career and Technical Certificate (BARB-VC)

This program is designed to prepare students for licensure and employment as a barber to administer hair designs and hair care. For questions regarding entrance requirements, contact the Professional Service Careers Department.

JOB PLACEMENT INFORMATION

The percent of Barbering graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2002, 2003 and 2004 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

### FOUNDATION COURSES

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<td>COS 0591</td>
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** Meets Computer Competence Requirement
†† Meets Oral Communications Requirements

"Pensacola Junior College"
Academic Programs

**FACIALS SPECIALTY**

Career and Technical Certificate (FACE-VC)

Facials Specialty is a twenty-week program of study designed to prepare the student for state licensure and employment in the areas of esthetics, skin care, and make-up applications. Students may register any time during the term; contact the department.

**JOB PLACEMENT INFORMATION**

The percent of Facials Specialty graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2002, 2003, and 2004 is 64%, 100%, and 80% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

**REQUIRED COURSES**

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<th>Course Title</th>
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<td>CSP 0002</td>
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<td>CSP 0300L</td>
<td>Facials/Make-up Clinic</td>
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<tr>
<td>CSP 0331</td>
<td>Make-up/Salon Management</td>
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Total Program Credits: 40

**NAILS SPECIALTY**

Career and Technical Certificate (NAILS-VC)

Nails Specialty is a (15) fifteen-week program of study designed to prepare the student for state licensure and employment in the areas of manicuring, pedicuring, and nail extension services. Students may register any time during the term.

**JOB PLACEMENT INFORMATION**

The percent of Nails Specialty graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2002, 2003, and 2004 is 50%, 80%, and 67% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

**REQUIRED COURSES**

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<th>Credits</th>
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<tr>
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<td>Introduction to Cosmetology</td>
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<td>CSP 0002</td>
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<td>CSP 0011L</td>
<td>Advanced Nail Techniques</td>
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</table>

Total Program Credits: 8

**CRIMINAL JUSTICE PROGRAM**

Department Head: Dr. Charles Schuler 484-2543
cschuler@pjc.edu

Program Contact: Mr. Mike Ardis 484-2575
mardis@pjc.edu

Primary Faculty: Mr. James Chancy

We strongly encourage you to contact the History, Languages and Philosophy Department for assistance in planning your program of study.

**CRIMINAL JUSTICE TECHNOLOGY**

Associate in Applied Science (LAW-AAS)

The Criminal Justice Technology program is open to all students. The program provides an opportunity to prepare for a law enforcement or corrections career. Also currently employed practitioners can increase their knowledge and help develop their professional competence.
Students who have had prior Criminal Justice training may be eligible for articulation if they meet the following criteria:

CREDIT FOR APPROVED PRIOR TRAINING
Credit opportunities are available for individuals who have prior training approved by the Florida Criminal Justice Standards or Training Commission and offered by a Florida Certified Center located at a Community College or a Vocational Center. The maximum credit awarded is thirty credits. Courses from other training centers will be limited to those nationally recognized including the Southern Police Institute, FBI National Academy, and the Drug Enforcement Administration Drug School.

JOB PLACEMENT INFORMATION
The percent of Criminal Justice Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2002, 2003 and 2004 is 100%, 67%, and 100% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

FOUNDATION COURSES  

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INTERMEDIATE COURSES

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<td>SYG 2010</td>
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<td>CJI 2062</td>
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<tr>
<td>CJC 2162</td>
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ADVANCED COURSES

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<td>CJC 2949</td>
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Total Program Credits 64

CULINARY PROGRAM

Department Head: Mr. Larry Gardner 484-1013  
Program Contact: Mr. Travis Herr 484-2506

tlgardner@pjc.edu therr@pjc.edu

We strongly encourage you to contact the Professional Service Careers Department for assistance in planning your program of study.

CULINARY MANAGEMENT
Associate in Applied Science (CHEF-AAS)

This program in Culinary Management is designed to prepare individuals for careers in the many widely varied areas of the culinary industry. The Culinary Management program provides the student with a unique combination of comprehensive theoretical knowledge and hands-on training. The program is carefully structured to meet the American Culinary Federation Educational Institute standards. Students will master the fundamentals of culinary production in an environment that builds teamwork while gaining practical individualized experience.

Students may receive dual credits toward Diploma and/or professional certificates with appropriate courses in the program.

JOB PLACEMENT INFORMATION

The percent of Culinary Management graduates who have been reported as satisfying state and federal definitions of in-field job placement for the year 2002, 2003, and 2004 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

FOUNDATION COURSES  

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INTERMEDIATE COURSES

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<td>FSS 2242L</td>
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<td>FSS 2941C</td>
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Total Program Credits 64

* See General Education Course Requirements page for options
** The course has pre- or co-requisites, check Course Descriptions Section
† Meets Computer Competence Requirement
†† Meets Oral Communications Requirements
**DENTAL PROGRAMS**

**Department Head:**  Ms. Sandra Hartley 484-2301  
shartley@pjc.edu  

**Program Contacts:**  Ms. Teresa Lucas 484-2348  
tlucas@pjc.edu  
Ms. Sandy Moore 484-2246  
smoore@pjc.edu  
Ms. Linda Lambert  
slambert@pjc.edu  
Ms. Melissa Roe  
smroo@pjc.edu  

We strongly encourage you to contact the Dental and Emergency Services Department for assistance in planning your program of study.

**DENTAL HYGIENE**  
*Associate in Applied Science*  
*(DETH-AAS)*

A two-year curriculum designed to assist students to develop and master basic clinical competencies and theoretical concepts of current dental hygiene practice. Graduates receive an A.A.S. degree in dental hygiene education and are eligible to sit for the state board examination in any state in which they desire to practice. Graduates of this program are eligible to pursue the B.S. degree at a senior level institution. The dental hygiene program is fully accredited by the American Dental Association Commission on Accreditation.

**SPECIAL ADMISSION REQUIREMENTS**

Admission to this program is limited by special accreditation requirements and/or the availability of clinical assignments; therefore, students seeking admission to the program must complete application to both the college and the program. Application packets are available from the Health Programs Admission Office or the PJC website at www.pjc.edu, click on Warrington Campus, then Dental Hygiene program for specific details. All application requirements must be completed by the established deadlines before a student will be considered eligible for admission to this program.

Admission requirements for eligibility to the program include high school diploma or GED, satisfactory scores on diagnostic tests in reading and computation skills, and a minimum GPA of 2.5.

Applicants are considered eligible for the applicant pool when they have met required scores on the health-related math test and the reading, academic aptitude, and science portions of the Revised PSB Health Occupations Aptitude Examination. When an applicant completes all sections of the application process and meets minimum criteria, they will be provisionally accepted into the program and assigned a seat in the next available class. For applicants meeting selection criteria who do not wish to pursue the two-year course sequence, there is a three-year course sequence. Contact the Department of Dental and Emergency Services at (850) 484-2308 for details.

**JOB PLACEMENT INFORMATION**

The percent of Dental Hygiene graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2002, 2003, and 2004 is 92%, 100% and 100% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

**TERM I**

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<td>BSC 1093L</td>
<td>Anatomy and Physiology I Laboratory</td>
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<td>HSA 1101C</td>
<td>Survey of Health Services</td>
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<td>DES 1020</td>
<td>Dental Anatomy</td>
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<td>Fundamentals of Dental Hygiene</td>
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<td>Dental Hygiene Pre-Clinic</td>
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<td>Dental Hygiene Radiology I</td>
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<td>CHM 1033</td>
<td>Elements of Biochemistry</td>
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<td>DEH 1400**</td>
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<td>DEH 2202</td>
<td>Nutrition and Dental Health</td>
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**TERM V**

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<td>Dental Hygiene Clinic III</td>
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<td>DEH 2702C</td>
<td>Dental Public Health</td>
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<td>DEH 2602**</td>
<td>Periodontics</td>
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<td>DES 1052</td>
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<td>DEP 2004</td>
<td>Human Growth and Development (Category III)</td>
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**TERM VI**

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<td>* Mathematics (Category IV)</td>
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<td></td>
</tr>
<tr>
<td>* Humanities/Fine Arts (Category II)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SYG 2000</td>
<td>Introduction to Sociology</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total Program Credits**  
88

**DENTAL ASSISTING**  
*Career and Technical Certificate*  
*(DETA-VC)*

The Dental Assisting program is a ten-month vocational credit curriculum which is designed to provide students with current competencies and concepts of dental assisting. The program is accredited by the American Dental Association and meets the state of Florida requirements for Expanded Functions in radiography, and all other advanced functions. Program completers will be prepared to sit for the national certification examination for dental assisting.

**SPECIAL ADMISSION REQUIREMENTS**

Admission to this program is limited by special accreditation requirements and/or the availability of clinical assignments; therefore, students seeking admission to the program must complete application to both the college and the program. Application packets are available from the Admissions Specialist, Health Programs Office on the Warrington Campus or on the PJC website at www.pjc.edu, click on Warrington Campus, then Dental Assisting Program for specific details.

All application requirements must be completed by the established deadlines before a student will be considered eligible for admission to this program.

Minimum requirements for eligibility to the program include high school diploma or GED and satisfactory scores on diagnostic tests in reading and computation skills.

Applications are numbered as they are received in the Health Admissions Office. All applications are placed in numerical order. The Health Admissions clerk verifies the applications are complete and minimum qualifications are met. Applicants meeting minimum qualifications are accepted into the Dental Assisting Program in numerical order until the number of available seats are filled. Applicants not meeting minimum qualifications are notified. Remaining qualified applicants are placed on an alternate list to be notified as space becomes available.

2006–2007
JOB PLACEMENT INFORMATION

The percent of Dental Assisting graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2002, 2003, and 2004 is 100%, 95%, and 82% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

** DIETETIC TECHNICIAN **

ASSOCIATE IN SCIENCE (DIETT-AS)

This program prepares students to function at the management level of dietetic care. Typical duties include: employee training and supervision; menu planning; patient interviewing; diet instruction and modifications; food purchasing, storage and cost control. The dietetic technician is a career that offers both personal and financial rewards. Upon completion of the program, the student is eligible for membership in the American Dietetic Association (ADA) and the Dietary Managers Association (DMA). Graduates of this ADA approved program meet licensure requirements for health care facilities under Public Law 59a-4.110. Upon completion of the program, the graduate will be eligible to take the Registration Examination for Dietetic Technicians which is administered through the Commission on Dietetic Registration (CDR), The American Dietetic Association, 120 South Riverside Plaza, Chicago, IL 60606.

SPECIAL REQUIREMENTS

To meet ADA standards, a student must complete a minimum of 450 clock hours of field work paralleling the content of specific courses. Students should take courses listed in the sequence below.

Not all core courses in this area are offered each term and most have prerequisites. Students should not self-advise in this area.

Students must earn a "C" or better in all core courses.

†† Meets Computer Competence Requirement
††† Meets Oral Communications Requirements

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** DRAFTING PROGRAMS **

ASSOCIATE IN APPLIED SCIENCE (DRFT-AAS)

This program is designed to prepare individuals for employment in the drafting and computer drafting field. The program emphasizes the theoretical knowledge required for a variety of drafting positions in the building industry. It addresses drafting for the manufacturing industry and technology in a general sense.

JOB PLACEMENT INFORMATION

The percent of Drafting and Design Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2002 and 2004 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.
FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications (Category I)</td>
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</tr>
<tr>
<td>Humanities/Fine Arts (Category II)</td>
<td>3</td>
</tr>
<tr>
<td>Social/Behavioral Sciences (Category III)</td>
<td>3</td>
</tr>
<tr>
<td>General (Category V)</td>
<td>3</td>
</tr>
<tr>
<td>BCN 1001 Building Construction</td>
<td>3</td>
</tr>
<tr>
<td>CET 1462C† Introduction to Computers in Technology</td>
<td>3</td>
</tr>
<tr>
<td>or CGS 1570 Computer Concepts and Applications</td>
<td>3</td>
</tr>
<tr>
<td>EGS 1111 Engineering Graphics</td>
<td>3</td>
</tr>
</tbody>
</table>

INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETC 1250 Properties of Materials</td>
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</tr>
<tr>
<td>ETD 2320 Computer Drafting</td>
<td>3</td>
</tr>
<tr>
<td>MAT 1033 Intermediate Algebra (Category IV)</td>
<td>3</td>
</tr>
<tr>
<td>CET 2401 Engineering Technical Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>BCT 2706** Construction Documents</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2532** AutoCAD Customization</td>
<td>1</td>
</tr>
<tr>
<td>GIS 2040C** Geographic Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2350** Advanced Computer Drafting</td>
<td>4</td>
</tr>
</tbody>
</table>

ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCT 2770** Construction Estimating</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1542** Structural Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2540** Civil Engineering Drafting</td>
<td>3</td>
</tr>
<tr>
<td>BCN 2405** Construction Mechanics</td>
<td>5</td>
</tr>
<tr>
<td>ETD 1532** Architectural Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2350** Advanced Computer Drafting</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Program Credits 62

AUTOCAD FOUNDATIONS

Technical Certificate (CAD-CT)

The AutoCAD Foundations technical certificate provides students with the practical skills necessary to accept the challenges of a construction drafting career. The program is designed to prepare students for an entry level professional position in a technical area that requires computer-aided drafting skills. The program is composed of selected college-credit courses offered within the Drafting and Design Technology AAS degree which prepares students to draw, dimension and print technical drawings by computer. Successful certificate holders may find employment as a drafts-person in an architect’s, engineer’s, or contractor’s office, governmental agencies, corporate planning departments, or other private industries.

Students who have not had listed prerequisites for some of the courses should contact the Engineering Technology Department for assistance in registering for the courses.

JOB PLACEMENT INFORMATION

The percent of AutoCad Foundation graduates who have been reported as satisfying state and federal definitions of in-field job placement for the year 2004 is 50%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

FOUNDATION COURSE

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EGS 1111 Engineering Graphics</td>
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</tr>
</tbody>
</table>

INTERMEDIATE COURSE

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETD 2320 Computer Drafting</td>
<td>3</td>
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ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETD 1532** Architectural Drafting</td>
<td>3</td>
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<tr>
<td>ETD 1542** Structural Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2540** Civil Engineering Drafting</td>
<td>3</td>
</tr>
<tr>
<td>or ETD 2350** Advanced Computer Drafting</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Program Credits 15

This certificate assumes the student has a basic knowledge of computer operating systems, hardware and software.

DRAFTING

Technical Certificate (DRAFTCT)

This certificate is designed to prepare individuals for entry-level positions working for architects, engineers, contractors, and construction industry employers. Students will gain knowledge of drafting and design practices and procedures. Students will also gain a general knowledge of the construction industry.

JOB PLACEMENT INFORMATION

As a new program no placement information is available.

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGS 1111 Engineering Graphics</td>
<td>3</td>
</tr>
<tr>
<td>BCN 1001 Building Construction</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1570 Computer Concepts and Applications</td>
<td>3</td>
</tr>
<tr>
<td>or CET 1462C† Introduction to Computers in Technology</td>
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</table>

INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETD 2320 Computer Drafting</td>
<td>3</td>
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<tr>
<td>ETC 1250** Properties of Materials</td>
<td>3</td>
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<tr>
<td>CET 2401 Engineering Technology Spreadsheet</td>
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</tr>
<tr>
<td>MAT 1033 Intermediate Algebra</td>
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<tr>
<td>or Emphasis Elective</td>
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</table>

Total Program Credits 24

EMPHASIS ELECTIVE (choose one):

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BCN 2405** Construction Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>BCT 2770** Construction Estimating</td>
<td>3</td>
</tr>
<tr>
<td>BCT 2706** Construction Documents</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1532** Architectural Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1542** Structural Drafting</td>
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<td>3</td>
</tr>
<tr>
<td>or ETD 2350** Advanced Computer Drafting</td>
<td>4</td>
</tr>
<tr>
<td>GIS 2040C** Geographic Information systems</td>
<td>3</td>
</tr>
</tbody>
</table>

EDUCATION PROGRAMS

Assistant Provost:  Dr. Sue Halfhill  484-2522  shalfhill@pjc.edu
Program Contact:  Ms. Betty Persons  484-2534  bpersons@pjc.edu  Ms. Betsy Werre  484-1448  bwerre@pjc.edu

We strongly encourage you to contact the Education Department for assistance in planning your program of study.

Although a school district may provide an appeals process to persons receiving a disapproval to enter K-12 classrooms as a result of the background check, students should be aware of the Florida statutes §435.04. Pursuant to Chapter 1012, Fla. Stat., any individual who has been found guilty of, regardless of adjudication, or entered a plea of nolo contendor or guilty to, any offense enumerated in §435.04, Fla. Stat., shall be ineligible for appointment to any instructional, non-instructional or voluntary position in any daycare, school or other educational facility providing care or instruction to children 17 years of age or younger. To view §435.04, Florida Statutes, go to www.flsenate.gov/statutes.
# Early Childhood Education (Associate Degree)

**Associate in Science (CHILD-AS)**

Completion of the program prepares an individual to direct and operate a child care center, a preschool center, or a family day care program. Throughout the program, students prepare manuals, portfolios, and materials that will be vital to them in a child care workplace. Course components also focus on facility ownership aspects involved in child care programs. In addition, Early Childhood Education is designed for students preparing to teach in the Federal Head Start program, to work as a teacher assistant in the Escambia County school system, or to teach in a child care center (infants, preschool, or school-age setting).

Program completion creates the option for students to transfer to a higher degree program at a later date. The Early Childhood Education Program meets State of Florida education requirements related to owning, directing, operating, or working in a child care center.

## Job Placement Information

The percent of Early Childhood Education graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2002, 2003, and 2004 is 100%, 80%, and 100% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

### Foundation Courses

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<tr>
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<tr>
<td>HSC 2402</td>
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<td>———+</td>
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<tr>
<td>DEP 2001+</td>
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<td>CHD 1104+</td>
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<td></td>
</tr>
<tr>
<td>DEP 2001+</td>
<td>3</td>
</tr>
<tr>
<td>———+</td>
<td></td>
</tr>
<tr>
<td>HSC 2402</td>
<td>3</td>
</tr>
<tr>
<td>———+</td>
<td></td>
</tr>
<tr>
<td>SLS 1353†+</td>
<td>3</td>
</tr>
<tr>
<td>———+</td>
<td></td>
</tr>
<tr>
<td>PCO 2202</td>
<td>3</td>
</tr>
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### Intermediate Courses

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>EDG 2701++</td>
<td>3</td>
</tr>
<tr>
<td>———+</td>
<td></td>
</tr>
<tr>
<td>EME 2040†</td>
<td>3</td>
</tr>
<tr>
<td>———+</td>
<td></td>
</tr>
<tr>
<td>DEP 2001+</td>
<td>3</td>
</tr>
<tr>
<td>———+</td>
<td></td>
</tr>
<tr>
<td>HSC 2402</td>
<td>3</td>
</tr>
<tr>
<td>———+</td>
<td></td>
</tr>
<tr>
<td>SLS 1353†+</td>
<td>3</td>
</tr>
<tr>
<td>———+</td>
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</tr>
<tr>
<td>PCO 2202</td>
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</tbody>
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### Advanced Courses

<table>
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<tr>
<th>Course</th>
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<tr>
<td>CHD 1800+</td>
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<tr>
<td>CHD 2380</td>
<td>3</td>
</tr>
<tr>
<td>CHD 2440C**++</td>
<td>3</td>
</tr>
<tr>
<td>EEX 2010</td>
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<tr>
<td>EEX 1600</td>
<td>3</td>
</tr>
<tr>
<td>Total Program Credits</td>
<td>63</td>
</tr>
</tbody>
</table>

### Suggested Electives:

- DEP 2004 SPA1613C SYG2010
- HSC2100 SPA1612C SPA2614C

* This course includes field experience. See course description for more information.

---

# Early Childhood Teacher (CDA/CDAE)

**Technical Certificate (CDA-CT)**

The CDA College Technical Certificate is a 12 college-credit program designed to prepare students as entry level early childhood teachers with the knowledge and skills necessary to design developmentally appropriate curriculum for young children and enable them to begin careers as early childhood education caregivers with a preschool specialization. Additionally, the courses can be transferred into appropriate technical certificates programs within Early Childhood or can be used in either the AS/AA Early Childhood degree programs.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>DEP 2001</td>
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<td>CHD 1104</td>
<td>3</td>
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<td>CHD 1332</td>
<td>3</td>
</tr>
<tr>
<td>Total Program Credits</td>
<td>12</td>
</tr>
</tbody>
</table>

# Early Childhood Teacher (Pre-K)

**Technical Certificate (PRE-K-CT)**

The Pre-K CT College Technical Certificate is a 12 college-credit program designed to provide students with the skills needed to design developmentally appropriate curriculum for young children and enable them to begin careers as early childhood education caregivers with a preschool specialization. Additionally, the courses can be transferred into appropriate technical certificates programs within Early Childhood or can be used in either the AS/AA Early Childhood degree programs.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEP 2001</td>
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<td>CHD 1104</td>
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<td>CHD 2380</td>
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<tr>
<td>CHD 1332</td>
<td>3</td>
</tr>
<tr>
<td>Total Program Credits</td>
<td>12</td>
</tr>
</tbody>
</table>

# Special Education (Instructional Services Technology)

**Associate in Science (CASE-AS)**

This two-year program is designed for students who plan to find employment immediately after completing the Associate in Science degree. Graduates may work in group settings or on a one-to-one basis to improve the quality of life skills of those who are physically, mentally, emotionally handicapped or health impaired. Graduates of the Special Education program may seek employment as paraprofessionals in public school settings, community agencies, or residential settings for children and adults.

## Job Placement Information

The percent of Special Education graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2002, 2003, and 2004 is 67%, 100%, and 100% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

### Foundation Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>3</td>
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<tr>
<td>———+</td>
<td></td>
</tr>
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<td>EN 1031</td>
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<td>DEP 2001+</td>
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<td>DEP 2001+</td>
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<td>———+</td>
<td></td>
</tr>
<tr>
<td>PCO 2202</td>
<td>3</td>
</tr>
</tbody>
</table>

* See General Education Course Requirements page for options

†† Meets Oral Communications Requirements

† Meets Computer Competence Requirement

**Florida CDA Equivalency Certificate**

**Florida CDA Equivalency Certificate**

**Suggested Electives:**

- DEP 2004 SPA1613C SYG2010
- HSC2100 SPA1612C SPA2614C

†† Meets Oral Communications Requirements

**Florida CDA Equivalency Certificate**

**Suggested Electives:**

- DEP 2004 SPA1613C SYG2010
- HSC2100 SPA1612C SPA2614C

†† Meets Oral Communications Requirements

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* See General Education Course Requirements page for options

†† Meets Oral Communications Requirements
INTERMEDIATE COURSES

DEP 2001+ Child Development 3
DEP 2004 Human Growth and Development 3
EDG 2701++ Teaching Diverse Populations 3
EME 2040† Introduction to Educational Technology 3
HSC 2402 Managing Medical Emergencies 3
SLS 1353†† Generations at Work 3
PCO 2202 The Helping Relationship 3
__ ____+++Electives (See Suggested Electives) 12

ADVANCED COURSES

EEX 2010++ Introduction to Exceptional Children 3
EEX 1600 Behavior Management 3
EEX 2080** Teaching Special Needs Learners 3
EEX 2260C++ Special Education Practicum 3
Total Program Credits 63

+++SUGGESTED ELECTIVES:

CHD1332 CHD2440C SPA1612C SYG2010
CHD1800 HSC2100 SPA1613C
CHD2380 LIT2933W SPA2614C
+ Florida CDA Equivalency Certificate
++ This course includes field experience. See the course description for more information.

ELECTRONICS ENGINEERING PROGRAMS

Department Head: Mr. Robert Pierce 484-1947
rpierec@pjc.edu
Program Contact: Mr. Larry Ball 484-2577
lball@pjc.edu
Primary Faculty: Mr. Harold Martin

We strongly encourage that you contact the Engineering Technology Department for assistance in planning your program of study.

ELECTRONICS ENGINEERING TECHNOLOGY

Associate in Applied Science (ELEC-AAS)

The Electronics Engineering Technology Program is designed to provide students with the fundamentals of electronics that will prepare them as technicians in a variety of fields including computer technology, networking, instrumentation, telecommunications, and biomedical. Selected specialty courses are available to provide detailed instruction in these technical areas. The student must complete the general education courses specified and all the core courses for electronics. The additional twenty-three hours are to be selected from emphasis electives included in the program listing.

JOB PLACEMENT INFORMATION

The percent of Electronics Engineering Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement ent for the years 2002, 2003, and 2004 is 93%, 100%, and 100% respectively. For additional information about job opportunities in this field, contact the appropriate department of the Student Job Services Office.

GENERAL EDUCATION COURSES

(Students may take these courses at any time during their program of study.)

__ ____* Communications (Category I) 3
__ ____* Humanities/Fine Arts (Category II) 3
__ ____* Social/Behavioral Sciences (Category III) 3
MAC 1105 College Algebra (Category IV) 3
__ ____* General (Category V) 3

FOUNDATION COURSES

CET 1462C†† Introduction to Computers in Technology 3
EET 1015C** Direct Current Circuits 3
CET 1112C** Digital Fundamentals 3
CET 2100C** Electronics for Technology 3
EET 1025C** Alternating Current Circuits 3

INTERMEDIATE COURSES

EET 1141C** Electronic Devices and Integrated Circuits I 3
__ ____++ Programming Language 3

ADVANCED COURSES

EET 2142C** Linear Circuits 3
CET 2113C** Digital Circuits 3
EET 2326C** Communications Electronics Systems 4
__ ____++ Emphasis Courses 23
Total Program Credits 68

++EMPHASIS COURSES:

CISCO CERTIFIED NETWORKING ASSOCIATE (C.C.N.A.)

EMPHASIS:

CET 1600C** Networking Fundamentals 3
CET 1610C** Router Theory and Router Technologies 3
CET 2615C** Advanced Routing and Switching 3
CET 2620C** Advanced Network Design and Management Projects 3

CISCO CERTIFIED DESIGN ASSOCIATE (C.C.D.A.) EMPHASIS:

CET 2625C** Designing Cisco Networks 3

CARLING TELECOMMUNICATIONS EMPHASIS:

CET 1634C Telecommunications Distribution Systems 3

COMPUTER EMPHASIS:

CET 1171C** PC Hardware A+ 3
CET 1173C** PC Operating Systems A+ 3
CET 2172C** PC Maintenance, Upgrade and Support 3

BIOMEDICAL EMPHASIS:

BSC 1080 Essentials of Anatomy and Physiology 3
BSC 1080L Essentials of Anatomy and Physiology Laboratory 1
EST 2406** Biomedical Equipment 4

MANUFACTURING EMPHASIS:

EGS 1111 Engineering Graphics 3
ETI 2414C** Computer-Aided Manufacturing 3
ETI 2416C Mechanical Devices and Systems 3

GENERAL EMPHASIS:

EGS 1111 Engineering Graphics 3
EST 2112C** Industrial Electronics 3
EST 2542C** Programmable Logic Controller Fundamentals 3
ETD 2320** Computer Drafting 3
ETM 2315** Hydraulics and Pneumatics 4
EET 2949 Electronic Technology Co-op 3

EMERGENCY MEDICAL PROGRAMS

Department Head: Ms. Sandra Hartley 484-2301
shartley@pjc.edu
Program Contact: Mr. James Sellers 484-2225
jsellers@pjc.edu

We strongly encourage you to contact the Dental and Emergency Services Department for assistance in planning your program of study.
EMERGENCY MEDICAL SERVICES

Associate in Applied Science (EMS-AAS)

This program provides an added dimension in advanced emergency skills judgment and emergency services management. The Emergency Medical Services (EMS/AAS) degree and the paramedic program are accredited by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

SPECIAL ADMISSIONS REQUIREMENTS

Admission to this program is limited by special accreditation requirements and/or the availability of clinical assignments; therefore, students seeking admission to the program must complete application to both the college and the program. See the website at www.pjc.edu, click on the Warrington campus, then the Emergency Medical Services program for specific details.

All application requirements must be completed by the established deadlines before a student will be considered eligible for admission to this program.

All applicants must provide a front/back copy of a current American Heart Association Healthcare Provider Basic Life Support Card or an American Red Cross CPR for the Professional Rescuer Basic Life Support Card with their initial application along with all other listed requirements.

Minimum requirements for eligibility to the program include high school diploma or GED, satisfactory scores on diagnostic tests in reading and computation skills. Applicants are considered eligible for the applicant pool when they have minimum scores on the reading, academic aptitude, and science knowledge portions of the Revised PSB Health Occupations Aptitude Examination. Admission to this program is based upon receipt date of completed application requirements. Once a particular class is full, the remaining qualified applicants are automatically listed as alternates for that class. If the applicant is not seated/shed is offered admission in the next available class.

Final admission to the program is contingent upon submission of satisfactory physical examination/immunization forms.

JOB PLACEMENT INFORMATION

The percent of Emergency Medical Services graduates who have been reported as satisfying state and federal definitions of in-field job opportunities for the years 2002, 2003, and 2004 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

TERM I

<table>
<thead>
<tr>
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<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>BSC 1093</td>
<td>Anatomy and Physiology I (Category V)</td>
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<tr>
<td>BSC 1093L</td>
<td>Anatomy and Physiology I Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>EMS 1511C</td>
<td>Emergency Medical Technician I</td>
<td>2</td>
</tr>
<tr>
<td>EMS 1152C**</td>
<td>Emergency Medical Technician II</td>
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<tr>
<td>EMS 1016</td>
<td>Allied Health Practicum</td>
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<tr>
<td>HSC 1592</td>
<td>AIDS/OSHA for Health Professionals</td>
<td>1</td>
</tr>
<tr>
<td>EMS 1355</td>
<td>Emergency Vehicle Operations or EMS 1931C** Special Topics in Emergency Medicine</td>
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<tr>
<td>EMS 1153C**</td>
<td>Emergency Medical Technician III</td>
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TERM II

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<tr>
<td>BSC 1094</td>
<td>Anatomy and Physiology II</td>
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<tr>
<td>BSC 1094L</td>
<td>Anatomy and Physiology II Laboratory</td>
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<tr>
<td>___ ___* Communications (Category I)</td>
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<tr>
<td>___ ___* Humanities/Fine Arts (Category II)</td>
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<tr>
<td>___ ___* Natural Sciences/Mathematics (Category IV)</td>
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TERM III

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<td>EMS 2680C**</td>
<td>Behavioral Emergencies</td>
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</tr>
<tr>
<td>EMS 2633C**</td>
<td>Respiratory Emergencies</td>
<td>2</td>
</tr>
<tr>
<td>HSC 1010</td>
<td>Critical Thinking Skills for Health Care Provider</td>
<td>2</td>
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</tbody>
</table>

* See General Education Course Requirements page for options
** The course has pre- or co-requisites, check Course Descriptions Section

Total Program Credits: 73

EMERGENCY MEDICAL TECHNICIAN

Applied Technical Diploma (EMT-ATD)

The program is designed to provide an opportunity for persons interested in pre-hospital emergency care to become skilled in basic emergency care to save lives and reduce injury. The Florida Department of Health Bureau of EMS, has approved PJC as a training center for EMT and paramedic. Graduates are eligible to take the State EMT Certification examination. Application packets are available from the Admissions Specialist, Health Programs Office on the Warrington Campus or on the PJC website at www.pjc.edu, click on Warrington Campus, then Emergency Medical Technician program for specific details.

All application requirements must be completed by the established deadlines before a student will be considered eligible for admission to this program.

Minimum requirements for eligibility to the program include high school diploma or GED.

Admission is competitive among eligible applicants. Applicants who have submitted the application packet and met the minimum criteria for entrance into the program will be placed in the class according to when the applicant’s completed packet is received. Each class is limited to eighteen students. All Applicants to the EMT program must provide a current, valid CPR (basic Life Support for healthcare provider or professional rescuer) course completion card at the time of application. Acceptable cards include American Heart Association, American Red Cross, and American Safety and Health Institute. This completion card must remain current throughout the program, once the applicant has been accepted. For questions regarding this requirement, please email the program director. Once the current class is filled, the applicants will be placed in the next available class. Final admission to the program is contingent upon submission of satisfactory physical examination/immunization forms.

JOB PLACEMENT INFORMATION

The percent of Emergency Medical Technician graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2002, 2003, and 2004 is 98%, 96%, and 92% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EMS 1151C</td>
<td>Emergency Medical Technician I</td>
<td>3</td>
</tr>
<tr>
<td>EMS 1152C**</td>
<td>Emergency Medical Technician II</td>
<td>4</td>
</tr>
<tr>
<td>HSC 1592</td>
<td>AIDS/OSHA for Health Professionals</td>
<td>1</td>
</tr>
<tr>
<td>EMS 1335</td>
<td>Emergency Vehicle Operations or EMS 1941C** Special Topics in Emergency Medicine</td>
<td>1</td>
</tr>
<tr>
<td>EMS 1153C**</td>
<td>Emergency Medical Technician III</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Program Credits: 11

†† Meets Oral Communications Requirements
PARAMEDIC
Technical Certificate (PARAM-CT)

The one-year certificate program is designed to provide those responsible for pre-hospital emergency care the opportunity to become skilled in advanced life support measures. The Emergency Medical Services (EMS/AAS) degree and the paramedic program are accredited by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

SPECIAL ADMISSION REQUIREMENTS

Admission to this program is limited by special accreditation requirements and/or the availability of clinical assignments; therefore, students seeking admission to the program must complete application to both the college and the program. Application packets are available from the Health Admissions Office on the Warrington campus or the PJC website at www.pjc.edu, click on Warrington Campus, then the Paramedic program for specific details.

All application requirements must be completed by the established deadlines before a student will be considered eligible for admission to this program.

Minimum requirements for eligibility to the program include high school diploma or GED, satisfactory scores on diagnostic tests in reading and computation skills, documentation of current Florida EMT Certification and a current American Heart or American Red Cross BLS for Health Care Card.

Admission to this program is based upon receipt date of completed application requirements. Once a particular class is full, the remaining qualified applicants are automatically listed as alternates for that class. If the applicant is not seated he/she is offered admission in the next available class.

JOB PLACEMENT INFORMATION

The percent of Paramedic graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2002, 2003, and 2004 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

TERMINAL I

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>EMS 2650**</td>
<td>Paramedic Field/Clinical Experience I</td>
<td>3</td>
</tr>
<tr>
<td>EMS 1612**</td>
<td>Cardiovascular Emergencies</td>
<td>3</td>
</tr>
<tr>
<td>EMS 2555**</td>
<td>Paramedic Field/Clinical Experience II</td>
<td>3</td>
</tr>
<tr>
<td>EMS 1654**</td>
<td>Paramedic Field/Clinical Experience</td>
<td>3</td>
</tr>
<tr>
<td>EMS 1601**</td>
<td>Introduction to Advanced Prehospital Care</td>
<td>2</td>
</tr>
<tr>
<td>EMS 2627**</td>
<td>Medical Emergencies</td>
<td>4</td>
</tr>
<tr>
<td>EMS 2613**</td>
<td>Patient Assessment</td>
<td>2</td>
</tr>
<tr>
<td>EMS 2612**</td>
<td>Airway Management and Ventilation</td>
<td>3</td>
</tr>
<tr>
<td>EMS 2633**</td>
<td>Respiratory Emergencies</td>
<td>2</td>
</tr>
<tr>
<td>EMS 2680**</td>
<td>Behavioral Emergencies</td>
<td>1</td>
</tr>
<tr>
<td>EMS 2010C</td>
<td>Pre-hospital Essentials of Anatomy, Physiology,</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>and Pathophysiology</td>
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<tr>
<td>EMS 2659**</td>
<td>Advanced Cardiovascular Life Support</td>
<td>1</td>
</tr>
<tr>
<td>EMS 2628**</td>
<td>OB/GYN/Neonatal/Pediatric Emergencies</td>
<td>3</td>
</tr>
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</table>

Total Program Credits 42

FIRE SCIENCE PROGRAMS

Department Head: Ms. Sandra Hartley 484-2301
Program Contact: Richard Henderson rhenderson@pjc.edu
Capt. Gil Birgel gbirgel@pjc.edu

We strongly encourage you to contact the Dental and Emergency Services Department for assistance in planning your program of study.

FIRE SCIENCE TECHNOLOGY
Associate in Applied Science (FIRE-AAS)

The Fire Science Technology program is open to all students who wish to gain the understanding necessary for entry into the field of fire science. It is also designed to increase the level of competency of in-service officers and to help prepare them for promotions. Students desiring a career in Fire Science should visit the Dental and Emergency Services Department and discuss with the department head or full-time faculty members their interests and career goals in order that they may select the proper courses.

Prior to enrollment, students should review employment entrance requirements of local, state and federal agencies.

JOB PLACEMENT INFORMATION

The percent of Fire Science Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2002, 2003, and 2004 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>FFP 2780</td>
<td>Fire Department Administration</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>English Composition I (Category I)</td>
<td>3</td>
</tr>
<tr>
<td>___ *</td>
<td>Humanities/Fine Arts (Category II)</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1105</td>
<td>College Algebra (Category IV)</td>
<td>3</td>
</tr>
<tr>
<td>___ *</td>
<td>Social/Behavioral Sciences (Category III)</td>
<td>3</td>
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</tbody>
</table>

INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>FFP 1120</td>
<td>Fire Service Building Construction</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1505</td>
<td>Fire Prevention Practices</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2301</td>
<td>Fire Service Hydraulics</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2302**</td>
<td>Fire Apparatus Operations</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1810</td>
<td>Fire Fighting Tactics and Strategy I</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2540</td>
<td>Private Fire Protection Systems</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2401</td>
<td>Hazardous Materials I</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2741†</td>
<td>Fire Service Course Design</td>
<td>5</td>
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Electives (FFP, EMS) 5

ADVANCED COURSES

<table>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>FFP 2740††</td>
<td>Fire Service Course Delivery (Category V)</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2541**</td>
<td>Private Fire Protection Systems II</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2111</td>
<td>Fire Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2811**</td>
<td>Fire Fighting Tactics and Strategy II</td>
<td>5</td>
</tr>
<tr>
<td>FFP 2402**</td>
<td>Hazardous Materials II</td>
<td>3</td>
</tr>
<tr>
<td>___</td>
<td>Electives (FFP, EMS)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Program Credits 60

Emphasis courses provide information on obtaining various certifications from the Bureau of Fire Standards.

FIRE SAFETY INSPECTOR I EMPHASIS:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>FFP 1120</td>
<td>Fire Service: Building Construction</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1505</td>
<td>Fire Prevention Practices</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2510</td>
<td>Codes and Standards</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2521</td>
<td>Techniques for Reading Blue Prints and Plans</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2540</td>
<td>Private Fire Protection Systems</td>
<td>3</td>
</tr>
</tbody>
</table>
**State of Florida Fire Fighter Certification** is nationally recognized. It enables the student to become a certified fire fighter within the State of Florida. The firefighters examination, both practical and written, will allow the firefighter to qualify for employment. Pensacola Junior College offers a Career and Technical Certificate (FIRE-VC) in Fire Fighting. The percent of Fire Fighting graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2002, 2003, and 2004 is 75%, 100%, and 100% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office. Successful completion of this program and passing of the state fire fighters examination, both practical and written, will allow the student to become a certified fire fighter within the State of Florida. State of Florida Fire Fighter Certification is nationally recognized.

### Job Placement Information

The percent of Fire Fighting graduates who have been reported as satisfying state and federal definitions of in-field job placement for the year 2002, 2003, and 2004 is 100%, 100%, and 94% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office. Successful completion of this program and passing of the state fire fighters examination, both practical and written, will allow the student to become a certified fire fighter within the State of Florida. State of Florida Fire Fighter Certification is nationally recognized.

### Fire Fighter - Career and Technical Certificate (FIRE-VC)

The Fire Fighter course is 450 clock hours, approximately half of which are classroom instruction and half practical (hands-on) exercises. Topics include: fire behavior, hazardous materials, fire control, hoses, ladders, rescue and extrication, forcible entry, ventilation, and live burns. Because of the physical demand of the career, satisfactorily passing a physical assessment test is required for entrance into the program.

A copy of the physical assessment requirements may be obtained from the Dental and Emergency Services Department office. It is recommended that the student join a volunteer department; this will enable the student to have a better understanding of the terminology of the fire service. Successful completion of this program and passing of the state fire fighters examination, both practical and written, will allow the student to become a certified fire fighter within the State of Florida. State of Florida Fire Fighter Certification is nationally recognized.

### Job Placement Information

The percent of Fire Fighting graduates who have been reported as satisfying state and federal definitions of in-field job placement for the year 2002, 2003, and 2004 is 75%, 100%, and 100% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

### Required Courses

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<th>Course Title</th>
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<tr>
<td>FFP 2111</td>
<td>Fire Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2610</td>
<td>Fire Investigation: Cause and Origin</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2793</td>
<td>Fire and Life Safety Educator I</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2706</td>
<td>Public Information Officer</td>
<td>3</td>
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<tr>
<td>FFP 1120</td>
<td>Fire Service: Building Construction</td>
<td>3</td>
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<tr>
<td>FFP 2111</td>
<td>Fire Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2540</td>
<td>Private Fire Protection Systems I</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2610</td>
<td>Fire Investigation: Cause and Origin</td>
<td>3</td>
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<tr>
<td>FFP 2301</td>
<td>Fire Service Hydraulic</td>
<td>3</td>
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<tr>
<td>FFP 2302**</td>
<td>Fire Apparatus Operations</td>
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<tr>
<td>FFP 2111</td>
<td>Fire Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2401</td>
<td>Hazardous Materials I</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2402**</td>
<td>Hazardous Materials II</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1120</td>
<td>Fire Service: Building Construction</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1505</td>
<td>Fire Prevention Practices</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1810</td>
<td>Fire Fighting Tactics and Strategy I</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2720</td>
<td>Company Officer Leader</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2740</td>
<td>Fire Service Course Delivery</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2811**</td>
<td>Fire Fighting Tactics and Strategy II</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2740</td>
<td>Fire Service Course Delivery</td>
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</tr>
<tr>
<td>(Requires 6 years in fire service experience and an examination.)</td>
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<tr>
<td>FFP 2740</td>
<td>Fire Service Course Design</td>
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<tr>
<td>FFP 2741**</td>
<td>Fire Service Course Design or Equivalent</td>
<td>3</td>
</tr>
<tr>
<td>(Requires 6 years in fire service experience, 2 year degree and examination.)</td>
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<td></td>
</tr>
<tr>
<td>FFP 2740</td>
<td>Fire Service Course Delivery</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2741**</td>
<td>Fire Service Course Design or Equivalent</td>
<td>3</td>
</tr>
<tr>
<td>(Requires 6 years in the fire service, 4 year degree and no examination, but your credentials must be submitted for review and approval.)</td>
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### Foundation Courses Credits

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<tr>
<td>MAT 1033</td>
<td>Intermediate Algebra (Category IV)</td>
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<tr>
<td>BOT 1010</td>
<td>General Botany (Category V)</td>
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<tr>
<td>BOT 1010L</td>
<td>General Botany Laboratory</td>
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<tr>
<td>ENC 1101</td>
<td>English Composition I (Category I)</td>
<td>3</td>
</tr>
<tr>
<td>FOR 1003</td>
<td>Introduction to Forestry</td>
<td>2</td>
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<tr>
<td>CGS 1570†</td>
<td>Computer Concepts and Applications</td>
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### Intermediate Courses Credits

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<td>Ecology</td>
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<tr>
<td>EVS 1002L</td>
<td>Ecology Laboratory</td>
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<tr>
<td>--- **</td>
<td>Humanities/Fine Arts (Category II)</td>
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<tr>
<td>FOR 1433†</td>
<td>Social/Behavioral Sciences (Category III)</td>
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<td>FOR 1120**</td>
<td>Dendrology</td>
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<td>FOR 1120L**</td>
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<tr>
<td>FOR 2720**</td>
<td>Equipment Operation, Safety and Maintenance</td>
<td>3</td>
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<tr>
<td>FOR 2720L**</td>
<td>Equipment Operation,</td>
<td>3</td>
</tr>
<tr>
<td>SOS 2006</td>
<td>Introduction to Soil Science</td>
<td>4</td>
</tr>
</tbody>
</table>

### Advanced Courses Credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOR 1163**</td>
<td>Silviculture</td>
<td>3</td>
</tr>
<tr>
<td>FOR 1163L**</td>
<td>Silviculture Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>FOR 2450</td>
<td>Forest Measurements</td>
<td>3</td>
</tr>
<tr>
<td>FOR 2451**</td>
<td>Timber Cruising</td>
<td>3</td>
</tr>
<tr>
<td>FOR 2462</td>
<td>Forest Surveying</td>
<td>3</td>
</tr>
<tr>
<td>FOR 2931††</td>
<td>Forest Seminar</td>
<td>1</td>
</tr>
<tr>
<td>--- **</td>
<td>Emphasis Courses</td>
<td>9</td>
</tr>
</tbody>
</table>

**Total Program Credits: 62**

* See General Education Course Requirements page for options

** The course has pre- or co-requisites, check Course Descriptions Section

---

**FOREST TECHNOLOGY PROGRAM**

Department Head: Mr. James Brady 484-1168

Program Contact: Dr. Conrad Brewer 484-4432

cbrewer@pjc.edu

We strongly encourage you to contact the Biological Sciences Department for assistance in planning your program of study.

**FOREST TECHNOLOGY**

Associate in Applied Science (TREE-AAS, WOOD-AAS)

This program of study prepares students for careers as forest technicians by providing hands-on training and an understanding of the many disciplines of forestry. Instruction by working foresters, field experience and exposure to the forest industry will prepare students to seek employment with forest industries, state and federal agencies and forestry consultants. Students may choose from two areas of specialization, Forest Management and Wood Procurement.

A one-week long field experience at Blackwater River State Forest is required during the summer term.

### Job Placement Information

The percent of Forest Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2002, 2003, and 2004 is 75%, 100%, and 100% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

**Foundation Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>FOR 1003</td>
<td>Introduction to Forestry</td>
<td>2</td>
</tr>
<tr>
<td>FOR 1004†</td>
<td>Introduction to Soil Science</td>
<td>2</td>
</tr>
<tr>
<td>FOR 1120L**</td>
<td>Silviculture Laboratory</td>
<td>3</td>
</tr>
<tr>
<td>FOR 1163**</td>
<td>Silviculture Laboratory</td>
<td>3</td>
</tr>
<tr>
<td>FOR 2450</td>
<td>Forest Measurements</td>
<td>3</td>
</tr>
<tr>
<td>FOR 2451**</td>
<td>Timber Cruising</td>
<td>3</td>
</tr>
<tr>
<td>FOR 2462</td>
<td>Forest Surveying</td>
<td>3</td>
</tr>
<tr>
<td>FOR 2931††</td>
<td>Forest Seminar</td>
<td>1</td>
</tr>
<tr>
<td>--- **</td>
<td>Emphasis Courses</td>
<td>9</td>
</tr>
</tbody>
</table>

**Total Program Credits: 15**

* Students who have satisfactory TABE test scores are not required to take these courses.

---

**Foundation Courses Credits**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 1033</td>
<td>Intermediate Algebra (Category IV)</td>
<td>3</td>
</tr>
<tr>
<td>BOT 1010</td>
<td>General Botany (Category V)</td>
<td>3</td>
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<tr>
<td>BOT 1010L</td>
<td>General Botany Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>English Composition I (Category I)</td>
<td>3</td>
</tr>
<tr>
<td>FOR 1003†</td>
<td>Introduction to Forestry</td>
<td>2</td>
</tr>
<tr>
<td>CGS 1570†</td>
<td>Computer Concepts and Applications</td>
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</table>

**Intermediate Courses Credits**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>EVS 1002†</td>
<td>Ecology</td>
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<td>EVS 1002L</td>
<td>Ecology Laboratory</td>
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<tr>
<td>--- **</td>
<td>Humanities/Fine Arts (Category II)</td>
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<tr>
<td>FOR 1433†</td>
<td>Social/Behavioral Sciences (Category III)</td>
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<tr>
<td>FOR 1120**</td>
<td>Dendrology</td>
<td>3</td>
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<tr>
<td>FOR 1120L**</td>
<td>Dendrology Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>FOR 2720**</td>
<td>Equipment Operation, Safety and Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>FOR 2720L**</td>
<td>Equipment Operation,</td>
<td>3</td>
</tr>
<tr>
<td>SOS 2006†</td>
<td>Introduction to Soil Science</td>
<td>4</td>
</tr>
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**Advanced Courses Credits**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>FOR 1163**</td>
<td>Silviculture</td>
<td>3</td>
</tr>
<tr>
<td>FOR 1163L**</td>
<td>Silviculture Laboratory</td>
<td>1</td>
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<td>FOR 2450</td>
<td>Forest Measurements</td>
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<tr>
<td>FOR 2462</td>
<td>Forest Surveying</td>
<td>3</td>
</tr>
<tr>
<td>FOR 2931††</td>
<td>Forest Seminar</td>
<td>1</td>
</tr>
<tr>
<td>--- **</td>
<td>Emphasis Courses</td>
<td>9</td>
</tr>
</tbody>
</table>

**Total Program Credits: 62**

† Meets Computer Competence Requirement

†† Meets Oral Communications Requirement
FOREST MANAGEMENT EMPHASIS
FOR 2210** Forest Fire Use and Control 3
FOR 2210L** Forest Fire Use and Control Laboratory 1
FOR 2211 Forest Insects and Disease 3

Select a minimum of one of the following:
FOR 2620 Forest Management 3
FOR 1661 Recreation Management 3
WIS 2600 Wildlife Management in Forestry 3

WOOD PROCUREMENT EMPHASIS
FOR 1540 Timber Harvesting 3
FOR 2454** Timber Inventory 3
FOR 2752** Timber Procurement 3

---

** Graphic Design Program

Department Head: Mr. Krist Lien 484-2554
cliem@pjc.edu

Primary Faculty: Mr. Mark Hopkins
Ms. Patricia Reppenhagen
Mr. Spiros Zachos
Mr. William Clover

drsbannow@pjc.edu

We strongly encourage you to contact the Visual Arts Department for assistance in planning your program of study.

---

** Graphic Design Technology (GRPH-AAS)

A two-year program that prepares students for careers in graphic design upon graduation, or acts as a transfer degree for persons wishing to continue their education toward an advanced degree at a professional art school. Additional general education course work may be required for transfer to a four-year college. Contact the four-year school for information.

Courses cover practical and theoretical problems of visual communication from the inception of an idea to its final presentation to the printer or client. Concepts and execution are covered with strong emphasis on computer assistance, drawing skills, and technical developments in the field. Some professional internships are available for advanced students.

---

** Job Placement Information

The percent of Graphic Design Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2002, 2003, and 2004 is 100%, 92%, and 88% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

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** Foundation Courses

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ART 1201C Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 1300C Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2151C Computer Graphics I</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101 English Composition I (Category I)</td>
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<tr>
<td>ARH 1050 Art History I (Category II)</td>
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<tr>
<td>ARH 1051 Art History II (Category V)</td>
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</table>

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** Intermediate Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1301C Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2152C Computer Graphics II</td>
<td>3</td>
</tr>
<tr>
<td>PGY 2401C Photography I</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1006C Basic Speaking and Listening Skills</td>
<td>1</td>
</tr>
<tr>
<td>GRA 2210C Electronic Prepress</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2206C Typography</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2190C Graphic Design I</td>
<td>3</td>
</tr>
</tbody>
</table>

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** Advanced Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 2602C Digital Imaging</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2746C Illustration</td>
<td>3</td>
</tr>
<tr>
<td>ART 2905 Portfolio</td>
<td>3</td>
</tr>
<tr>
<td>PGY 2220C Commercial Photography</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2191C Graphic Design II</td>
<td>3</td>
</tr>
</tbody>
</table>

---

** Total Program Credits

64

---

** Health Information Management

Department Head: Dr. Steve Bannow 484-2321
sbannow@pjc.edu

Program Contact: Ms. Donna Shumway 484-2213
dshumway@pjc.edu

We strongly encourage you to contact the Allied Health Programs Admissions Office at the Warrington Campus. Applications must be returned to this office.

---

** Job Placement Information

The percent of Health Information Management graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2002, 2003, and 2004 is 89%, 86%, and 90% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

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** Term I, Fall

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>HSA 1101C Survey of Health Services</td>
<td>3</td>
</tr>
<tr>
<td>HSA 1106* Communications (Category I)</td>
<td>3</td>
</tr>
<tr>
<td>HIM 1000C Introduction to Health Information Management</td>
<td>3</td>
</tr>
<tr>
<td>HSC 1531 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>BSC 1080 Essentials of Anatomy and Physiology (Category V)</td>
<td>3</td>
</tr>
<tr>
<td>BSC 1080L Essentials of Anatomy and Physiology Laboratory</td>
<td>1</td>
</tr>
</tbody>
</table>

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** Term II, Spring

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSC 2550** Pathophysiology</td>
<td>4</td>
</tr>
<tr>
<td>SPC 1006C Basic Speaking/Listening</td>
<td>1</td>
</tr>
<tr>
<td>HIM 2400C Health Information Management in Alternative Settings</td>
<td>2</td>
</tr>
<tr>
<td>CGS 1570* Computer Concepts and Applications</td>
<td>3</td>
</tr>
<tr>
<td>----- --- Math (Category IV)</td>
<td>3</td>
</tr>
</tbody>
</table>
**MEDICAL INFORMATION CODER/BILLER**

**Technical Certificate (HIM-CT)**

The Medical Information Coder/Biller program provides the student with the technical skills necessary to code medical diagnosis, procedures and services provided for reimbursement in a wide variety of settings including hospital outpatient, ambulatory surgery centers, clinics and physicians offices. Upon completion of the program the student will be eligible to sit for the national credentialing examination for the Certified Coding Assistant (CCA) credential offered through the American Health Information Management Association (AHIMA). Upon completion of the program students will have the option to progress towards a two-year Associate in Applied Science (AAS) degree in Health Information Management to become a Registered Health Information Technician (RHIT).

Students enrolled in the Medical Information Coder/Biller Applied Certificate program must provide documentation of a CPR Health Care Provider Card and/or certificate or letter stating attendance in an AIDS/OSHA/Domestic Violence Workshop or course to the HIM program director or Arts and Sciences Department Head located at the Warrington Campus.

**SPECIAL REQUIREMENTS**

Persons interested in the program should contact the Health Programs Admission office at the Warrington campus. Applications must be returned to this office.

**JOB PLACEMENT INFORMATION**

As a new program no placement information is available.

<table>
<thead>
<tr>
<th>TERM IIIA, IIIIB, SUMMER</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FOUNDATION COURSES</strong></td>
<td></td>
</tr>
<tr>
<td>___ ___* Humanities/Fine Arts (Category II)</td>
<td>3</td>
</tr>
<tr>
<td>___ ___* Communications (Category I)</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1310 Applied Mathematics or higher (Category IV)</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2023 Economics II (Category III)</td>
<td>3</td>
</tr>
<tr>
<td>SLS 1353†† Generations at Work (Category V)</td>
<td>3</td>
</tr>
<tr>
<td>COM 2100** Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>GGS 1570† Computer Concepts and Applications</td>
<td>3</td>
</tr>
<tr>
<td><strong>INTERMEDIATE COURSES</strong></td>
<td></td>
</tr>
<tr>
<td>HSC 1531 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>BSC 1080 Essentials of Anatomy and Physiology</td>
<td>3</td>
</tr>
<tr>
<td>BSC 1080L Essentials of Anatomy and Physiology Lab</td>
<td>1</td>
</tr>
<tr>
<td>HSA 1101C Survey of Health Services</td>
<td>3</td>
</tr>
<tr>
<td><strong>ADVANCED COURSES</strong></td>
<td></td>
</tr>
<tr>
<td>OMT 2550** Pathobiology</td>
<td>4</td>
</tr>
<tr>
<td>OMT 1464 Computerized Medical Office Systems</td>
<td>3</td>
</tr>
<tr>
<td>HSA 1712** Third-Party Reimbursement</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2021 Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>HSA 2500 Introduction to Risk Management</td>
<td>3</td>
</tr>
<tr>
<td>LI 1004 Introduction to Internet Research</td>
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</tr>
<tr>
<td><strong>TOTAL PROGRAM CREDITS</strong></td>
<td>62</td>
</tr>
</tbody>
</table>

* See General Education Course Requirements page for options

**HEALTH SERVICES MANAGEMENT**

**HEALTH SERVICES MANAGEMENT PROGRAM**

Department Head: Dr. Steve Bannow 484-2321
Program Contact: Ms. Donna Flynn 484-2223 dflynn@pjc.edu

We strongly encourage you to contact the Allied Health Department for assistance in planning your program of study.

**HEALTH SERVICES MANAGEMENT**

Associate in Applied Science (HSM-AAS)

Health Services Management graduates work in the administrative support areas of the health field. Positions include professional duties in hospitals, clinics, insurance companies, pharmaceutical firms, and doctor’s offices. Health Services Management professionals have little or no direct patient contact, but provide business and administrative services “behind the scenes” by managing insurance, payroll, patient admissions, billings, regulatory reports, marketing, auxiliary services and other similar administrative functions.

**JOB PLACEMENT INFORMATION**

The percent of Health Services Management graduates who have been reported as satisfying state and federal definitions of in-field job placement for the year 2002, 2003, and 2004 is 100%, 100%, and 33% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

**FOUNDATION COURSES**

<table>
<thead>
<tr>
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<tbody>
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**INTERMEDIATE COURSES**

<table>
<thead>
<tr>
<th>Credits</th>
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</thead>
<tbody>
<tr>
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<tr>
<td>3</td>
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</tbody>
</table>

**TOTAL PROGRAM CREDITS**

62
HEALTH UNIT COORDINATOR

Program

Department Head: Dr. Steve Bannow 484-2321
Program Contact: Mr. Jim Kite 484-2224

We strongly encourage you to contact the Allied Health Department for assistance in planning your program of study.

HEALTH UNIT COORDINATOR

Career and Technical Certificate (HUC-VC)

This six-month program prepares the Health Unit Coordinator student to work in the nursing unit under the direction and guidance of a designated nursing unit staff member. Duties include clerical tasks, receptionist activities, and transcription of physician’s orders. Learning takes place in the classroom and in supervised practical experiences in a local hospital setting.

Enrollment in this program may be limited by available clinical opportunities in this field, contact the appropriate department or the Student Job Services Office.

Required Courses Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WCL 0050C** Health Unit Coordinator Functions</td>
<td>8</td>
</tr>
<tr>
<td>HSC 0001C** Orientation to the Health Sciences</td>
<td>2</td>
</tr>
<tr>
<td>OTA 0101C Keyboarding</td>
<td>1</td>
</tr>
<tr>
<td>WCL 0055L** Health Unit Coordinator Clinical I</td>
<td>6</td>
</tr>
</tbody>
</table>

Total Program Credits 17

* Students who have satisfactory TABE test scores are not required to take these courses.

JOB PLACEMENT INFORMATION

The percent of Health Unit Coordinator graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2002, 2003, and 2004 is 100%, 100%, and 67% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

HOSPITALITY PROGRAMS

Department Head: Mr. Larry Gardner 484-1013
Program Contact: Mr. L. B. “Sandy” Southerland 484-1159

We strongly encourage you to contact the Professional Service Careers Department for assistance in selecting courses.

HOSPITALITY AND TOURISM MANAGEMENT

Associate in Science (HOTL-AS)

The Hospitality and Tourism Management Program prepares graduates for careers in the many varied areas of the hospitality/tourism industry. The program is designed for individuals wanting to enter or advance in a professional career in lodging, restaurants, tourism, travel, food service, catering, and beverage as well as many other management positions in the industry. Courses in the program prepare all students to work in any area of the hospitality industry. In addition, students select one from five emphasis areas, which allows them to gain additional management skills in a particular segment of the hospitality industry. The students completing the program will have gained knowledge and competencies in three areas: first in the management of people and other business resources; second in how to apply their administrative and management skills in any position in the industry; and third in skills related to one of the areas of emphasis.

Students may receive dual credits toward Diploma and/or professional certificates with appropriate courses in the program. For information and assistance in selecting courses, please contact the Hospitality and Tourism Management program coordinator.

This program as displayed below has a guaranteed statewide articulation of associate in science degree to baccalaureate degree in Hospitality Administration/Management Programs not accredited by AACSB. At the upper level, the student will be required to take 18 credit hours of General Education and 42 credit hours as identified by institutional requirements. The articulation may be found in the Statewide Articulation Manual. Students are encouraged to seek advising assistance from the department identified for additional information.

JOB PLACEMENT INFORMATION

The percent of Hospitality and Tourism Management graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2002, 2003, and 2004 is 100%, 50%, and 100% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

FOUNDATION COURSES Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1570†</td>
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<tr>
<td>ENC 1101</td>
<td>3</td>
</tr>
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<td>ENC 2211†</td>
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<tr>
<td>ENC 2840C**</td>
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<tr>
<td>ENC 2940C**</td>
<td>3</td>
</tr>
<tr>
<td>ENC 2941†</td>
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</table>

INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>ENC 1102</td>
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<td>ENC 2341†</td>
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<td>ENC 2451</td>
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<tr>
<td>ENC 2520</td>
<td>3</td>
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<td>ENC 2600†</td>
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<td>ENC 2841†</td>
<td>3</td>
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<td>ENC 2941†</td>
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ADVANCED COURSES

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<th>Credits</th>
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<td>ENC 2451</td>
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<td>ENC 2520</td>
<td>3</td>
</tr>
<tr>
<td>ENC 2600†</td>
<td>3</td>
</tr>
<tr>
<td>ENC 2841†</td>
<td>3</td>
</tr>
<tr>
<td>ENC 2941†</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Program Credits 64

* These courses have limited offerings. Students should check the course description in planning their course of study.
++ See Program Contact for approval of Hospitality Management elections.
## HOSPITALITY AND TOURISM MANAGEMENT

*Associate in Applied Science (HOTL-AAS)*

The Hospitality and Tourism Management Program prepares graduates for careers in the many varied areas of the hospitality/tourism industry. The program is designed for individuals wanting to enter or advance in a professional career in lodging, restaurants, tourism, travel, food service, catering, and beverage as well as many other management positions in the industry. Courses in the program prepare all students to work in any area of the hospitality industry. In addition, students select from one of four emphasis areas, which allows them to gain additional management skills in a particular segment of the hospitality industry. The students completing the program will have gained knowledge and competencies in three areas: first, in the management of people and other business resources; second, in how to apply their administrative and management skills in any position in the industry; and third, in skills related to one of the areas of emphasis.

Students may receive dual credits toward Diploma and/or professional certificates with appropriate courses in the program. For information and assistance in selecting courses, please contact the Hospitality and Tourism Management program coordinator.

### JOB PLACEMENT INFORMATION

The percent of Hospitality and Tourism Management graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2004 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

### FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1570†</td>
<td>Computer Concepts and Applications (Category V)</td>
<td>3</td>
</tr>
<tr>
<td>___*</td>
<td>Natural Sciences/Mathematics (Category IV)</td>
<td>3</td>
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<tr>
<td>___*</td>
<td>Social/Behavioral Sciences (Category III)</td>
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<tr>
<td>HFT 1000††</td>
<td>Introduction to the Hospitality Industry</td>
<td>3</td>
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<tr>
<td>FOS 2200</td>
<td>Food Service Sanitation</td>
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<tr>
<td>HFT 2020**</td>
<td>Food Service Sanitation HACCP</td>
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<tr>
<td>HFT 1313+</td>
<td>Hospitality Property Management</td>
<td>3</td>
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<tr>
<td>HFT 1410+</td>
<td>Hospitality Industry Accounting</td>
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<tr>
<td>HFT 1254</td>
<td>Lodging Operations</td>
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<tr>
<td>___++</td>
<td>Approved Hospitality Management Elective</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2941</td>
<td>Hospitality Management Internship</td>
<td>1</td>
</tr>
<tr>
<td>HFT 2947</td>
<td>Hospitality Management Co-op</td>
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### INTERMEDIATE COURSES

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<tr>
<td>___*</td>
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<td>___*</td>
<td>Humanities/Fine Arts (Category II)</td>
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<tr>
<td>FSS 2284C+</td>
<td>Catering, Banquet and Event Management</td>
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<tr>
<td>HFT 1860+</td>
<td>Bar and Beverage Management</td>
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<tr>
<td>FSS 1221C++</td>
<td>Introduction to Culinary Production</td>
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<tr>
<td>HFT 2850C+</td>
<td>Management of Dining</td>
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<td>___*</td>
<td>Dining Room Management Russian Service</td>
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<tr>
<td>FSS 1250C+</td>
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<tr>
<td>HFT 2841C++</td>
<td>Dining Room Management American Service</td>
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<td>___*</td>
<td>or</td>
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<tr>
<td>HFT 2840C++</td>
<td>Dining Room Management French Service</td>
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<tr>
<td>HFT 2211+</td>
<td>Hospitality Resource Management</td>
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<td>HFT 2500+</td>
<td>Marketing in the Hospitality Industry</td>
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### ADVANCED COURSES

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<tbody>
<tr>
<td>___*</td>
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<tr>
<td>HFT 2451</td>
<td>Cost Control and Purchasing</td>
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<td>HFT 2250</td>
<td>Lodging Systems and Procedures</td>
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<td>HFT 2600+</td>
<td>Concepts of Hospitality Law</td>
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<tr>
<td>HFT 1867+</td>
<td>Wine Technology and Merchandising</td>
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<tr>
<td>___*</td>
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</tr>
<tr>
<td>HFT 2941</td>
<td>Hospitality Management Internship</td>
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### Total Program Credits

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<tr>
<th>Credits</th>
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<tbody>
<tr>
<td>60</td>
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</table>

* See General Education Course Requirements page for options

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## INDUSTRIAL MANAGEMENT TECHNOLOGY

*Associate in Applied Science (IMT-AAS)*

This program is designed to prepare the student for initial employment as a superintendent, supervisor, foreman, coordinator, etc. or to provide supplemental management training for a person previously or currently employed in technology occupations.

### JOB PLACEMENT INFORMATION

The percent of Industrial Management Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2002, 2003, and 2004 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

### FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
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<tr>
<td>___*</td>
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<tr>
<td>___*</td>
<td>Humanities/Fine Arts (Category II)</td>
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<td>ECO 2013</td>
<td>Economics I (Category III)</td>
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<td>___*</td>
<td>Natural Sciences/Mathematics (Category IV)</td>
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<td>___*</td>
<td>General (Category V)</td>
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<tr>
<td>CET 1462C††</td>
<td>Introduction to Computers in Technology</td>
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<td>___+</td>
<td>Area Electives</td>
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### INTERMEDIATE COURSES

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<tr>
<td>ETI 1701W</td>
<td>Industrial Safety</td>
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<td>CGS 1584**</td>
<td>PowerPoint Presentations</td>
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### ADVANCED COURSES

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<tr>
<td>MAN 2021</td>
<td>Principles of Management</td>
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<td>COM 2100**</td>
<td>Business Communications</td>
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<tr>
<td>ENC 1210**</td>
<td>Technical Writing I</td>
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<td>GEB 2430</td>
<td>Business Ethics</td>
<td>3</td>
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<td>MAR 2011</td>
<td>Marketing</td>
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<td>___+</td>
<td>Area Electives</td>
<td>3-21</td>
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</table>

### Total Program Credits

<table>
<thead>
<tr>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>60</td>
</tr>
</tbody>
</table>
Academic Programs

+ Area Elective: Any college credit course from one of the following prefix areas. (Some may have prerequisites. Check the course descriptions.)

AER  BCN  CCJ  CET  CGS  CIS
CJT  COP  CTE  EET  EGS  EST
ETC  ETD  ETI  ETM  ETV  FFP
FIN  FSS  GEB  MAN  MNA  OST
SUR

INFORMATION TECHNOLOGY PROGRAMS

Department Head: Mr. Robert Pierce 484-1949
rpierce@pjc.edu
Mr. Jim Drennen 484-2592
jdrennen@pjc.edu

Primary Faculty: Mr. Larry Ball
Mr. Rowland Bussler
Mr. Rich Cacace
Mr. Lance Hall

We strongly encourage you to contact the Engineering Technology Department for assistance in planning your program of study.

COMPUTER INFORMATION ADMINISTRATION

Associate in Applied Science (CITA-AAS), (CIE-AAS), (CIS-AAS), (CIT-AAS)

The Computer Information Technology program prepares students by giving them a basic understanding of voice and data networks in their foundation courses. The four emphasis areas prepare students to design, install, and administer local area networks or to develop, install, maintain, and operate a full range of telecommunications systems. Typical job titles include system administrator, network engineer, network security specialist and telecommunications specialist. By special agreement with the University of West Florida, students with an AAS Degree can continue their studies in a Bachelor of Arts Degree program. If a student plans to do so, electives should be chosen carefully with the help of the department head. UWF will also require certain additional general education course work for transferees holding the AAS Degree.

JOB PLACEMENT INFORMATION

The percent of Networking Administrator graduates who have been reported as satisfying state and federal definitions of in-field job placement for the year 2002, 2003, and 2004 is 93%, 100%, and 100% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

GENERAL EDUCATION COURSES (15 credits required) Credits
(Students may take these courses at any time during their program of study.)

___ ___ ** Social/Behavioral Sciences (Category III) 3
___ ___ ** Communications (Category I) 3
___ ___ ** Mathematics Course (Category IV) 3
___ ___ ** Humanities/Fine Arts (Category II) 3
___ ___ ** General (Category V) 3

FOUNDATION COURSES

CET 1462C Introduction to Computers in Technology 3
CET 1634C Telecommunications Distribution Systems 3
CET 2100C** Electronics for Technology 3
CIS 2355 Foundations for Information System Security 3
MNA 1161 Customer Service 3
___ ___+ Emphasis Courses 3

Total Program Credits 63

+EMPHASIS COURSES:

NETWORK ADMINISTRATION EMPHASIS, CITA-A.A.S.:

(33 Credits Required)

GENERAL:

___ ___ ** Programming Language 3
CET 2481C* Wireless LANs 3
CGS 2760** Fundamentals of UNIX 3

COMPTIA CERTIFICATION:

CET 1171C* PC Hardware A+ 3
CET 1173C* PC Operating Systems A+ 3
CET 1485** Networking + 3

COMPUTER REPAIR:

CET 2172C* PC Maintenance, Upgrade and Support 3

MICROSOFT CERTIFIED SYSTEMS ADMINISTRATOR (M.C.S.A.):

CEN 1304** Windows Workstation 3
CEN 1320** Windows Server 3
CEN 2321** Administering Network Infrastructure 3
CEN 2323** Administering Active Directory 3

MICROSOFT CERTIFIED SYSTEMS ENGINEERING (M.C.S.E.):

CEN 2329** Administering Active Directory 3
CEN 2325** Designing Directory Services 3
CEN 2306** Microsoft Exchange Server 3

NETWORK ENGINEER EMPHASIS, CIE-A.A.S.:

(33 Credits Required)

GENERAL:

CET 1071 Introduction to Telecommunications 3
___ ___ ** Programming Language Course 3
CET 2481C* Wireless LANs 3
CGS 2760** Fundamentals of UNIX 3

COMPTIA A+ CERTIFICATION:

CET 1171C* PC Hardware A+ 3
CET 1173C* PC Operating Systems A+ 3

COMPUTER REPAIR:

CET 2172C* PC Maintenance, Upgrade and Support 3

CISCO CERTIFIED NETWORK ASSOCIATE (C.C.N.A.):

CET 1600C Networking Fundamentals 3
CET 1610C** Router Theory 3
CET 2615C** Advanced Routing and Switching 3
CET 2620C** Advanced Network Design and Management Projects 3

CISCO CERTIFIED DESIGN ASSOCIATE (C.C.D.A.):

CET 2625C** Designing Cisco Networks 3

CISCO CERTIFIED NETWORK PROFESSIONAL (C.C.N.P.):

CET 2626C** Building Scalable Cisco Networks (BSCN) 4
CET 2628C** Building Cisco Remote Access Networks (BCRAN) 4
CET 2627C** Building Cisco Multilayer Switching Networks (BCMSN) 4
CET 2629C** Cisco Internetwork Troubleshooting (CIT) 3

NETWORK SECURITY EMPHASIS, CIS-A.A.S.:

(33 Credits required)

GENERAL:

___ ___ ** Programming Language Course 3
CET 2481C* Wireless LANs 3
CGS 2760** Fundamentals of UNIX 3

COMPTIA A+ CERTIFICATION:

CET 1171C* PC Hardware A+ 3
CET 1173C* PC Operating Systems A+ 3

CISCO CERTIFIED NETWORK ASSOCIATE (C.C.N.A.):

CET 1600C Networking Fundamentals 3
CET 1610C** Router Theory 3
CET 2615C** Advanced Routing and Switching 3
CET 2620C** Advanced Network Design and Management Projects 3
Cabling Technician (Voice and Data Cabling)

Technical Certificate (CABLE-CT)

The Cable Installation technical certificate provides students with the practical skills necessary for employment as a cable installer, cable tester, cable technician, or to provide supplemental training to persons currently employed in the field. The program is composed of selected college-credit courses offered within the Telecommunications Technology Associate in Applied Science degree. If desired, successfully completed coursework within the technical certificate can be transferred into an appropriate AAS program. The program prepares the student with a basic knowledge of voice and data cabling and prepares them for BICSI Level I Certification.

This certificate assumes the student has a basic knowledge of computer operating systems, hardware and software.

These credits may be applied towards the Electronics Engineering Technology, Networking Services Technology, or the Telecommunications Engineering Technology A.A.S degree programs.

JOB PLACEMENT INFORMATION

As a new program job placement information is not available.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 1071 Introduction to Telecommunications</td>
<td>3</td>
</tr>
<tr>
<td>CET 1600C** Networking Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CET 1645C Telecommunications Distribution Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Program Credits: 12

Notes:
- The student must have a current CCNA certification or have completed the Cisco Networking Academy CCNA training within the past three years.
- * See General Education Course Requirements page for options
- ** The course has pre- or co-requisites, check Course Descriptions Section

Networking Communications (LAN)

Technical Certificate (LAN-CT)

Network Communications (LAN) program is an 18 college credit hour certificate designed to provide students with a basic knowledge of local area networks (LAN) and prepare them for the Cisco Certified Network Associate (CCNA) certification. These credits may be applied towards the Electronics Engineering Technology, Networking Services Technology, or the Telecommunications Engineering Technology A.A.S. degree programs.

JOB PLACEMENT INFORMATION

As a new program placement information is not available.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 2600C** Networking Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CET 1610C** Router Theory and Technologies</td>
<td>3</td>
</tr>
<tr>
<td>CET 1634C Telecommunications Distribution Systems</td>
<td>3</td>
</tr>
<tr>
<td>CET 2100C** Electronics for Computers and Telecommunications</td>
<td>3</td>
</tr>
<tr>
<td>CET 2615C** Advanced Routing and Switching</td>
<td>3</td>
</tr>
<tr>
<td>CET 2620C** Advanced Network Design and Management Projects</td>
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</tr>
</tbody>
</table>

Total Program Credits: 18

Notes:
- *This certificate assumes the student has a basic knowledge of computer operating systems, hardware, and software.
- †† Meets Oral Communications Requirements

Networking Communications (WAN)

Technical Certificate (WAN-CT)

Network Communications (WAN) program is an 18 college credit hour certificate designed to provide students with advanced knowledge of wide area networks (WAN) and prepare them for the Cisco Certified Network Professional (CCNP) certification. These credits may be applied towards the Electronics Engineering Technology, Networking Services Technology, or the Telecommunications Engineering Technology A.A.S. degree programs.

JOB PLACEMENT INFORMATION

As a new program placement information is not available.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CET 2625C** Designing Cisco Networks</td>
<td>3</td>
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<tr>
<td>CET 2626C** Building Scalable Cisco Networks</td>
<td>4</td>
</tr>
<tr>
<td>CET 2627C** Building Cisco ML Switching Networks</td>
<td>4</td>
</tr>
<tr>
<td>CET 2628C** Building Cisco Remote Access Networks</td>
<td>4</td>
</tr>
<tr>
<td>CET 2629C** Cisco Internetwork Troubleshooting</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Program Credits: 18

Notes:
- † Meets Computer Competence Requirement
- †† Meets Oral Communications Requirements

Wireless Communications

Technical Certificate (WIFI-CT)

This program is an 18 college credit hour certificate designed to provide students with a basic knowledge of wireless networking and to prepare students to work in this field. These credits may be applied towards the Electronics Engineering Technology, Networking Services Technology, or the Telecommunications Engineering Technology A.A.S. degree programs.

JOB PLACEMENT INFORMATION

As a new program no placement information is not available.

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 1071 Introduction to Telecommunications</td>
<td>3</td>
</tr>
<tr>
<td>CET 1600C** Networking Fundamentals</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Program Credits: 12

Notes:
- † Meets Computer Competence Requirement
- †† Meets Oral Communications Requirements
### INTERNET SERVICES PROGRAMS

**Department Head:** Dr. Wayne Horn  
**Primary Faculty:** Mr. Rich Kirk  
Mr. Randy Rose  
Mr. Eris Reddoch (Warrington)

We strongly encourage you to contact the Computer Science Department for assistance in planning your program of study.

### INTERNET SERVICES TECHNOLOGY

**Associate in Applied Science (INST-AAS)**

This program prepares students for entry-level positions in Internet/Intranet related jobs. Students will be prepared for jobs such as Web Technician, Web Developer, Website Designer, Website Manager, and Internet Programmer. The program includes foundation courses in Information Technology and Business as well as a series of technical courses in development of Web site content and Web site management.

#### JOB PLACEMENT INFORMATION

The percent of Internet Services Technology graduates who have been reported as satisfying state and federal definitions of in-field job-placement for the years 2003 and 2004 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

#### FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tr>
<td>CGS 1570†</td>
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<td>GRA 2151C</td>
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<td>ACG 2021</td>
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<td>ECO 2013†</td>
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<td>___ ++ Communications (Category I)</td>
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<tr>
<td>___ ++ Humanities/Fine Arts (Category II)</td>
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#### INTERMEDIATE COURSES

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#### ADVANCED COURSES

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<td>COP 2740**</td>
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<td>COP 2800**</td>
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<td>CGS 2822**</td>
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<td>CGS 2874**</td>
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</tr>
<tr>
<td>CGS 2821**</td>
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</tbody>
</table>

Total Program Credits: 63

* Choose SLS 1353 Generations at Work unless oral communication requirement is being satisfied by the elective.  
++ Choose any course with CGS, COP, CET, GRA or CTS prefix or GEB2139W

### WEB DEVELOPMENT SPECIALIST

**Technical Certificate (WEB-CT)**

This program provides an opportunity to establish a basic foundation in the field of web design and programming for employment in business, industrial, and governmental institutions. Graduates are prepared for entry level positions as web technician, web development specialist trainee, and web developer trainee. All courses in this program apply to the Internet Services Technology AAS program except that the AAS program requires MAC 1105, College Algebra.

#### JOB PLACEMENT INFORMATION

As a new program placement information is not available.

#### FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CGS 1570</td>
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<tr>
<td>GEB 1011</td>
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<td>MAT 1033</td>
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<td>GRA 2151C</td>
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#### INTERMEDIATE COURSES

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<tbody>
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</tr>
<tr>
<td>CGS 2069**</td>
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</tr>
<tr>
<td>CGS 2820**</td>
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</table>

#### ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CGS 2822**</td>
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<tr>
<td>CGS 2874**</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2821**</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Program Credits: 35

### LANDSCAPING AND HORTICULTURE PROGRAMS

**Department Head:** Mr. James Brady  
**Primary Faculty:** Ms. Amy Compton

We strongly encourage you to contact the Biological Sciences Department for assistance in planning your program of study.

### LANDSCAPE AND HORTICULTURE MANAGEMENT

**Associate in Applied Science (LAWN-AAS)**

This program is designed to provide the basic skills needed by the Landscape Maintenance Industry. Students will learn plant identification, disease management, landscape installation, equipment operation, cultural practices, basic landscape design, equipment safety, and management and economic skills. Periodic professional development courses will be offered to enhance the skill levels of individuals working in the industry.
JOB PLACEMENT INFORMATION

The percent of Landscape Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for the year 2002 and 2003 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

GENERAL EDUCATION COURSES

(Students may take these courses at any time during their program.)

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<thead>
<tr>
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<tr>
<td>___ ___ ___</td>
<td>Communications (Category I)</td>
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<tr>
<td>___ ___ ___</td>
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<td>___ ___ ___</td>
<td>Social/Behavioral Sciences (Category III)</td>
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<tr>
<td>MAT 1033</td>
<td>Intermediate Algebra (Category IV)</td>
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<tr>
<td>BOT 1010**</td>
<td>General Botany (Category V)</td>
<td>3</td>
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<tr>
<td>BOT 1010L**</td>
<td>General Botany Laboratory</td>
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FOUNDATION COURSES

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<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>HOS 1010**</td>
<td>Introduction to Horticultural Science</td>
<td>3</td>
</tr>
<tr>
<td>ORH 2220**</td>
<td>Turfgrass Management</td>
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<tr>
<td>ORH 2220L**</td>
<td>Turfgrass Management Laboratory</td>
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</tr>
<tr>
<td>ORH 1511**</td>
<td>Plant Materials for Landscape Use</td>
<td>2</td>
</tr>
<tr>
<td>ORH 1511L**</td>
<td>Plant Materials for Landscape Use Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>IPM 1011**</td>
<td>Pests and Pest Control</td>
<td>2</td>
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<td>Pests and Pest Control Laboratory</td>
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INTERMEDIATE COURSES

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<td>Landscape Design</td>
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<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
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<tr>
<td>ORH 2862</td>
<td>Landscape Project Management</td>
<td>3</td>
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<tr>
<td>CGS 1050†</td>
<td>Electronic Access to Information</td>
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ADVANCED COURSES

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<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>FOR 2720**</td>
<td>Equipment Operation, Safety and Maintenance</td>
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<td>FOR 2720L**</td>
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<tr>
<td>ORH 2820C</td>
<td>Landscape Irrigation</td>
<td>3</td>
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<tr>
<td>SBS 2006</td>
<td>Introduction to Soil Science</td>
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<tr>
<td>ORH 1260**</td>
<td>Greenhouse Crop Management</td>
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<tr>
<td>ORH 1260L**</td>
<td>Greenhouse Crop Management Laboratory</td>
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<tr>
<td>FOR 2951††</td>
<td>Forest Seminar</td>
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<tr>
<td>ORH 2859**</td>
<td>Landscape Management</td>
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<tr>
<td>ORH 2859L**</td>
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<td>BUL 2241</td>
<td>Business Law</td>
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<td>Ecology Laboratory</td>
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<tr>
<td>AEB 2949</td>
<td>Agriculture Co-op</td>
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</table>

Total Program Credits 68

LANDSCAPE AND HORTICULTURE SPECIALIST

Technical Certificate (LPEC-CT)

This program is designed to provide an opportunity for persons interested in the landscape and horticulture industry (landscape maintenance, golf course maintenance, nursery and greenhouse production, and garden center management) to become skilled in basic horticultural practices. The Landscape and Horticulture Specialist College Credit Certificate Program is 12 college credits, approximately 75 hours are practical exercises and 190 hours are classroom instruction. Topics include: plant physiology and growth, classification of plants, maintaining landscape plants, fertilizing plants, managing a pest control program, pruning and shaping plants, and employability skills. All courses and credits earned can be applied towards the Landscape and Horticulture Technology A.A.S. (LAWN-A.A.S.) degree.

For additional information call the Landscape Technology Program contact on the Milton Campus at 484-4433 or visit our website at www.pjc.edu, click Milton Campus, then Landscape Technology Program.

JOB PLACEMENT INFORMATION

As a new program job placement information is not available.

LANDSCAPE AND HORTICULTURE TECHNICIAN

Technical Certificate (LTECH-CT)

This program is designed to provide an opportunity for persons interested in the landscape and horticulture industry (landscape maintenance, golf course maintenance, nursery and greenhouse production, and garden center management) to become skilled in basic horticultural practices. The Landscape and Horticulture Technician College Credit Certificate Program is 30 college credits, approximately 215 hours are practical exercises and 275 hours are classroom instruction. Topics include: plant physiology and growth, classification of plants, maintaining landscape plants, fertilizing plants, managing a pest control program, pruning and shaping plants, plan, install, and employability skills. Topics for the Landscape Specialization include: planning, installing, and maintaining landscape irrigation systems, analyzing and organizing landscape projects, and laying out and installing landscapes.

All courses and credits earned can be applied towards the Landscape and Horticulture Technology A.A.S. (LAWN-A.A.S.) degree.

For additional information call the Landscape Technology Program Contact on the Milton Campus, 484-4433 or visit our website at www.pjc.edu, click Milton Campus, then Landscape Technology Program.

* See General Education Course Requirements page for options
** The course has pre- or co-requisites, check Course Descriptions Section
†† Meets Oral Communications Requirements
† Meets Computer Competence Requirement
JOB PLACEMENT INFORMATION

As a new program job placement information is not available.

FOUNDATION COURSES

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<td>HOS 1010**</td>
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<tr>
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ADVANCED COURSES

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+Emphasis Courses

**LANDSCAPE EMPHASIS:**

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<tr>
<td>ORH 2862 Landscape Project Management</td>
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<tr>
<td>LDE 2000C Landscape Design</td>
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<tr>
<td>ORH 2820C Landscape Irrigation</td>
<td>3</td>
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<tr>
<td>ORH 2859** Landscape Management</td>
<td>3</td>
</tr>
<tr>
<td>ORH 2859L Landscape Management Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>FOR 2720** Equipment Operation, Safety and Maintenance</td>
<td>5</td>
</tr>
<tr>
<td>FOR 2720L** Equipment Operation, Safety and Maintenance Laboratory</td>
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<td>AEB 2947 Agriculture Co-op</td>
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**HORTICULTURE EMPHASIS:**

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<tr>
<td>ORH 2862 Landscape Project Management</td>
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<tr>
<td>LDE 2000C Landscape Design</td>
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<tr>
<td>ORH 1260 Greenhouse Crop Management</td>
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<tr>
<td>ORH 1260L Greenhouse Crop Management Laboratory</td>
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<tr>
<td>ORH 2842 Landscape Management</td>
<td>3</td>
</tr>
<tr>
<td>ORH 2842L Landscape Management Laboratory</td>
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</tr>
<tr>
<td>AEB 2949 Co-op Education in Agriculture</td>
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<tr>
<td>CGS 1050 Electronic Access to Information</td>
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PARALEGAL/LEGAL PROGRAMS

Department Head:  Dr. Linda Bloom  484-2504
Program Contact: Dr. James Hightower  484-1367
Primary Faculty: Dr. Natasha Simpson

**PARALEGAL (LEGAL ASSISTING)**

Associate in Science  (LEGAL-AS)

The legal assistant—also referred to as a “paralegal”—has become, in less than two decades, an integral part of the legal profession. This program equips its graduates to function both as an attorney’s general assistant and as a highly competent specialist in a particular area of law. In addition to 16 hours of general education courses, and 3 hours of electives, all students must complete 36 hours of core courses and one of the 9-hour specialty clusters of either Litigation, Real Estate/Probate, Commercial Law, or Criminal Law. (Specialty clusters are taught only in the evening and are scheduled over two terms when a sufficient number of students have indicated that they are ready for and want a particular cluster.) Nearly half of the program’s graduates return for additional specialization and may work towards an advanced technical certificate of recognition for each specialty cluster completed (see page 108 for further information).

Courses are structured and scheduled so that a student should be able to enter the program on either a full or part-time basis in any day or night term.

JOB PLACEMENT INFORMATION

The percent of Legal Assisting graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2002, 2003, and 2004 is 90%, 82%, and 83% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

FOUNDATION COURSES

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<td>ENC 1101 English Composition I (Category I)</td>
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<tr>
<td>PLA 1003 The Legal Profession</td>
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<tr>
<td>* Social/Behavioral Sciences (Category III)</td>
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<tr>
<td>** Natural Sciences/Mathematics (Category IV)</td>
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<tr>
<td>*** Humanities/Fine Arts (Category II)</td>
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<tr>
<td>**** General (Category V)</td>
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<tr>
<td>SPC 1006C†† Basic Speaking and Listening Skills</td>
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<tr>
<td>PLA 1104** Legal Research and Writing I</td>
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<td>PLA 1273** Torts I</td>
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INTERMEDIATE COURSES

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<tr>
<td>PLA 1203** Civil Litigation I</td>
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</tr>
<tr>
<td>PLA 2730†† Computers in Legal Drafting and Research</td>
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ADVANCED COURSES

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<tr>
<th>Course</th>
<th>Credits</th>
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<tr>
<td>PLA 2114A** Legal Research and Writing II</td>
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</tr>
<tr>
<td>PLA 2800** Domestic Relations</td>
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</tr>
<tr>
<td>PLA Electives</td>
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</table>

Total Program Credits 64

MANUFACTURING TECHNOLOGY

Associate in Applied Science  (MNFG-AAS)

The Manufacturing Technology degree program prepares students for careers as a CNC operator and a Computer-Aided Manufacturing (CAD/CAM) programmer to be applied in any computerized manufacturing environment. The manufacturing processing foundation courses provide a basis for employment in a variety of manufacturing areas specializing in computerized manufacturing processes. Advanced CAD/CAM course work teaches the student software and hands on processes. Specific software used in this technical program include AutoCad, MasterCam Mill, Lathe, Router, Solids and PlasmaCam. This two year degree objective is to teach the student to become proficient in the set-up and operation of state of the art CNC machining and turning centers such as the Haas VF-2 Mill, Haas SL-20 and TL-1 Lathe, and CNC plasma cutting. Additionally, students will

MANUFACTURING PROGRAM

Department Head:  Mr. Robert Pierce  484-1949
Program Contact: Mr. Mike Cannon  484-2524

We strongly encourage you to contact the Engineering Technology Department for assistance in planning your program of study.

MANUFACTURING PROGRAM

Department Head:  Mr. Robert Pierce  484-1949
Program Contact: Mr. Mike Cannon  484-2524
gain proficiency in CNC router and CAD/CAM millwright applications. The Manufacturing Technology program provides the student with unique skills and opportunities necessary for employment in local and regional industries. A student can acquire practical working experiences by participating in our Co-op opportunities with local manufacturers.

**JOB PLACEMENT INFORMATION**

The percent of Manufacturing Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2002 and 2004 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

**FOUNDATION COURSES**

- Communications (Category I) 3
- Humanities/Fine Arts (Category II) 3
- Social/Behavioral Sciences (Category III) 3
- General (Category V) 3

**INTERMEDIATE COURSES**

- Manufacturing Processes (Mastercam Mill) 4
- Manufacturing Processes (Mastercam Router) 4
- Industrial Safety 3
- Introduction to Business 3

**ADVANCED COURSES**

- Computer-Aided Manufacturing (Mastercam Lathe) 4
- Advanced Computer Drafting 4
- Manufacturing Product Design 4
- Special Topics in Manufacturing 3

**TOTAL PROGRAM CREDITS**

64

**SUGGESTED ELECTIVES:**

- Special Topics in Manufacturing 1
- Manufacturing Technology Co-op 3
- Hydraulics and Pneumatics 3
- Multimedia Presentations for Business 3
- Marketing 3

**MEDICINE OFFICE PROGRAMS**

**Department Head:**  Mr. Dale Brewer  484-2221

**Program Contact:**  Ms. Donna Flynn  484-2223

**MEDICAL ASSISTING**

*Career and Technical Certificate*  
**MEDAS-VC**

This one-year certificate program prepares students for employment as medical assistants and is designed along American Medical Association and American Association of Medical Assistants guidelines. Course content involves administrative and clinical courses which require practical training in health agencies.

**MASSAGE THERAPY**

*Career and Technical Certificate*  
**MT-VC**

This program is an eight-month Career and Technical Certificate program designed to prepare graduates to sit for the Florida Massage Therapy license examination. This program is designed to meet the need for qualified massage therapists in hospitals, clinics, nursing homes, chiropractic centers, cosmetology salons, sports medicine clinics, and rehabilitation/physical therapy providers. Program graduates will be able to practice independently or can work in other health-related settings.

**JOB PLACEMENT INFORMATION**

The percent of Massage Therapy graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2002, 2003, and 2004 is 67%, 62% and 71% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

**FOUNDATION COURSES**

- Massage Therapy I 5
- Massage Therapy II 4
- Massage Therapy II Clinic 5

**TOTAL PROGRAM CREDITS**

25

+ Students who have satisfactory TABE test scores are not required to take these courses.
JOB PLACEMENT INFORMATION

The percent of Medical Assisting graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2002, 2003, and 2004 is 100%, 100% and 93% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

VPI 0100+ Vocational Preparatory Reading
VPI 0200+ Vocational Preparatory Mathematics
VPI 0311+ Vocational Preparatory Language

TERM I, FALL

<table>
<thead>
<tr>
<th>Course Code</th>
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<td>MEA 0322</td>
<td>Computers in the Medical Office</td>
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<tr>
<td>COM 0101</td>
<td>Business Communications</td>
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<tr>
<td>MEA 0230</td>
<td>Medical Terminology with Anatomy and Physiology</td>
<td>3</td>
</tr>
<tr>
<td>MEA 0382</td>
<td>Medical Law and Ethics</td>
<td>2</td>
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<tr>
<td>OTA 0101</td>
<td>Keyboarding</td>
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<tr>
<td>OTA 0485C</td>
<td>Medical Documents Transcription</td>
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<tr>
<td>BSC 0070</td>
<td>Structure and Function</td>
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TERM II, SPRING

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<th>Course Title</th>
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<tr>
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<td>Medical Assisting Theory and Practice I</td>
<td>3</td>
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<tr>
<td>MEA 0232**</td>
<td>Pharmacology Terminology</td>
<td>3</td>
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<tr>
<td>MEA 0274**</td>
<td>Medical Insurance and Coding</td>
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<td>OTA 0605C</td>
<td>Medical Office Practice</td>
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<tr>
<td>MEA 0253**</td>
<td>Basic Pathophysiology</td>
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TERM IIIA, SUMMER

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<tr>
<td>MEA 0200C</td>
<td>Medical Assisting Theory and Practice II</td>
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<tr>
<td>MEA 0201C</td>
<td>Medical Assisting Theory and Practice Clinical</td>
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TERM IIIB, SUMMER

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<tr>
<td>MEA 0801L</td>
<td>Medical Assisting Preceptorship</td>
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Total Program Credits 44

* Students who have satisfactory TABE test scores are not required to take these courses.

MEDICAL OFFICE ADMINISTRATION

Associate in Applied Science (MDSC-AAS)

The Medical office assistant works in the administrative support area of the healthcare field. Job responsibilities include greeting patients, scheduling appointments, managing medical records, transcribing dictation, preparing correspondence and assisting physicians with reports, speeches, articles, and conference proceedings. They also record simple medical histories, arrange for patients to be hospitalized, and order supplies. Most medical office assistants need to be familiar with insurance rules, billing practices, and hospital or laboratory procedures.

JOB PLACEMENT INFORMATION

The percent of Medical Office Administration graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2002, 2003, and 2004 is 100%, 93% and 100% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

FOUNDATION COURSES

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<tr>
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<td>CGS 1570†</td>
<td>Computer Concepts and Applications (Category V)</td>
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<td>OST 1713**</td>
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<td>Medical Office Practice</td>
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<td>OST 2135**</td>
<td>Medical Typing</td>
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<td>Medical Transcription I</td>
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<td>or ACG 2001</td>
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ADVANCED COURSES

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<td>OST 2717**</td>
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<td>OST 1612**</td>
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<td>OST 1613**</td>
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<tr>
<td>SLS 1353</td>
<td>Generations at Work</td>
<td>5</td>
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<tr>
<td>___ ____*</td>
<td>Natural Sciences/Mathematics (Category IV)</td>
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<tr>
<td>HSA 1172**</td>
<td>Third Party Reimbursement</td>
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</tr>
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</table>

Total Program Credits 63

MEDICAL RECORDS TRANSCRIBING

Applied Technical Diploma (MDTR-ATD)

This certificate, college-credit program is designed to prepare students for employment as medical transcribers. Positions include opportunities with hospitals, outpatient clinics, physician’s offices, independent transcription services, as well as ancillary facilities such as nursing homes. Students wishing to continue their education may take additional courses to earn a two-year Associates in Applied Science (AAS) degree.

SPECIAL REQUIREMENTS

Persons interested in the program should contact the Health Programs Admission office at the Warrington campus. Applications must be returned to this office.

JOB PLACEMENT INFORMATION

As a new program no placement information is available.

TERM I, FALL

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>LIN 1670C</td>
<td>Traditional English Grammar or higher</td>
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<tr>
<td>CGS 1570</td>
<td>Computer Concepts and Applications</td>
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<tr>
<td>or OST 1713</td>
<td>Word Processing I</td>
<td>3</td>
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<tr>
<td>HSA 1101C</td>
<td>Survey of Health Services</td>
<td>3</td>
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<tr>
<td>HSC 1531</td>
<td>Medical Terminology</td>
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<td>HIM 1442</td>
<td>Pharmacology</td>
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TERM II, SPRING

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<td>OST 2135**</td>
<td>Medical Typing</td>
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<td>OST 1611**</td>
<td>Medical Transcription I</td>
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<tr>
<td>OST 1612**</td>
<td>Medical Transcription II</td>
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<tr>
<td>OST 1613**</td>
<td>Medical Transcription III</td>
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<td>HSC 2550**</td>
<td>Pathophysiology</td>
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TERM IIIA, SUMMER

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<td>OST 2943**</td>
<td>Office Systems Internship</td>
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</table>

Total Program Credits 33
MULTIMEDIA PROGRAM
Department Head: Mr. Krist Lien 484-2554 clien@pjc.edu
Primary Faculty: Ms. Cynthia App Ms. Stacey Rimmerman Mr. Spiros Zachos

We strongly encourage you to contact the Visual Arts Department for assistance in planning your program of study.

MULTIMEDIA TECHNOLOGY (DIGITAL MEDIA/MULTIMEDIA TECHNOLOGY)

Associate in Applied Science (MDIA-AAS, VIDEO-AAS)

Multimedia uses the computer’s ability to incorporate graphics, sound, video, animation, text, and still images in the production of a variety of applications, including fine art, personal computing, promotional presentations, education authoring, electronic publishing, television, recording, gaming, and more. Students can expect creative, hands-on experience in current computer capabilities, picture and text generation, video, and professional application of those integrated skills.

JOB PLACEMENT INFORMATION
The percent of Multimedia Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2002, 2003, and 2004 is 90%, 100%, and 86% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
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<tr>
<td>RTV 2241C</td>
<td>3</td>
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<tr>
<td>GRA 2151C†</td>
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<tr>
<td>PGY 2401C</td>
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<tr>
<td>ENC 1101</td>
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INTERMEDIATE COURSES

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<td>GRA 2152C</td>
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<td>PGY 2801C**</td>
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<td>___ ___* Social/Behavioral Sciences (Category III)</td>
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<td>___ ___* Natural Sciences/Mathematics (Category IV)</td>
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Total Program Credits 64

†† Meets Oral Communications Requirement
† Meets Computer Competence Requirement

** EMPHASIS COURSES:

MULTIMEDIA EMPHASIS (MDIA-AAS):

FOUNDATION COURSES

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INTERMEDIATE COURSES

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<td>GRA 2721C**</td>
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<td>GRA 2141C**</td>
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<td>GRA 2158C</td>
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<td>SLS 1353††</td>
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<td>ART 2905</td>
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DIGITAL VIDEO/BROADCAST EMPHASIS (VIDEO-AAS):

FOUNDATION COURSES

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INTERMEDIATE COURSES

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<td>CRW 2600</td>
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<td>RTV 2224C</td>
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<td>SPC 1600</td>
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ADVANCED COURSES

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<td>RTV 2242C</td>
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</tr>
<tr>
<td>RTV 2207C</td>
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</tr>
</tbody>
</table>

NURSING PROGRAMS

Department Head: Dr. Janice Ingle 484-2254 jingle@pjc.edu
Assistant Department Head: Mr. Rusty King 484-2247 rkings@pjc.edu
Faculty: Ms. Judith Evans Ms. Erica Foshee
Ms. Vicki Garlock Ms. Gail Griffin
Ms. Melinda Hamilton Dr. Shirley Holt-Hill
Ms. Patricia Jones Ms. Jana Lyner
Ms. Sandi McCarthy Ms. Susan Morgan
Ms. Susan Mosley Ms. Linda Rich
Ms. Angela Sanders Ms. Carol Stinson
Ms. Marta Suarez-O’Connor
Ms. Mary Turner Ms. Geri Tuttell
Ms. Karen Wallen Ms. Deborah Waters

We strongly encourage you to contact the Nursing Department for assistance in planning your program of study.

NURSING (ASSOCIATE DEGREE) R.N.

Associate in Science (RN-AS)

The Nursing faculty believes that associate in science degree nursing graduates contribute necessary, unique, and skilled competencies to the health care system. The Department of Nursing’s mission is to provide quality educational opportunities for students seeking to enter the healthcare arena and to meet the healthcare needs of the community. Classes and clinical are offered day, evenings, and/or weekends. Graduates will be eligible to apply to the National Council Licensure Examination for Registered Nurses.

SPECIAL ADMISSION REQUIREMENTS:

Admission to this program is limited by student/faculty ratios and availability of clinical resources; therefore, students seeking admission to the program must complete application to both the college and the program. Application requirements must be completed before a student will be considered for admission to the nursing program. Admission is based on first qualified, first accepted. Students are required to pass a Florida Criminal Background check, urine, and drug screen prior to clinical experiences.

ELIGIBILITY FOR ADMISSION REQUIREMENTS: (effective fall of 2006)

- Minimum 2.5 cumulative grade point average
- Minimum score of 50th percentile on the NLN Preadmission
- Minimum score of 26 on the Health Related Math Exam

Progression to the clinical component of the program is contingent upon submission of satisfactory physical examination/immunization forms and current CPR certification at the Health Care provider or Professional Rescuer level.

* See General Education Requirements page for options
** The course has pre- or co-requisites, check Course Descriptions Section
† Meets Computer Competence Requirement
†† Meets Oral Communication Requirement

Pensacola Junior College

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REQUIREMENTS FOR PROGRESSION:
Progression through the ADN program requires:
• “C” or higher in all corequisites and prerequisites;
• Current CPR certification at the Health Care Provider or Professional Rescuer level and;
• Minimum score of 90% within two attempts on a dosage calculation examination semester 1, 2 and 3 of nursing courses prior to clinical rotations.

Students who do not meet progression requirements must withdraw from the ADN program and apply for readmission.

REQUIREMENTS FOR READMISSION:
Students who interrupt the specified progression through the program of study must apply for readmission to the program. Readmission requires:
• Receipt of completed “Request for Re-Entry to the ADN program” form a minimum of three months prior to the expected date of reentry;
• Space availability;
• Academic eligibility
  · a minimum 2.0 cumulative grade point average
  · no more than one grade of “D” or “F” in a nursing course
  · successful completion of a nursing course with a clinic component within the past 12 months
  · no longer than 36 months elapse from initial admission term to date of graduation. If a student has withdrawn from or failed clinical and/or the ADN program for unethical, immoral, illegal, or unsafe clinical practice, readmission will be determined on an individual basis
  · ability to meet and comply with standards and policies in the current College Catalog and Student Handbook

JOB PLACEMENT INFORMATION
The percent of Nursing (Associate’s Degree) R.N. graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2002, 2003, and 2004 is 100%, 99% and 99% respectively. For additional information about job opportunities, job placement for the years 2002, 2003, and 2004 is 100%, 99% and 99% respectively. For additional information about job opportunities, contact the appropriate department or the Student Job Services Office.

SEMESTER I (Fall/Spring) Credits
NUR 1020C† Introduction to Nursing 8
HSC 1592 AIDS/OSHA for Health Professionals 1
HUN 1201 Elements of Nutrition (Category V) 3
BSC 1093 Anatomy and Physiology I 3
BSC 1093L Anatomy and Physiology I Lab 1

SEMESTER II (Spring/Summer)
NUR 1211C Adult Health Nursing I 8
NUR 1535C Mental Health Nursing 3
BSC 1094 Anatomy and Physiology II 3
BSC 1094L Anatomy and Physiology II Lab 1

SEMESTER III (Summer/Fall)
ENC 1101 English Composition I (Category I) 3
DEP 2004 Human Growth and Development 3
MAC 1105 College Algebra (Category IV) 3
MCB 1000 Applied Microbiology 3
MCB 1000L Applied Microbiology Lab 1

SEMESTER IV (Fall/Spring)
NUR 2212C Adult Health Nursing II 6
NUR 2240C Maternal-Child Health Nursing 5
SYG 2000 Introduction to Sociology (Category III) 3

SEMESTER V (Spring/Summer)
NUR 2213C Adult Health Nursing III 7
NUR 2811L††Transitional Practice/Preceptorship 4
___ Humanities/Fine Arts (Category II) 3

Total Program Credits 72

CAREER MOBILITY OPTION
Associate in Science (RNCM-AS)

PARAMEDIC TO RN
Associate in Science (RNP-AS)

The Career Mobility Option is designed to give the licensed practical nurse (LPN) and the licensed paramedic the opportunity to complete the associate degree nursing program in three semesters of nursing.

SPECIAL ADMISSION REQUIREMENTS
Admission to this program is limited by student/faculty ratios and availability of clinical resources; therefore, students seeking admission to this program option must complete application to both the college and the program. All application requirements must be completed before a student will be considered for admission to this program option. Admission is based on first qualified, first accepted. Students are required to pass a Florida Criminal Background check, urine and drug screen prior to clinical experiences.
Eligibility for admission requires:
• Minimum 2.5 cumulative grade point average
• Minimum score of 26 on the Health Related Math Exam
• Current unencumbered Florida licensure as a Practical Nurse or current unencumbered Florida license as a paramedic
• Completion of all prerequisites with a “C” or higher

Progression to the clinical component of the program is contingent upon submission of satisfactory physical examination/immunization forms and current CPR certification at the Health Care Provider or Professional Rescuer level.

(For information on the requirements for Progression, Readmission and Academic Eligibility, see Nursing (Associate Degree) RN program.)

Required Prerequisite Credits
HSC 1592 AIDS/OSHA for Health Professionals 1
HUN 1201 Elements of Nutrition (Category V) 3
DEP 2004 Human Growth and Development 3
BSC 1093 Anatomy and Physiology I 3
BSC 1093L Anatomy and Physiology I Lab 1
BSC 1094 Anatomy and Physiology II 3
BSC 1094L Anatomy and Physiology II Lab 1
MAC 1105 College Algebra (Category IV) 3
MCB 1000 Applied Microbiology 3
MCB 1000L Applied Microbiology Lab 1

Total Hours Required 22

SEMESTER I
NUR 2701C Career Mobility Nursing Concepts 3
NUR 1520C Mental Health Nursing 3
ENC 1101 English Composition (Category I) 3

Hours Per Week 9

SEMESTER II
NUR 1211C Adult Health Nursing II 6
NUR 2240C Maternal-Child Health Nursing 5
SYG 2000 Introduction to Sociology (Category III) 3

Hours Per Week 14

SEMESTER III
NUR 2213C Adult Health Nursing III 7
NUR 2811L Transational Practice/Preceptorship 4
___ Humanities/Fine Arts (Category II) 5

Hours Per Week 14

+ Upon completion of the Career Mobility Option, an additional 13 semester hours are granted. Thus, the student graduating from the Mobility Option earns 72 semester credits for the Associate in Applied Science Degree.
CRITICAL CARE NURSING

Advanced Technical Diploma (CCN-ATC)

This advanced certificate is designed for the registered nurse who has had no previous experience in critical care. At the completion of this course, it is expected that the nurse will be able to practice independently at the beginning level in a high acuity setting. Course content includes knowledge and skills required to provide care to patients with multisystem disorders.

(Program is under development to be offered Spring Term 2007)

OPERATING ROOM NURSE

Advanced Technical Diploma (ORN-ATC)

This advanced certificate is designed for the registered nurse who has had no previous experience in the Operating Room. At the completion of this course, it is expected that the nurse will be able to practice independently at the beginning level in a perioperative position. Course content includes knowledge and skills required to provide care to patients having surgical intervention during the perioperative, intraoperative, and postoperative period. Emphasis will be placed on performing those functions directly related to scrubbing and circulating for selected surgical procedures.

(Program is under development to be offered Spring Term 2007)

NURSING ASSISTANT

Career and Technical Certificate (N4-VC)

The Nursing Assistant program is six weeks long and prepares the student to provide safe patient care in nursing homes. Upon successful completion of the Nursing Assistant Program, students are eligible to take the Florida State certification examination for nursing assistants.

SPECIAL ADMISSION REQUIREMENTS

Admission to this program is limited by special accreditation requirements and/or the availability of clinical resources; therefore, students seeking admission to the program must complete application to both the college and the program. All application requirements must be completed before a student will be considered for admission to the Nursing Assistant program. Admission is based on first qualified, first accepted. The program is offered twice each fall and spring terms and once in the summer.

JOB PLACEMENT INFORMATION

The percent of Nursing Assistant graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2002, 2003, and 2004 is 91%, 97%, and 96% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

REQUIRED COURSES

<table>
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<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
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<td>HCP 0120** Nursing Assistant</td>
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<td>HSC 0591C AIDS/OSHA for Health Professionals</td>
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</tr>
<tr>
<td><strong>Total Program Credits</strong></td>
<td>4</td>
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</tbody>
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PRACTICAL NURSING

Career and Technical Certificate (LPN-VC)

This program prepares the student to perform safe nursing care as a practical nurse under the direction of a registered nurse or a licensed physician. Entry-level skills are acquired through classroom instruction and supervised experience in the laboratory and hospital. The program completers are eligible to take the National Council Licensure Examination for Practical Nurses.

SPECIAL ADMISSION REQUIREMENTS:

Admission to this program is limited by student/faculty ratios and availability of clinical resources; therefore, students seeking admission to the program must complete application to both the college and the program. All application requirements must be completed before a student will be considered for admission to the nursing program. Admission is based on first qualified, first accepted. Students are required to pass a Florida Criminal Background check prior to clinical experiences.

ELIGIBILITY FOR ADMISSION REQUIRES:

- Minimum 2.0 cumulative grade point average;
- Minimum raw scores of 24 on Judgment and Comprehension (reading), 36 on Academic Aptitude, and 42 on Natural Science on the Practical Nursing Entrance Exam and;
- Minimum score of 23 on the Health Related Math Exam.

Progression to the clinical component of the program is contingent upon submission of satisfactory physical examination/immunization forms and current CPR certification at the Health Care Provider or Professional Rescuer level.

REQUIREMENTS FOR PROGRESSION:

Progression through the PN program requires:
- "C" or higher in all courses in the curriculum;
- "C" or higher in all corequisites and prerequisites;
- Current CPR certification at the Health Care Provider or Professional Rescuer level; and
- Minimum score of 90% on a dosage calculation examination semester 1 prior to clinical rotations.

Students who do not meet progression requirements must withdraw from the nursing program and apply for re-admission.

REQUIREMENTS FOR RE-ADMISSION:

Students who interrupt the specified progression through the program of study must apply for re-admission to the program.

Readmission requires:
- Receipt of completed “Request for Re-Entry to the PN program” form a minimum of three months prior to the expected date of reentry;
- Space availability in the program;
- Academic eligibility:
  - a minimum 2.0 cumulative grade point average;
  - no more than one grade of "D" or "F" in a clinical course;
  - successful completion of a nursing course with a clinical component within the past 12 months;
  - that no longer than 24 months elapse from initial admission term to date of graduation. If a student has withdrawn from or failed clinical and/or the PN program for unethical, immoral, illegal, or unsafe clinical practice, readmission will be determined on an individual basis.
  - ability to meet and comply with standards and policies in the current College Catalog and Student Handbook.

JOB PLACEMENT INFORMATION

The percent of Practical Nursing graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2002, 2003, and 2004 is 100%, 98%, and 94% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

* See General Education Course Requirements page for options
-† Meets Computer Competence Requirement
-†† Meets Oral Communications Requirements
REQUIREMENTS FOR PROGRESSION:

ELIGIBILITY FOR ADMISSION REQUIRES:

• Acceptable score on the Nelson Denny Reading Test (composite score of 11.0 is required); and
• Completion of the Test of Adult Basic Education (TABE).

Progression to the clinical component of the program is contingent upon submission of satisfactory physical examination/immunization forms and current CPR certification at the Health Care Provider or Professional Rescuer level.

REQUIREMENTS FOR PROGRESSION:

Progression through the ST program requires:

• “C” or higher in all courses in the curriculum;
• Satisfactory completion of all corequisites and prerequisites;
• Current CPR certification at the Health Care Provider or Professional Rescuer level; and,
• Students who do not meet progression requirements must withdraw from the ST program and apply for readmission.

REQUIREMENTS FOR READMISSION

Students who interrupt the specified progression through the program of study must apply for readmission to the program. Readmission requires:

• Receipt of completed “Request for Re-Entry to the ST program” form. a minimum of three months prior to the expected date of reentry;
• Space availability in the program;
• Academic eligibility:
  • a minimum 2.0 cumulative grade point average;
  • no more than one grade of ‘D’ or ‘F’ in a clinical course;
  • that no longer than 24 months elapse from initial admission term to date of graduation. If a student has withdrawn from or failed clinical and/or the ST program for unethical, immoral, illegal, or unsafe clinical practice, readmission will be determined on an individual basis.
  • ability to meet and comply with standards and policies in the current College Catalog and Student Handbook.

JOB PLACEMENT INFORMATION

The percent of Surgical Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for the year 2002, 2003, and 2004 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

OFFICE PROGRAMS

Department Head: Dr. Linda Bloom  
lbloom@pjc.edu  
(Pensacola)  
484-2504

Program Contact: Dr. Evelyn Pete  
epete@pjc.edu  
484-2110

Primary Faculty: Mr. Dale Brewer  
Ms. Donna Flynn  
Ms. Mary Lou Zimmerman

We strongly encourage you to contact the Business Department for assistance in planning your program of study.

OFFICE ADMINISTRATION

Associate in Applied Science  
(LGS-AAS, OFIS-AAS)

The Office Administration program is designed to prepare students for employment as administrative assistants, secretaries, executive secretaries, legal secretaries, medical secretaries, or employment in positions in office automation.
JOB PLACEMENT INFORMATION

The percent of Office Administration graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2002, 2003, and 2004 is 100%, 93% and 83% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

FOUNDATION COURSES

<table>
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<th>Title</th>
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<td>OST 1100**</td>
<td>Keyboarding I</td>
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** The course has pre- or co-requisites, check Course Descriptions Section
†† Meets Oral Communications Requirements
††† Meets Computer Competence Requirement

INTERMEDIATE COURSES

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<td>Economics I (Category III)</td>
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<td>APA 1111</td>
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TOTAL PROGRAM CREDITS: 63

+EMPHASIS COURSES:

OFFICE MANAGEMENT EMPHASIS (OFIS-AAS):

FOUNDATION COURSES

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INTERMEDIATE COURSES

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<td>OST 1355</td>
<td>Records Management</td>
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<td>CTS 2101**</td>
<td>Windows</td>
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<tr>
<td>MAN 2021</td>
<td>Principles of Management</td>
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ADVANCED COURSES

<table>
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<tr>
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<tbody>
<tr>
<td>OST 2402**</td>
<td>Office Procedures</td>
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</tr>
<tr>
<td>OST 1821</td>
<td>Business Applications for Desktop Publishing</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1584**</td>
<td>Multimedia Presentations for Business</td>
<td>3</td>
</tr>
<tr>
<td>OST 2943</td>
<td>Office Systems Internship</td>
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LEGAL OFFICE EMPHASIS (LGS-AAS):

FOUNDATION COURSES

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<thead>
<tr>
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<tr>
<td>OST 1110**</td>
<td>Keyboarding II</td>
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INTERMEDIATE COURSES

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<tr>
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<td>The Legal Profession</td>
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<tr>
<td>PLA 1104**</td>
<td>Legal Research and Writing I</td>
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<td>OST 1621**</td>
<td>Legal Transcription I</td>
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</tr>
<tr>
<td>BUL 2241</td>
<td>Business Law</td>
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ADVANCED COURSES

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<tr>
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<td>Multimedia Presentation for Business</td>
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<tr>
<td>OST 2431**</td>
<td>Legal Office Procedures</td>
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<tr>
<td>OST 1821</td>
<td>Business Applications for Desktop Publishing</td>
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</tr>
<tr>
<td>OST 2943</td>
<td>Office Systems Internship</td>
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MEDICAL OFFICE EMPHASIS (See Medical Office Programs)

OFFICE MANAGEMENT

Technical Certificate (CLERK-CT)

The purpose of this one-year certificate college credit program is to prepare students for employment in a clerical position. The content prepares individuals to use computers in a variety of activities including correspondence and compiling and keying reports, application forms, and other data from clerical records. It includes instruction in filing, posting information to records, sorting and distributing mail, answering telephones, and an introduction to computer concepts as an integral part of modern business.

SPECIAL REQUIREMENTS

After completing college testing requirements, students should consult a business counselor or the Business Department head. (All students must be able to key at a speed of 35 wpm or successfully complete OST 1100 before taking OST 1110.)

JOB PLACEMENT INFORMATION

The percent of Office Management graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2002, 2003, and 2004 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

FOUNDATION COURSES

<table>
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TOTAL PROGRAM CREDITS: 63

+EMPHASIS COURSES:

ADMINISTRATIVE ASSISTANT EMPHASIS:

FOUNDATION COURSES

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<tbody>
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INTERMEDIATE COURSES

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<td>OST 1355</td>
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<td>CTS 1400**</td>
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ADVANCED COURSES

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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
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<td>OST 2402</td>
<td>Office Procedures</td>
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LEGAL EMPHASIS:

FOUNDATION COURSES

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INTERMEDIATE COURSES

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<tr>
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ADVANCED COURSES

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<th>Credits</th>
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<tbody>
<tr>
<td>OST 1622</td>
<td>Legal Transcription II</td>
<td>3</td>
</tr>
<tr>
<td>OST 2431**</td>
<td>Legal Office Procedures</td>
<td>3</td>
</tr>
</tbody>
</table>

* See General Education Course Requirements page for options
† Meets Computer Competence Requirement
‡‡ Meets Oral Communications Requirements

Pensacola Junior College
PHLEBOTOMY PROGRAM

Department Head: Dr. Steve Bannow 484-2321
sbannow@pjc.edu

Program Contact: Ms. Wilma Duncans-Burnett 484-2216
wburnett@pjc.edu

We strongly encourage you to contact the Allied Health Department for assistance in planning your program of study.

PHLEBOTOMY
Career and Technical Certificate (PHLEB-VC)

This Career and Technical Certificate program is designed to train participants in the basic and supporting skills of the phlebotomist. Skills will include: specimen collection by venipuncture and capillary puncture, basic anatomy and physiology, infection control and safety, and patient relations.

Admission to this program is based upon receipt date of completed application requirements. Once a particular class is full, the remaining qualified applicants are automatically listed as alternates for that class.

If the applicant is not seated he/she is offered admission in the next available class.

JOB PLACEMENT INFORMATION

The percent of Phlebotomy graduates who have been reported as satisfying state and federal definitions of in-field job placement for the year 2002, 2003, and 2004 is 81%, 87%, and 66% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

REQUIRED COURSES

<table>
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<tr>
<th>Course</th>
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<tr>
<td>MLT 0042L</td>
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Total Program Credits 6

PHOTOGRAPHIC PROGRAM

Department Head: Mr. Krist Lien 484-2554
clien@pjc.edu

Primary Faculty: Mr. Warren Thompson
Mr. Mark Francis

We strongly encourage you to contact the Visual Arts Department for assistance in planning your program of study.

PHOTOGRAPHIC TECHNOLOGY
Associate in Applied Science (PHOT-AAS)

This program is meant to train students for careers in the current and emerging fields of commercial/artistic photography in all its forms, from wet-chemistry to digital procedures in both color and black/white. Emphasis is placed on technical competence, aesthetics, and creative approach.

JOB PLACEMENT INFORMATION

The percent of Photographic Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2002, 2003, and 2004 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

FOUNDATION COURSES

<table>
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Total Program Credits 12

INTERMEDIATE COURSES

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<tr>
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<tr>
<td>PGY 1110C** Color, Materials and Methods</td>
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<td>PGY 2410C** Photography II</td>
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<td>PGY 2220C** Commercial Photography I</td>
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<tr>
<td>PGY 2801C** Digital Photography I</td>
<td>3</td>
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<tr>
<td>___ ___* Social/Behavioral Sciences (Category III)</td>
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<tr>
<td>___ ___* Natural Sciences/Mathematics (Category IV)</td>
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<tr>
<td>MAR 2011 Marketing</td>
<td>3</td>
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<tr>
<td>PGY 2600C** Techniques of Photojournalism</td>
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<tr>
<td>SPC 1600†† Public Speaking</td>
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<tr>
<td>or</td>
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<tr>
<td>SPC 2300 Interpersonal Communication</td>
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</table>

Total Program Credits 64

PHYSICAL THERAPIST ASSISTING PROGRAM

Department Head: Ms. Sandra Hartley 484-2301
shartley@pjc.edu

Program Contact: Dr. Ray Patterson 484-2373
rpatterson@pjc.edu

Primary Faculty: Ms. Cena Harmon

We strongly encourage you to contact the Dental and Emergency Services Department for assistance in planning your program of study.

PHYSICAL THERAPIST ASSISTANT
Associate in Applied Science (PTA-AAS)

The physical therapist assistant is a skilled technical health care worker, who under the supervision of a registered physical therapist carries out a planned patient care program. Duties of the physical therapist assistant include: training patients in exercise and activities of daily living; conducting treatments utilizing special equipment; assisting in performing tests, evaluations and treatment procedures; and observing the patient’s responses and reporting to the supervising physical therapist assistant. This program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association.

SPECIAL ADMISSIONS REQUIREMENTS

Admission to this program is limited by special accreditation requirements and/or the availability of clinical assignments; therefore, students seeking admission to the program must complete application to both the college and the program. Application packets are available from the Admissions Specialist, Health Programs Admissions Office on the Warrington Campus or the PJC website at www.pjc.edu, click on Warrington Campus, then Physical Therapist Assistant Program for specific details.

All application requirements must be completed by the established deadlines before a student will be considered eligible for admission to this program.

Minimum requirements for eligibility to the program include high school diploma or GED and satisfactory scores on diagnostic tests in reading and computation skills. Applicants are considered eligible for the applicant pool after taking the revised PSB Health Occupations Aptitude Examination and health-related math test, and after completing 48 hours of observation of physical therapy on three different venues. See application packet for more specific details.

Final admission to the program is contingent upon submission of satisfactory physical examination/immunization forms.
JOB PLACEMENT INFORMATION

The percent of Physical Therapist Assistant graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2002, 2003, and 2004 is 100%, 83%, and 100% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

TERM I

<table>
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<tr>
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<td>Anatomy and Physiology I (Category V)</td>
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<tr>
<td>BSC 1093L*</td>
<td>Anatomy and Physiology I Laboratory</td>
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<tr>
<td>HSA 1101C†</td>
<td>Survey of Health Services</td>
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<tr>
<td>PHT 1000**</td>
<td>Introduction to Physical Therapy</td>
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<tr>
<td>PHT 1251**</td>
<td>Basic Skills in Patient Care</td>
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<td>PHT 1251L**</td>
<td>Basic Skills in Patient Care Laboratory</td>
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TERM II

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<tr>
<td>BSC 1094**</td>
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<td>BSC 1094L*</td>
<td>Anatomy and Physiology II Laboratory</td>
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<td>PHT 1120**</td>
<td>Functional Anatomy and Kinesiology</td>
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<td>Functional Anatomy and Kinesiology Laboratory</td>
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<tr>
<td>PHT 1224**</td>
<td>Therapeutic Techniques and Disabilities I</td>
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<td>PHT 1210**</td>
<td>Therapeutic Modalities I</td>
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<td>Therapeutic Modalities I Laboratory</td>
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<td>PHT 1801**</td>
<td>PTA Clinic I</td>
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<td>__________</td>
<td>Humanities/Fine Arts (Category II)</td>
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TERM IV

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<td>Therapeutic Techniques and Disabilities II</td>
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<td>PHT 2162L**</td>
<td>Therapeutic Techniques and Disabilities II Laboratory</td>
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<tr>
<td>PHT 2212**</td>
<td>Therapeutic Modalities II</td>
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<tr>
<td>PHT 2212L**</td>
<td>Therapeutic Modalities II Laboratory</td>
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<td>PHT 2810**</td>
<td>PTA Clinic II</td>
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TERM V

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<tr>
<td>PHT 1351**</td>
<td>Pharmacology for Physical Therapist Assistants</td>
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<tr>
<td>PHT 2703**</td>
<td>Rehabilitation Procedures I</td>
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<td>PHT 2703L**</td>
<td>Rehabilitation Procedures I Laboratory</td>
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<td>PHT 2820**</td>
<td>PTA Clinic III</td>
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<tr>
<td>PHT 2942**</td>
<td>Transition Seminar</td>
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<tr>
<td>PHT 2401**</td>
<td>Psychosocial Issues of the Disabled</td>
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TERM VI

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<td>PHT 2830**</td>
<td>PTA Clinic IV</td>
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</table>

Total Program Credits: 74

RADIOGRAPHY PROGRAM

Department head: Dr. Steve Bannow 484-2321 sbannow@pjc.edu

Program Contact: Dr. Marilyn Coseo 484-2304 mcoseo@pjc.edu

Primary Faculty: Ms. Margaret Ward
Mrs. Marie Hattabaugh

We strongly encourage you to contact the Allied Health Department for assistance in planning your program of study.

* See General Education Course Requirements page for options
** The course has pre- or co-requisites, check Course Descriptions Section

RADIOGRAPHY

Associate in Applied Science (XRAY-AAS)

The 23 month full-time curriculum has been designed to assist students in developing and mastering basic clinical competencies and theoretical concepts of current radiography practice. Graduates receive an AAS Degree in Radiologic Technology and are eligible to sit for the national examination given by the American Registry of Radiologic Technologists. The American Registry of Radiologic Technologists certification is recognized throughout the country. The Radiologic Technology program is fully accredited by the Joint Review Committee on Education in Radiologic Technology.

SPECIAL ADMISSIONS REQUIREMENTS

Admission to this program is limited by special accreditation requirements and/or the availability of clinical assignments; therefore, students seeking admission to the program must complete application to both the college and the program. Application packets are available from the Health Programs Admissions Office on the Warrington Campus or the PJC website at www.pjc.edu, click on Warrington Campus, then Radiography Program for specific details.

All application requirements must be completed by the established deadlines before a student will be considered eligible for admission to this program.

Minimum requirements for eligibility to the program include high school diploma or GED and satisfactory scores on diagnostic tests in reading and computation skills.

When a student completes all sections of the application process and meets minimum criteria, they will be provisionally accepted into the program and assigned a seat in the next available class. Therefore, it is important to complete the application, testing and transcript acquisition process as soon as possible. The student will be notified of their provisional acceptance in a timely manner. Final admission into the program is contingent upon submission of satisfactory physical examination/immunization forms. Students not meeting the minimum criteria will be notified of their status.

Core courses with an RTE prefix may not be taken on a Pass/Fail option except RTE 2864.

REQUIREMENTS FOR THE ASSOCIATE IN APPLIED SCIENCE DEGREE FOR HOSPITAL BASED RADIOGRAPHIC GRADUATES:

Pensacola Junior College provides a means for graduates of JRCERT accredited hospital based two year programs who are currently registered Radiologic Technologist to pursue an Associate Degree. To qualify the applicant must submit an application to the college and the Applied Health Technologies Department. The applicant must also submit an official transcript to the college and hold a current RT registration in the state of Florida. Once the applicant has completed the required general education courses, he or she would receive 59 credits and be awarded the Associate in Applied Science degree. Please contact the Allied Health Department for advising.

JOB PLACEMENT INFORMATION

The percent of Radiography graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2002, 2003, and 2004 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

TERM I

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<td>Introduction to Radiologic Technology</td>
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<td>RTE 1111</td>
<td>Radiographic Nursing Procedures</td>
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<td>RTE 1503**</td>
<td>Radiographic Positioning I</td>
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<td>RTE 1702**</td>
<td>Radiographic Anatomy and Physiology I</td>
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<td>RTE 1804**</td>
<td>Radiography Clinic I</td>
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<tr>
<td>HSA 1101C†</td>
<td>Survey of Health Services</td>
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<td>RTE 1420</td>
<td>Darkroom Techniques</td>
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TERM II

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<td>RTE 1513**</td>
<td>Radiographic Positioning II</td>
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<td>RTE 1613</td>
<td>Radiographic Physics</td>
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<tr>
<td>RTE 1712**</td>
<td>Radiographic Anatomy and Physiology II</td>
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<tr>
<td>RTE 1814**</td>
<td>Radiography Clinic II</td>
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† Meets Computer Competence Requirement
‡ Meets Oral Communications Requirements
TERM III
RTE 1562  Radiographic Special Procedures 2
RTE 1824*  Radiography Clinic III 2
MTB 1310  Applied Mathematics or Higher (Category IV) 3
PSY 2012  General Psychology (Category III) 3
RTE 1834**  Radiography Clinic IV 3

TERM IV
RTE 2563  Advanced Radiographic Procedures II 1
RTE 2212††  Computer Applications in Radiology 1
RTE 2385  Radiation Biology 1
RTE 2523**  Radiographic Positioning III 2
RTE 2722**  Radiographic Anatomy and Physiology III 2
RTE 2601**  Radiographic Imaging I 1
RTE 2844**  Radiography Clinic V 4
RTE 2931  Radiographic Critique I 1
___ ___*  Communications (Category I) 3

TERM V
RTE 2473  Introduction to Radiation Safety and Quality Assurance 1
RTE 2572  Advanced Radiographic Procedures I 1
RTE 2602**  Radiographic Imaging II 2
RTE 2782**  Applied Radiographic Pathophysiology 1
RTE 2854  Radiography Clinic VI 4
___ ___*  General (Category V) 5

TERM VI
RTE 2943**  Radiologic Technology Internship 3
___ ___*  Humanities/Fine Arts (Category II) 3

Total Program Credits 77

RECREATION PROGRAM

Department Head:  Mr. Larry Gardner  484-1013
Program Contact:  Mr. Doug Rogers  484-1317
lgardner@pjc.edu
drogers@pjc.edu

We strongly encourage you to contact the Professional Service Career Department for assistance in planning your program of study.

RECREATION TECHNOLOGY (REC-AS)

This degree prepares students for employment as recreation leaders, activity directors, group recreation workers, or recreation facility staff. The degree program would also be beneficial to persons who might desire to obtain a bachelor's degree in a human performance or a recreational major at a later date.

JOB PLACEMENT INFORMATION

The percent of Recreation Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for 2004 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

FOUNDATION COURSES

ENC 1101  English Composition I (Category I) 3
LEI 1141  Introduction to Recreation and Leisure Services 3
___ ___*  Natural Sciences/Mathematics (Category IV) 3
___ ___†  Computer Competence Requirement 1
PEO 1011  Team Sports 3
___ ___  Humanities/Fine Arts (Category II) 3
HSC 2400  First Aid and Injuries 3
HLP 1081  Concepts of Life Fitness 3
PEO 1031  Individual Sports 3
PEO 2013C  Sports Officiating 3

INTERNEDIATE COURSES

___ ___††  Recreational Technology Electives 6
___ ___*  Social/Behavioral Sciences (Category III) 3
___ ___*  General (Category V) 3
___ ___* ††  Oral Communication Requirement 1
LEI 1541  Outdoor Recreation Management 3
PET 2622  Care and Prevention of Athletic Injuries 3

ADVANCED COURSES

LEI 2730  Adaptive/Therapeutic Recreation 3
___ ___ Electives 3

Total Program Credits 62

+RECREATION TECHNOLOGY ELECTIVES:

HLP2947  PEL1121  PEM1102  PEM1171  PEQ2115
HLP2948  PEL2122  PEN1114  PEN1121  PET2941
HLP2949  PEL2341  PEN1131  PEN1171  PET2942
HUN1201  PEL2542  PEM1132  PBQ2105C  PET2943

SONOGRAPHY PROGRAMS

Department Head:  Dr. Steve Bannow  484-2321
Program Contact:  Ms. Liesa Bromet  484-2251
lbromet@pjc.edu

We strongly encourage you to contact the Allied Health Department for assistance in planning your program of study.

SONOGRAPHY (DIAGNOSTIC MEDICAL SONOGRAPHY TECHNOLOGY) (SON-AAS)

Associate in Applied Science

The Diagnostic Medical Sonography AAS two-year curriculum is designed to prepare graduates to exercise initiative and independent judgement in the performance of sonographic examinations.

Graduates are encouraged to pursue registry with the American Registry of Diagnostic Medical Sonography (ARDMS). Information regarding the registry can be found at www.ardms.org. The program is actively seeking accreditation by the Commission on Accreditation through the Joint Review Committee in Diagnostic Medical Sonography (JRC-DMS). Instruction is consistent with Curriculum Frameworks as administered by the Florida Department of Education.

SPECIAL REQUIREMENTS

Admission to this program is limited by special accreditation requirements and/or the availability of clinical assignments. Students seeking admission to the program must complete application to both the college and the program. Application forms are available from the Health Program Admissions Office on the Warrington campus, or at the PJC website, www.pjc.edu. Minimum requirements for eligibility to the program include all official transcripts received by the college including high school diploma or GED, Completion of college placement testing if required, minimum score on all sections of the health science aptitude test, and a minimum 2.5 grade point average. All application requirements must be completed before a student will be considered eligible for admission to the program.

When a student successfully completes all sections of the
application process they will be considered candidates and assigned a seat in the next available class. Therefore, it is important to complete the applications and transcript acquisition process as soon as possible.

Immediately prior to the clinical portion of the program all students must satisfactorily pass a federal background check, drug screen, and physical examination/immunization record. There is a technical standard for the clinical portion of the program and other clinical restrictions may apply.

The program information packet is available on the college website for answers to frequently asked questions, program schedule, and more specific details. From the college website at www.pjc.edu, select the Warrington Campus. Sonography information is available from this page.

**JOB PLACEMENT INFORMATION**

The percent of Diagnostic Medical Sonography Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2003 and 2004 is 78% and 83% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

**TERM I**

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<td>BSC 1094L**</td>
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<td>MAC 1105</td>
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<td>PHY 1025**</td>
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<td>Survey of Health Services</td>
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<td>SON 1100C**</td>
<td>Principles and Protocols of Sonography</td>
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<td>SON 1170**</td>
<td>Sonography of the Circulatory System</td>
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<td>SON 1111**</td>
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<td>SON 1212**</td>
<td>OB/GYN Sonography I</td>
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<td>SON 1214**</td>
<td>Practical Aspects of Sonography I</td>
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<td>SON 1804**</td>
<td>Sonography Clinic I</td>
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**TERM V**

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<td>SON 1824**</td>
<td>Sonography Clinic III</td>
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**Total Program Credits**: 72

**SONOGRAPHY**

**DIAGNOSTIC SONOGRAPHY SPECIALIST**

**Technical Certificate (ULTRA-CT)**

The Diagnostic Medical Sonography College Credit Certificate curriculum is designed to cross train health care professionals in diagnostic medical sonography. Graduates will be prepared to exercise initiative and independent judgment in the performance of sonographic examinations.

Graduates are encouraged to pursue registry with the American Registry of Diagnostic Medical Sonography (ARDMS). Certificate graduates should qualify to sit for this registry. Information regarding the registry can be found at www.ardms.org. The program is actively seeking program accreditation through the Joint Review Committee in Diagnostic Medical Sonography (JRC-DMS). Instruction is consistent with Curriculum Frameworks as administered by the Florida Department of Education.

**SPECIAL REQUIREMENTS**

Admission to this program is limited by special accreditation requirements and/or the availability of clinical assignments. Students seeking admission to the program must complete application to both the college and the program. Application forms are available from the Health Program Admissions Office on the Warrington campus or on the PJC website at pjc.edu. Minimum requirements for eligibility to the program include all official transcripts received by the college including high school diploma or GED. Proof of completion of a two year degree program in a health field with direct patient care e.g., radiologic technology or nursing, and current status of CPR, AIDS, and OSHA training. The completed postsecondary education must include biological sciences, mathematics, and introductory physics. All application requirements must be completed before a student will be considered eligible for admission to the program.

When a student successfully completes all sections of the application process they will be considered candidates and assigned a seat in the next available class. Therefore, it is important to complete the application and transcript acquisition process as soon as possible.

Immediately prior to the clinical portion of the program all students must satisfactorily pass a federal background check, drug screen, and physical examination/immunization record. There is a technical standard for the clinical portion of the program and other clinical restrictions may apply.

The program information packet is available on the college website for answers to frequently asked questions, program schedule, and more specific details. From the college website at www.pjc.edu, select the Warrington Campus. Sonography information is available from this page.

**JOB PLACEMENT INFORMATION**

The percent of Diagnostic Sonography Specialist graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2002, 2003, and 2004 is 100%, 78%, and 89% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

**TERM I**

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<tr>
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<td>Superficial Structures (Small Parts)</td>
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</tr>
<tr>
<td>SON 1824**</td>
<td>Sonography Clinic III</td>
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**Total Program Credits**: 42

Externship clinical hours meet the ARDMS requirements for application for accreditation.

* See General Education Course Requirements page for options
** The course has pre- or co-requisites, check Course Descriptions Section
†† Meets Oral Communications Requirements
† Meets Computer Competence Requirement
ZOO PROGRAMS

Department Head: Mr. James Brady 484-1168
Program Contact: Ms. Joyce Kaplan 484-1164

We strongly encourage you to contact the Biological Sciences Department for assistance in planning your program of study.

ZOO ANIMAL TECHNOLOGY

Associate in Science (ZOO-AS)

The Zoo Animal Technology program is designed to prepare students for employment in a zoological park or in settings requiring animal care, husbandry, breeding or health. The program is presented in cooperation with the Northwest Florida Zoological Park and Botanical Gardens in Gulf Breeze, Florida. Admission to this program is limited by availability to clinical/experiential assignments at the zoo. Students in this program must comply with a dress and appearance code required by the zoo. After completing the Zoo Animal Technology A.S. degree, students may work towards an advanced technical certificate in a specialized field.

Courses may not be taken as a pass/fail option. Students must earn a “C” or better in all courses in a specialized field. The program articulates to a B.S. in Interdisciplinary Sciences with a specialization in Zoo Science at the University of West Florida.

JOB PLACEMENT INFORMATION

The percent of Zoo Animal Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2002, 2003, and 2004 is 86%, 100%, and 100% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

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<td>SPC 1600† Public Speaking</td>
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<td>ZOO 1010 General Zoology</td>
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<td>PAZ 2320 Herpetoculture</td>
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<td>PAZ 2555 Animal Behavior</td>
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<td>PAZ 2551 Animal Breeding</td>
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<td>PAZ 2931 Zoo Seminar I</td>
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<td>PAZ 2317C Visitor Relations</td>
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<td>PAZ 2531 Vertebrate Morphology</td>
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<td>PAZ 2540 Animal Nutrition</td>
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<td>PAZ 1561 Animal Medical Husbandry</td>
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<td>PAZ 1561L Animal Medical Husbandry Clinic</td>
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<td>PAZ 2334 Animal Care Technology IV</td>
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<td>PAZ 2721C Exhibit Repair and Maintenance</td>
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Total Program Credits 66

ZOO ANIMAL TECHNOLOGY

Advanced Technical Certificate (ZOO-ATC)

Elephant Biology and Management Specialty (ELEF-ATC)

This program is designed for students who have completed the Zoo Animal Technology A.S. Program. This program exposes students to elephant morphology, taxonomy, physiology, conservation, and the skills necessary for captive husbandry and management. Students will spend five weeks observing and participating in the operation of elephant management at Jacksonville Zoo. The program will provide a unique experience for graduates interested in exploring a career with elephants to receive training unavailable anywhere else in the country.

PAZ 2329 Elephant Biology for Conservation Education 3
PAZ 2326L Elephant Husbandry and Management I 3
PAZ 2327L Elephant Husbandry and Management II 3

Total Program Credits 9

Herpetology Specialty (HERP-ATC)

This program is designed for students who have completed the Zoo Animal Technology A.S. Program. This program exposes students to amphibian and reptile morphology, taxonomy, physiology, conservation, and the skills necessary for captive husbandry and management. Students will spend five weeks observing and participating in the operation of amphibian and reptile management at the Kentucky Reptile Zoo in Slade, Kentucky. The program will provide a unique experience for graduates interested in exploring a career with amphibians and reptiles to receive training unavailable anywhere else in the country.

PAZ 2350 Research in Herpetology 3
PAZ 2351 Reptile Husbandry and Management I 3
PAZ 2352 Reptile Husbandry and Management II 3
STA 2023 Elementary Statistics 3

Total Program Credits 12

Zoo Research Specialty (ZOO-ATC)

This program is designed for students who have completed the Zoo Animal Technology A.S. Program. This program exposes students to the skills necessary for conducting research with exotic animals. Skills will include advanced husbandry and management of research animals, experimental design, and data collection and analysis. Students will spend two weeks at the Lubee Foundation in Gainesville, Florida and four weeks at Zoo Atlanta, two AZA accredited facilities involved in research programs.

PAZ 1050 Principles of Zoo Research 6
PAZ 2323 Chiropteran Husbandry and Research 3
STA 2023 Elementary Statistics 3

Total Program Credits 12

For additional information, contact the Biological Sciences Department on the Pensacola Campus, 484-1168.
DISTANCE LEARNING (ECOAST CAMPUS)

Pensacola Junior College recognizes that the population served by the college is changing. Students are older, have work and family responsibilities, and are finding it increasingly difficult to conform to the traditional time and place bound model of higher education. For this reason the college is committed to developing and operating a comprehensive distance learning program that provides learners throughout the district and beyond with access to quality education in the most convenient form available. Although different in means of delivery, courses taught via the eCoast Campus are inherently the same as courses taught on a physical campus.

Mission Statement
The mission of distance learning at Pensacola Junior College is to provide educational opportunities that accommodate student needs in terms of time and place. Through distance learning, Pensacola Junior College provides degree seeking students with alternatives to campus-based courses and degree programs through the same principles of quality and integrity that govern all instruction at the college.

General Information
PJC courses may be suitable for you if:
• your schedule does not allow you to take conventional college classes
• you have excellent time management skills
• you are self-motivated
• you have a working knowledge of computer technology and the internet

All PJC distance learning courses are fully accredited college courses and offer the same credits as on-campus classes. Distance learning courses are transferable and can be applied toward graduation requirements. All PJC distance learning courses are delivered online with WebCT.

Important Notes:
• Visit the eCoast Campus website to learn more about specific online courses prior to registering. The eCoast Campus provides information on all aspects of distance learning at PJC: http://ecoast.pjc.edu.
• Take the “Am I Ready for Distance Learning?” quiz on the eCoast Campus website prior to registering for any distance learning course. Students should enroll only if the results indicate a high probability of success.
• Please check the technical requirements (i.e., hardware and software) for distance learning courses prior to registering. This information is located on the eCoast Campus website.
• In some cases students may be required to come to campus for orientation, reviews, and/or testing. Please read the course information located on the eCoast Campus website to determine whether or not this applies to your selected course(s).
• If the eCoast Campus website does not provide the information you need, please contact the Distributed Learning Department: (850) 484-1238, or, ecoast@pjc.edu.

DUAL ENROLLMENT

Dual Enrollment provides the opportunity for qualified high school students to enroll in Pensacola Junior College courses while concurrently enrolled in high school. Students can receive both high school and college credit for these courses. This program is open to students from public high schools, accredited private schools, or approved home-education programs, who are in the eleventh grade, have an unweighted grade point average of 3.0 or above to enroll in college credit courses, or a 2.5 unweighted grade point average to enroll in career and technical certificate courses, and who meet the state-designated college placement test scores. Dual Enrollment students are allowed to complete a maximum of 60 credit hours that meet high school graduation requirements. After the completion of 60 hours, students wishing to remain at PJC must apply, register, and pay fees as a regular student.

In an effort to meet the individual needs of dual enrollment students, PJC currently offers three categories of Dual Enrollment:

Concurrent Enrollment: This is a special category designed for public, private, and home-educated students in Escambia and Santa Rosa counties who meet the eligibility requirements. Presently, two models of Concurrent Enrollment exist: 1) In-School Classes where classes are offered during the traditional high school day following the high school schedule; and, 2) Before- or After-School Classes where the courses meet either before- or after-high school hours, on a high school campus, following the PJC college schedule. Fees for registration and books are not charged for Escambia or Santa Rosa public school students who are enrolled in this program. However, students enrolled in private schools and home-educated students who are approved to enroll in courses taken for high school credit will not be charged for registration, but will be held responsible for purchasing their books.

On-Campus Dual Enrollment: This category allows for high school students to enroll in college courses, on a part-time basis, at any PJC location. Students wishing to participate in the On-campus Dual Enrollment category should check with their high school guidance counselor to determine whether coursework completed will meet high school graduation requirements or elective requirements. Fees for registration and labs are not charged for Escambia or Santa Rosa public school students, private school students, or home-educated students.

Early Admission: This category is limited to highly qualified applicants who are juniors or seniors from accredited high school programs. To be considered for this program, students must earn a passing score(s) on appropriate subtests of a state-designated college placement test (CPT, ACT, SAT). Students must also have a cumulative unweighted grade point average of 3.0 or higher on all academic coursework beginning with grade nine through the current high school grading period. Registration and lab fees are not charged for qualifying high school students.

Additional information about the Dual Enrollment Program may be obtained from Mary Esslinger at 850-484-1406.
HONORS PROGRAM

The Pensacola Junior College Honors Program offers academically gifted students some flexibility in designing their honors program to meet individual needs. Through a generous gift from the Grover Robinson IV family, these students will be known as the Robinson Honors Scholars.

A major emphasis of the Honors Program is to teach students to think critically; thus, awakening them to a whole new world of opportunities for personal and intellectual growth. Honors classes are not just regular classes with additional work, but rather they provide unique intellectual experiences, with emphasis on individuality, originality and participative learning. The classes are designed to help students develop and sharpen their analytical and creative skills.

In addition to a challenging classroom environment, the Honors Program offers a wide variety of opportunities for experiential learning. Taking instruction beyond the classroom helps students better understand the world they are studying. Students participate in seminars, field trips, scholarships, and study abroad programs, such as a summer session at Cambridge University in England.

To earn an honors degree, students need to take 12 credit hours of their degree requirement in honors courses and maintain an overall GPA of 3.0 or higher and a 3.2 GPA in their honors courses. For additional information on the Honors Program, contact: Dr. Charlie Schuler at 850-484-2543 or cschuler@pjc.edu or Susan Roberts at 850-484-1423 or sroberts@pjc.edu.

Interdisciplinary honors courses:

- IDH 1110 Nature, Technology and Values Honors
- IDH 2109 Summer Study at Cambridge University
- IDH 2402 The American Dream: History Honors
- IDH 2450 Modern European Cultural History Honors
- IDH 2614 Literature in the Modern World Honors

The Interdisciplinary Honors courses provide an integrated program of study that examines the relationships between the arts and sciences. Interdisciplinary courses encourage the full expression of ideas. Instead of studying one topic during the entire class period, students explore a range of topics related to a particular subject.

Discipline-based honors courses:

- CGS 1052H Research in the Electronic Age Honors
- ENC 1101H English Composition I Honors
- ENC 1102H English Composition II Honors

Additional discipline-based honors courses will be developed during the academic year.
DEVELOPMENTAL STUDIES

The Developmental Studies Department provides college preparatory classes in English, reading, and math and college credit classes in English, reading, and college success. According to the Florida Administrative Code, all entering students must take the CPT (College Placement Test). Those students whose CPT scores in math, reading, and/or English fall below the minimum in these areas must take college preparatory classes. In addition, we offer Vocational Preparatory courses in reading, math, and language for students in career and technical certificate programs. This department also provides individualized academic support for all PJC students in the Learning Enrichment Center (math lab), the S.A.I.L. Program, the Reading Lab, the Writing Help Center, and the Computer Learning Lab.

Students who test into college preparatory instruction and subsequently enroll in college preparatory instruction must successfully complete the required college preparatory studies by the time they have accumulated 12 hours of college credit coursework or they must maintain continuous enrollment in college preparatory coursework each semester until the requirements are completed while performing satisfactorily in the degree earning coursework. Students who are required to take two or more college preparatory courses must also complete the SLS 1101 College Success course.

College preparatory courses do not satisfy any requirements for graduation. Each college preparatory course is designated in the course descriptions to indicate the number of college preparatory (c.p.) credits awarded. For assistance in college credit course selection, or for additional information about this state requirement, contact a counselor or the department head for Developmental Studies.

In accordance with Florida law, students may use Adult Basic Education, Adult Secondary Education, or private provider instruction as an alternative to traditional college preparatory instruction. For information on these options, contact the Developmental Studies Department on the Pensacola campus or the Student Affairs Office on either the Milton or Warrington campus.

Department Head: Ms. Wanda Cook 484-1185
Primary Faculty: Ms. Ruth Becker
Ms. Diane Cole
Dr. Brenda Kelly
Ms. Patty Northup
Mr. Reginald Sanders
Ms. Jennifer Brahier
Ms. Deedra Herington
Ms. Kathryn Merritt
Dr. Tracy Peyton
Mr. Morris Buchanan
Ms. Pat Horacek
Mr. Peter Nash
Ms. Jean Roberts
Ms. Joan Burkhardt
Ms. Paula Ingram
Ms. Tanya Nelson
Ms. Frances Robinson

COLLEGE PREPARATORY INSTRUCTION

College preparatory courses are provided for high school graduates who are identified as needing additional academic background or refresher work in computation and/or communications skills before pursuit of college credit courses. These courses provide instruction in the areas of reading, English/writing, and mathematics. College preparatory courses do not apply toward A.A., A.S., A.A.S., or certificate program requirements, but may meet prerequisites for continued pursuit of college credit courses.

Required Enrollment in College Preparatory Courses

Students whose entry-level placement scores fall below the minimum levels specified for English/writing, math, and reading are required to enroll in the appropriate college preparatory courses before attempting college credit work in those areas.

Once the college preparatory requirement is satisfied, the student may progress to college credit courses in the subject area. Successful completion of the college preparatory requirement is defined as: a) a grade of "C" or higher in each required college preparatory course and b) attainment of a passing score on each required college preparatory exit examination. A student may also progress to college credit work if he/she demonstrates a satisfactory placement exam score in the appropriate subject area.

College Preparatory Exit Examination

Florida Statutes require that a student successfully complete a college preparatory exit examination at the close of each college preparatory course sequence in which he/she is required to enroll. Accordingly, an exit examination will be administered in each preparatory subject area in coordination with the final course in the college preparatory English, mathematics, and reading sequences (i.e., ENC0002C, MAT0024C, REA0002C). Since Florida Statutes require that a student pass both the course and the exit examination, a student who is not passing the course at the end of the semester will not be allowed to sit for the exit examination.

Alternatives for Traditional College Preparatory Instruction

Florida law requires that all students whose placement test scores indicate the need for remediation be given the opportunity to satisfy the remediation requirement through traditional college preparatory instruction or through alternate instructional options. Examples of alternate options include independent study, non-credit courses, and instruction through other colleges and/or private providers.

Repeat Enrollments/Attempts in College Preparatory Courses

According to Florida Statute, a student is eligible for no more than three attempts to successfully complete a given college preparatory course. Florida Statutes also mandate that for the third attempt in a given college preparatory course, a student will be required to pay the full cost of instruction (approximately four times the usual matriculation in fees). In documented cases of financial hardship, an exception to the full cost may be granted. A withdrawal from a college preparatory course is considered an attempt, unless the student withdraws prior to the close of drop/add period. If a student receives a grade of N, W, or I in a college preparatory course, he/she may repeat the course to improve the grade and meet preparatory requirements. On the third attempt, the student will be awarded the letter grade earned (A, B, C, and F) and will not be allowed to withdraw or to re-enroll.

For more information about college preparatory class offerings call the Department of Developmental Studies at (850) 484-1185/1186.
COLLEGE PREPARATORY

College preparatory courses are designed to develop the student's communication and computation skills to enhance the opportunity for success in regular college courses. College preparatory courses may be required for students not achieving minimum scores on PJC placement tests. Students should contact the Developmental Studies Department for additional information.

ENC 0001C College Preparatory Writing I. 4 hours, 3 c.p.
Prerequisite: Appropriate score on Florida Entry-Level Placement Exam. Designed for students whose basic language skills need improvement, this course includes a review of basic grammar rules, sentence structure, punctuation, and capitalization. The writing component of the course focuses on effective paragraph composition.

ENC 0002C College Preparatory Writing II. 4 hours, 3 c.p.
Prerequisite: Appropriate score on Florida Entry-Level Placement Exam or ENC 0001C. Designed for students who need to improve their language skills, this course offers a review of grammar rules, language usage, sentence structure, punctuation, and composition of effective paragraphs and short essays.

MAT 0002C College Preparatory Mathematics. 4 hours, 3 c.p.
Prerequisite: Appropriate score on Florida Entry-Level Placement Exam. This course is a mathematics skills course designed for the student who needs to develop basic arithmetic, geometry, and pre-algebra skills.

MAT 0024C College Preparatory Algebra. 4 hours, 3 c.p.
Prerequisite: Appropriate score on Florida Entry-Level Placement Exam or MAT 0002C. This course is designed for the student who has had no algebra or has very little knowledge of the subject. Topics to be covered will include simplifying and evaluating variable expressions; solving linear equations, inequalities and related word problems; operations with polynomials; factoring; some algebraic fractions; quadratic equations; radicals and introduction to graphing.

REA 0001C College Preparatory Reading I. 4 hours, 3 c.p.
Prerequisite: Appropriate score on Florida Entry-Level Exam. This is a basic course designed to increase a student’s reading comprehension and vocabulary. This course will provide basic skills in word usage and reading comprehension.

REA 0002C College Preparatory Reading II. 4 hours, 3 c.p.
Prerequisite: Appropriate score on Florida Entry-Level Placement Exam or REA 0001C. This course is required for students reading below the college level. It provides instruction in vocabulary skills, listening skills, and comprehensive skills.

VOCATIONAL PREPARATORY

VPI 0100 Vocational Preparatory Reading. 2 hours, 1 v.p.
Prerequisite: A student must apply for a Vocational Certificate Program. The course is designed to develop reading skills, basic study skills and comprehension. Development of these skills is through individual lab activities, computer-assisted instruction, lab and home assignments, and pre/post evaluation. Two repeats are allowed.

VPI 0200 Vocational Preparatory Mathematics. 2 hours, 1 v.p.
Prerequisite: A student must apply for a Vocational Certificate Program. The course is designed for the student who needs to develop basic arithmetic skills focusing on relating math to the specific vocational training area. Emphasis is on individualized learning including lab activities, computer-assisted instruction, lab and home assignments and pre/post evaluation. Two repeats are allowed.

VPI 0311 Vocational Preparatory Language. 2 hours, 1 v.p.
Prerequisite: A student must apply for a Vocational Certificate Program. The course is designed for the student who needs to develop basic writing skills and language skills, including language mechanics, punctuation, and sentence and paragraph development. Individualized approaches include lab activities, computer-assisted instruction, lab and home assignments, and pre/post evaluation. Two repeats are allowed.
The Adult Basic Education Department is part of the Precollegiate Studies Division and offers classes for adults who want to improve their basic academic skills, prepare for the GED Examinations, and/or learn English. The program offers:

- Non-credit classes for adults who are at least 18 years of age.
- Individuals who are 16 or 17 years old may be admitted with a letter of permission or an age waiver from the school district in the county in which they reside.
- Free classes to qualifying Florida residents.
- Convenient class locations throughout the community and on all PJC campuses.
- Open entry classes: enroll at any time!
- Morning, afternoon and evening classes.

The ABE Department provides several options for students who need adult education programs:

1. **Adult Basic Education (ABE)** classes are provided for adults whose academic skills are below ninth grade level. The program covers basic reading, math, and language skills. Pre-GED review, family literacy, workforce readiness and life-coping skills may also be addressed.

2. **General Education Development (GED)** classes are offered for students who do not have a high school diploma and whose academic skills are at or above ninth grade level. Classes prepare students for all areas of the GED Examinations.

3. **English for Speakers of Other Languages (ESOL)** classes are available primarily for foreign born U.S. citizens or adults with resident alien status who wish to improve their English language skills. Everyday survival skills and a basic knowledge of the English language are covered.

4. **Adult Basic Education for Adults with Disabilities** classes are provided for clients at Pollak Training Center and at United Cerebral Palsy of Northwest Florida. For information about Pollak Training Center, call (850) 438-5577. For information about United Cerebral Palsy of Northwest Florida, please call (850) 432-1987.

5. **Workplace Employee Development** classes can be provided on-site or on campus. For information about starting a class at your business or industry, call the GED HOTLINE, (850) 484-1656.

The GED Examinations are offered monthly at the Test Center on the Pensacola Campus. Individuals wishing to take the tests must be 18 years of age or older. Sixteen and 17 year old students who are enrolled in PJC GED Preparation classes must meet attendance and academic requirements before they will be allowed to take the test. Advanced registration, a valid Florida driver’s license or Florida state I.D. card and payment of a fee are required. For information about test dates and fees, call the Test Center at (850) 484-1656.

**Department Head:** Ms. Carolyn Formsma 484-2128
**Counselor:** Dr. Janie T. Watts
**Primary Faculty:**
- Ms. Phyllis Hardaway
- Ms. Mary Kruczynski
- Ms. Cheryl Sexton
- Ms. Camilla Turberville

**ABE**

A 099AC - ABE Comprehensive.
Comprehensive Adult Basic Education is a non-credit course designed to develop literacy skills necessary to be a successful worker, citizen, and family member. Comprehensive Adult Basic Education prepares students to enroll in GED preparation classes. A student enrolled in the Comprehensive ABE program may be receiving instruction in mathematics, language, and/or reading.

A 099RA - ABE Basic Reading.
A 099RB - ABE Beginning Reading.
A 099RC - ABE Intermediate Reading.
A 099RD - ABE Functional Reading.
ABE Basic, Beginning, Intermediate, and Functional Reading are non-credit courses designed to help adult students gain and improve basic reading skills. Word attack skills, reading comprehension, vocabulary building, and understanding a variety of literary forms are among the topics covered in the ABE Reading continuum of classes.

A 099MA - ABE Basic Mathematics.
A 099MB - ABE Beginning Mathematics.
A 099MC - ABE Intermediate Mathematics.
A 099MD - ABE Functional Mathematics.
ABE Basic, Beginning, Intermediate, and Functional Mathematics are non-credit courses designed to help adult students gain and improve basic mathematics skills. Addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals, percents, ratio and proportion, problem solving, measurement, and beginning algebra and geometry are among the topics covered in the ABE Mathematics continuum of classes.

A 099LA - ABE Basic Language.
A 099LB - ABE Beginning Language.
A 099LC - ABE Intermediate Language.

**GED**

A 099LD - ABE Functional Language.
ABE Basic, Beginning, Intermediate, and Functional Language are non-credit courses designed to help adult students gain and improve basic language skills. Capitalization, punctuation, sentence identification, grammatical concepts, communication of ideas and information in both spoken and written forms, and organization of ideas are among the topics covered in the ABE Language continuum of classes.
**ESOL**

**A 099CE - ESOL Citizenship.**  
ESOL Citizenship is designed to help prepare students for success in the Naturalization process required for all who have United States Citizenship as a goal. The content includes preparation for the Citizenship Test by studying U.S. history, government, culture and symbols with specific emphasis on rights and responsibilities under the Constitution of the United States of America.

**A 099EA - ESOL Literacy/Foundation.**

**A 099EB - ESOL Low Beginner.**

**A 099EC - ESOL High Beginner.**  
ESOL Literacy/Foundation, Low Beginner and High Beginner are non-credit courses designed to help students develop and build on vocabulary, pronunciation, spelling, and reading skills. In addition, students are exposed to communication and writing skills necessary for citizenship and job enhancement.

**ADULT HIGH SCHOOL**

The primary purpose of the Secondary Education Department is to provide individuals 16 years of age and older, the opportunity to continue their interrupted education and earn a traditional high school diploma. Courses offered in this program are similar to those offered in a regular high school program, but the emphasis is placed on the unique needs of the at-risk/adult student. We believe that academic competency is a consequence of good learning skills, learning confidence, and self-discipline. Our goal is to assist students in the development of life skills that will enhance their future success. There is no charge for those who qualify as Florida residents.

Not all courses are offered each term. Students should consult a current course schedule booklet for information, then make an appointment with the high school counseling staff for advising. Courses are taught on the Pensacola campus.

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<tr>
<th>Department Head:</th>
<th>Dr. James E. Grant</th>
<th>484-2133</th>
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<tr>
<td>Assistant Department Head/</td>
<td>Vacant</td>
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<tr>
<td>Evening Coordinator:</td>
<td>Mr. Joseph V. Kyle</td>
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<td>Coordinator, Student Services:</td>
<td>Ms. Karen Harris</td>
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<td>Counselor:</td>
<td>Ms. Paige Anderson</td>
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<td>Primary Faculty:</td>
<td>Dr. Joyce Longmire</td>
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<td>Ms. Shirl Shaw</td>
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<td>Mr. Kevin Slattery</td>
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<td>Ms. Carla Williams</td>
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**HIGH SCHOOL PROGRAM**

High school courses are made available to Florida resident adults who wish to continue their interrupted education. The courses offered in the program of study at the Pensacola Junior College High School are similar to those offered in a regular high school program, but the emphasis is placed on the special needs of the adult student. No fees are charged to Florida residents.

Each student selects courses to suit his or her own pace. A part-time student can take as few as one course per term. A full-time student can earn as much as two years of high school credit in less than nine months.

Upon satisfactory completion of the high school program, Pensacola Junior College awards the student a high school diploma.

**Graduation Requirements for Adult High School** are as following:

**High School Diploma Requirements:**

1. Maintain a cumulative grade point average of 2.0 (“C”) in all courses required for graduation.
2. Earn at least three high school credits in residence at Pensacola Junior College Adult High School. One of the three required credits may be earned through dual enrollment.
3. Earn a minimum of 24 high school credits as specified by Florida Statute 228.0422 including the following (see program requirements).
4. Pass the High School Competency Test (HSCT) or the Florida Comprehensive Assessment Test (FCAT). The State Department of Education establishes minimum scores for passing. The tests are given at no charge to the student and may be retaken if necessary. Students who do not pass the test will not be issued a high school diploma; they will receive a Certificate of Completion.

<table>
<thead>
<tr>
<th>Course Category</th>
<th>Credits</th>
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<tbody>
<tr>
<td>English</td>
<td>4 credits</td>
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<tr>
<td>Mathematics</td>
<td>3 credits</td>
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<tr>
<td>American History</td>
<td>1 credit</td>
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<tr>
<td>World History</td>
<td>1 credit</td>
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<tr>
<td>American Government</td>
<td>1/2 credit</td>
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<tr>
<td>Economics</td>
<td>1/2 credit</td>
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<tr>
<td>Life Management</td>
<td>1/2 credit</td>
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<tr>
<td>Practical Arts</td>
<td>1/2 credit</td>
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<tr>
<td>Performing Arts</td>
<td>1/2 credit</td>
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<tr>
<td>Electives</td>
<td>9-1/2 credits</td>
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2006–2007
HIGH SCHOOL ART

0104300 Advanced Placement Art—Drawing Portfolio. 1/2 credit.
Prerequisite: 0104340 or 0104370. The purpose of this course is to give advanced students the opportunity to develop quality, concentration, discipline, and breadth in drawing.

0104340 Drawing I. 1/2 credit.
This course includes the techniques of pictorial art. Most work will be done in charcoal, pencil, and pen and ink.

0104350 Drawing II. 1/2 credit.
Prerequisite: 0104340. The purpose of this course is to provide an opportunity for students to expand their drawing abilities, use new media and challenging techniques, complete requirements for portfolios for higher education institutions, or simply to acquire new skills.

0104370 Painting I. 1/2 credit.
The fundamentals of art are now put to use in actual painting and design.

0104380 Painting II. 1/2 credit.
Prerequisite: 0104370. The purpose of this course is to enable students to develop intermediate-level perceptual, observational, compositional skills necessary to communicate a range of subject matter, symbols, ideas, and concepts using knowledge of painting media, processes, and techniques.

HIGH SCHOOL COUNSELING

1400300 Peer Counseling I. 1/2 credit.
The purpose of this course is to provide students with an understanding of the elements of communications and group processes.

1400310 Peer Counseling II. 1/2 credit.
The purpose of this course is to provide an understanding of the components of personal development and to facilitate personal and group growth and fulfillment through individual and group processes.

8300310 Workplace Essentials. 1/2 credit.
The purpose of this course is to provide students with the essential abilities known as employability skills. The content of this program includes the following: how to obtain personal and occupational information necessary in choosing a career; how to prepare for the job hunt, get leads on jobs, make contact with employers; how to write resumes, fill out application forms, check payroll deductions; how to handle promotions, resignation, losses and career changes.

HIGH SCHOOL ENGLISH

0400300 Introduction to Drama. 1/2 credit.
The purpose of this course is to provide a broad overview of the study and practice of dramatic arts.

1000400 Intensive Language Arts. 1 credit.
The purpose of this course is to enable students to develop language arts skills through remedial instruction and practice. This course may be repeated for elective credit. (counselor approval)

1000410 Intensive Reading. 1 credit.
The purpose of this course is to enable students to build comprehensive reading knowledge, develop independent reading endurance, and increase comprehension through intensive instruction and practice. This course may be repeated for elective credit. (counselor approval)

1000410A Intensive Reading. 1/2 credit.
This course is designed for certificate high school students who need to pass the FCAT for the high school diploma.

1001310 English I. 1 credit.
The purpose of this course is to provide instruction in English language skills including reading, writing, speaking, and listening in the content areas of literature and language.

1001340 English II. 1 credit.
Prerequisite: 1001310. This course will provide instruction in English language skills and in the study of world literature.

1001370 English III. 1 credit.
Prerequisite: 1001340. An introduction to American literature and English language skills.

1001400 English IV. 1 credit.
Prerequisite: 1001370. The purpose of this course is to provide instruction in English language skills and the study of British literature.

1001400A English IV. 1/2 credit.
Prerequisite: 1001370. The purpose of this course is to provide integrated educational experiences in the language arts strands of reading, writing, listening, viewing, speaking, language, and literature.

1007300 Speech I. 1/2 credit.
This course provides instruction in the fundamentals of formal and informal oral communication.

1007310 Speech II. 1/2 credit.
Prerequisite: 1007300. This course offers further instruction in intermediate skills of formal and informal oral communication.

1008300 Reading I. 1 credit.
Reading I helps students with serious reading problems develop reading skills. (counselor approval)

1008320 Advanced Reading. 1/2 credit.
Develops advanced reading skills in students who plan to continue their formal education after high school.

1009300 Writing I. 1/2 credit.
The purpose of this course is to provide an organized study of the structure of sentences, paragraphs, and larger discursive patterns culminating in written assignments which are based upon personal experience, observations and literature.

1009320 Creative Writing I. 1/2 credit.
The purpose of this course is to develop writing and language skills needed for individual expression in literary forms.

1009310 Writing II. 1/2 credit.
This course will extend the writing skills introduced in Writing I by focusing on refining exposition and introducing analysis and persuasion. There will be a variety of reading samples that will serve as modules of effective writing styles.

HIGH SCHOOL FOREIGN LANGUAGES

0701320 French I. 1 credit.
This course will introduce students to French and French culture and to develop communication skills and cross-cultural understanding.

0701330 French II. 1 credit.
Prerequisite: 0701320. French II reinforces previously acquired fundamental skills and will develop increased listening, speaking, reading, and writing skills, as well as cultural awareness.

0708340 Spanish I. 1 credit.
This course is an introduction to Spanish and Hispanic culture. Students will develop communication skills and cross-cultural understanding.

0708350 Spanish II. 1 credit.
Prerequisite: 0708340. The purpose of this course is to reinforce previously acquired fundamental skills. This course develops increased listening, speaking, reading, and writing skills, as well as cultural awareness.
HIGH SCHOOL FAMILY AND CONSUMER SCIENCES

8500120 Personal and Family Finance. 1/2 credit.
The purpose of this course is to give students an overview of personal family finance concepts including the American economic system, personal and family management of resources including income, money management, bookkeeping, saving and investing, spending and credit, the role of financial institutions and the consumer, consumer information and taxation and financial planning.

8500300 Parenting Skills. 1/2 credit.
The purpose of this course is to prepare students for the multiple roles essential to becoming a model parent and to understand the dual roles of males and females as parents and wage earners. This course will also enhance their abilities to assist children to become effective citizens in a multi-cultural and technological society.

8500310 Child Development and Parenting. 1/2 credit.
This course will prepare students to understand the nature of child development from prenatal care through age six and the function and significance of the parenting experience.

8500345 Family Dynamics. 1/2 credit.
The purpose of this course is to prepare students for the roles, responsibilities, and relationships essential to functional families. To understand the nature, function, and significance of human relationships within the family/individual units.

8500355 Nutrition and Wellness. 1/2 credit.
The purpose of this course is to prepare students to understand the relationship between nutrition and wellness. The program also provides for selection, preparation, service, and storage of foods. It allows students to use technology to practice meal management techniques directed toward nutritional food choices based on the life cycle. This course will provide an awareness of consumer issues relating to health and wellness.

8500375 Blueprint for Professional Success. 1 credit.
This course is designed to prepare students for the workplace in the twenty-first century. Emphasis will include using current technology resources to investigate the broad range of occupations and careers in family and consumer sciences.

8502000 Life Management Skills. 1/2 credit.
The purpose of this course is to assist students with the development of essential life management skills to enhance the quality of personal and family life.

HIGH SCHOOL MATHEMATICS

1200300 Pre-Algebra. 1 credit.
Students will develop the skills necessary for success in algebra.

1200310 Algebra I. 1 credit.
This course will provide the foundation for more advanced mathematics courses and to develop the skills needed to solve mathematical problems.

1200320 Algebra II. 1 credit.
Prerequisite: 1200310 or 1200380. A continuation of the study of the structure of algebra and to provide the foundation for applying these skills to other mathematical and scientific fields.

1200330A Algebra II. 1/2 credit.
Prerequisite: 1200310 or 1200370 or 1200380. The purpose of this course is to continue the study of algebra and to provide the foundation for applying algebraic skills to other mathematical and scientific fields. This is a 0.5 credit course consisting of the first half of the full credit course.

1200370 Algebra IA. 1 credit.
The purpose of this course is to develop the algebraic concepts and processes that can be used to solve a variety of real world and mathematical problems. This is the first of a two-year sequence of courses. Algebra Ia and Algebra Ib. Together, the two courses have the same requirements as 1200310 Algebra I.

1200380 Algebra IB. 1 credit.
Prerequisite: 1200370. The purpose of this course is to develop the algebraic concepts and processes that can be used to solve a variety of real world and mathematical problems. This is the second of a two-year sequence of courses. Algebra Ia and Algebra Ib. Together, the two courses have the same requirements as 1200310 Algebra I.

1200400 Intensive Mathematics. 1 credit.
The purpose of this course is to provide remedial instruction and practice in mathematics skills and concepts. The content may be identified by diagnosis of each student’s needs for remedial instruction and/or designed to assist the student in passing the HSCT or FCAT. A student may repeat this course for multiple elective credits if, on subsequent offerings, the required level of student proficiency increases. This course may not be used to meet the graduation requirement for mathematics. (counselor approval)

1200400A Intensive Mathematics. 1/2 credit.
This course is designed to prepare certificate high school students for the FCAT which will allow them to receive a high school diploma.

1202340 Pre-Calculus. 1 credit.
Prerequisite: 1200330. The purpose of this course is to enable students to develop concepts and skills in advanced algebra, analytic geometry, and trigonometry.

1206300 Informal Geometry. 1 credit.
Prerequisite: 1200310. This course emphasizes the use of basic geometric skills as tools in solving real-world problems. No formal proofs are required.

1206310 Geometry. 1 credit.
Prerequisite: 1200310. The purpose of this course is to develop the geometric relationship and deductive strategies that can be used to solve a variety of real world and mathematical problems. Formal proofs are required.

1208500 Liberal Arts Math. 1 credit.
Prerequisite: 1200310 or 1200380. The purpose of this course is to strengthen mathematical skills necessary for further study of advanced mathematics.

HIGH SCHOOL OCCUPATIONAL

0200300 Introduction to Computers. 1/2 credit.
The purpose of this course is to provide opportunities that will allow students to understand the capabilities, applications, and social implications of computer terminology.

8200320 Practical Keyboarding Skills. 1/2 credit.
The purpose of this course is to teach students basic keyboarding skills and techniques of formatting to include information systems inputting.

8200330 Practical Computer Skills. 1/2 credit.
The purpose of this course is to teach practical computer skills and the effects of its application on society.

8207110 Web Design I. 1 credit.
Prerequisite: 8200330 or 8209020. The purpose of this course is designed to provide a basic overview of the Internet, Intranet, and World Wide Web. The student will be able to plan, develop, and publish well-designed web sites that combine effective navigation with appropriate use of graphics, text, color, and sound. The content includes operating systems, basic HTML commands, navigation of the Internet, Intranet, and Web; and Web page design.

8207120 Web Design II. 1 credit.
Prerequisite: 8207110. 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.

8209010 Keyboarding and Document Processing. 1 credit.
Prerequisite: 8200320 or 8200330. This course is designed to provide a foundation for all business technology education programs and includes the following areas: keyboarding, math, communication and technology applications.
8209020 Business Systems and Technology. 1 credit.
Prerequisite: 8200320 or 8200330. This course is designed to provide a basic overview of current business and information systems and trends and to introduce students to the basics and foundations required for today's business environments. Emphasis is placed on applications, so that they may be used as communication tools for enhancing personal and work place proficiency in an information-based society. This also includes proficiency with computers using databases, spreadsheets, presentation applications, and the integration of these programs using software that meets industry standards.

8212010 Word Processing I. 1 credit.
Prerequisite: 8209020 or 8200320 and 8200330. This course is designed to provide instruction that will enable the student to perform the basic functions of input, edit, store and retrieval utilizing electronic equipment.

HIGH SCHOOL RESEARCH
AND CRITICAL THINKING

1700370 Critical Thinking/Study Skills. 1/2 credit.
The purpose of this course is to provide an opportunity for students to learn and adopt methods to be successful in school.

1700380 Career Research and Decision Making. 1/2 credit.
The purpose of this course is to teach decision-making and self-assessment skills, help students develop self-esteem, and enable students to make career choices.

HIGH SCHOOL SCIENCE

2000310 Biology I. 1 credit.
General exploratory experience and activities in the fundamental concepts of life will be covered in this course.

2001310 Earth/Space Science. 1 credit.
The purpose of this course is to develop concepts basic to the earth, its materials, processes, history and environment in space.

2001340 Environmental Science. 1 credit.
A study of man's interaction with the environment.

2002400 Integrated Science. 1 credit.
The purpose of this course is to provide opportunities to investigate the theories and ideas associated with the biological, earth, and physical sciences.

2003310 Physical Science. 1 credit.
This course is a quantitative investigative study of the introductory concepts of physics and chemistry.

2003340 Chemistry I. 1 credit.
Prerequisite: 2003310 or instructor approval. Students will study the composition, properties, and changes associated with matter.

HIGH SCHOOL SOCIAL STUDIES

2100310 American History. 1 credit.
The purpose of this course is to acquire an understanding of the chronological development of the American people by examining the political, economic, social, religious, military, scientific, and cultural events that have affected the rise and growth of our nation.

2100310A American History. 1/2 credit.
Prerequisite: 2109310. The purpose of this course is to enable students to understand the development of the United States within the context of history with a major focus on the post-Reconstruction period. Students will use knowledge pertaining to history, geography, economics, political processes, religion, ethics, diverse cultures, and humanities to solve problems in academic, civic, social, and employment settings.

2100340 African-American History. 1/2 credit.
The purpose of this course is to give students an understanding of the development of African-American heritage within the context of a broad historical focus. Students examine connections to the past to prepare for the future as participating members of a democratic society.

2102310 Economics. 1/2 credit.
An understanding of the way in which society organizes its limited resources to satisfy unlimited wants. Students will be introduced to the major characteristics of the mixed market economic system in the United States and how the basic economic questions are answered. The intent is to provide the students with an understanding of the forces of the marketplace by examining the effect of their roles as producers, consumers, savers, investors, resource owners, voters, and taxpayers on the system.

2103300 World Geography. 1 credit.
This course introduces students to an understanding of the inter-relationships between people and their environment.

2104320 Global Studies. 1 credit.
A course to provide students with interdisciplinary knowledge, skills, and attitudes necessary to meet their responsibilities as citizens of their community, state, and nation in an increasingly interdependent and complex global society.

2106310 American Government. 1/2 credit.
An understanding of American government and political behavior.

2106350 Law Studies. 1/2 credit.
The purpose of this course is to acquire an understanding of the American legal process.

2107300 Psychology I. 1/2 credit.
This course provides students with opportunities to acquire an understanding of human behavior, behavioral interaction, and the progressive development of individuals.

2108300 Sociology. 1/2 credit.
An understanding of group interaction and its impact on individuals.

2109310 World History. 1 credit.
By examining the political, economic, social, religious, military, scientific, and cultural events that have affected humanity, students will acquire an understanding of the chronological development of civilization.

2109430 Holocaust. 1/2 credit.
The purpose of this course is to examine the events of the Holocaust. A further purpose of this course is to enable students to understand their connection to the development of civilization by examining the past to prepare for their future as participating members of a global society.
The mission of the Continuing Education Unit is to be a strong link between the college and the community by offering courses and programs for lifelong learning, recreation and leisure, and cultural events at a reasonable price and convenient to students of all ages. Individuals participate in continuing education courses/programs for a variety of reasons which may include, but not inclusive, to learn new skills; to broaden knowledge base for special topics of interest; to cultivate hobbies; and to enhance lifestyles through leisure time activities. Classes are offered at times that meet the scheduling demands of the students. Classes are delivered in a variety of formats such as non-credit short courses, workshops, seminars, and conferences, and are located at numerous sites within the community, as well as provided via internet. Qualified instructors with interest and expertise in the subject matter are selected from the community at large to teach continuing education courses/programs.

A vast array of lifelong learning and recreation and leisure courses/programs are offered for the benefit of the community through continuing education. Subject matter may include such topics of interest as painting and drawing, dance, vocal and instrumental instruction, computer science, foreign languages, aerobic exercise, tennis, yoga, swimming, handcrafts, hobbies, home improvements, language arts, and dog obedience.

A unique program provided by the college is PJC Kids’ College, which is a non-credit educational opportunity for young people ages 6-16, conducted during the summer months. A number of state-regulated/court-mandated courses/programs are coordinated through continuing education which include TransParenting, Guardianship Education, Driver Improvement School, and Tobacco and Consequences for Teens. For additional information concerning these courses/programs and others, please contact Continuing Education at 484-1797 or 484-1956.

Dean: Dr. Rebecca Causey 484-1795
Coordinator: Ms. Edith Finley

Workforce and Economic Development serves several important functions within the college and the Pensacola Bay Area business community. The PJC Institute for Corporate and Professional Development is an active education partner with many local organizations, delivering responsive and updated training at any location. Based out of its downtown Pensacola office, the PJC Institute provides education and training intent upon skill enhancement, certification and/or licensure. A wide range of courses deliver continuing professional education for those in the insurance, real estate, health, construction, and computer industries, as well as training in Leadership Development, Customer Service, Project Management. In addition, the PJC Institute can create training to meet any need.

Workforce and Economic Development is also responsible for creating economic development opportunities and partnerships in the Pensacola Bay area and throughout the state of Florida. This department targets the creation and growth of a quality jobs market for PJC students, the incubation of enterprise activities, and the development of a highly responsive and skilled workforce capable of meeting the demands of a rapid growth economy. Working in partnership with local organizations, Workforce and Economic Development is focused on creating the future.

Director: Ms. Debbie Ritchie 484-1361
dritchie@pjc.edu
Assistant Director: Vacant
Coordinator: Ms. Melinda Ross
Courses in this catalog are identified by prefixes and numbers that were assigned by Florida’s Statewide Course Numbering System. This numbering system is used by all public postsecondary institutions in Florida and 33 participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the “SCNS taxonomy.” Descriptions of the content of courses are referred to as “course equivalency profiles.”

### Example of Course Identifier

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Level Code</th>
<th>Century Digit</th>
<th>Decade Digit</th>
<th>Unit Digit</th>
<th>Lab Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>SYG</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>No Laboratory Component in this Course</td>
</tr>
</tbody>
</table>

### General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions. (Exceptions are listed below.)

For example, a survey course in social problems is offered by 55 different postsecondary institutions. Each institution uses “SYG.010” to identify its social problems course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, “SYG” means “Sociology, General,” the century digit “0” represents “Entry-Level General Sociology,” the decade digit “1” represents “Survey Course,” and the unit digit “0” represents “Social problems.”

In science and other areas, a “C” or “L” after the course number is known as a lab indicator. The “C” represents a combined lecture and laboratory course that meets in the same place at the same time. The “L” represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

Transfer of any successfully completed course from one institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, SYG 1010 is offered at a community college. The same course is offered at a state university as SYG 2010. A student who has successfully completed SYG 1010 at the community college is guaranteed to receive transfer credit for SYG 2010 at the state university if the student transfers. The student cannot be required to take SYG 2010 again since SYG 1010 is equivalent to SYG 2010. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credits 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.

### The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

### Authority for Acceptance of Equivalent Courses

Section 1007.24(7), Florida Statutes, states:

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty 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

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

- A. Courses in the 900-999 series (e.g., ART 2905)
- B. Internships, practica, clinical experiences, and study abroad courses
- C. Performance or studio courses in Art, Dance, Theater, and Music
- D. Skills courses in Criminal Justice
- E. Graduate courses
- F. Courses not offered by the receiving institution
- G. For courses at non-regionally accredited institutions, courses offered prior to the transfer date of the course

College preparatory and vocational preparatory courses may not be used to meet degree requirements and are not transferable.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to Dr. Ann Southerland in the Office of the Assistant Vice President of Academic Affairs and Career Education at (850) 484-2020 or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the Statewide Course Numbering System office at (850) 245-0427 or SunCom 205-0427.
Courses are listed alphabetically and are organized by numerical order within each discipline. The index of course prefixes at the beginning of this section may be of additional help in finding a particular course description. Courses are either college credit, vocational credit, or preparatory credit.

Courses with numbers which begin with “0,” such as COM 0101, are vocational credit (v.c.). Courses with numbers which begin with a “1” or a “2,” such as APA 1111 and COP 2220, are college credit (c.c.). In general, vocational credit courses are not transferable to an upper division university; college credit courses, except those marked “A.A.S. Only,” are usually transferable. College credit courses with the “A.A.S. Only” designation may be transferable to upper division schools with which PJCC has developed special articulation agreements. Students with questions about these issues should consult with a counselor or departmental advisor, or contact the Registrar’s Office. See also the section entitled “Florida’s Statewide Course Numbering System” on previous page.

Selected courses may be offered by means of distance learning such as Internet courses and telecourses. These courses may be offered in the current course schedule booklet. Internet courses are identified with a “W” suffix following the course number and telecourses are identified with a “T” suffix following the course number. Not all courses are offered at all campuses or during all terms. Students should consult the current course schedule booklet to determine which courses are available.

Course Section Term Schedule: Courses are designated as listed below indicating which terms sections will be offered. Course sections may be added or canceled based on enrollment. The designation of course offerings as (even years) or (odd years) is based on a calendar year.

- **FA** = Fall Term
- **SP** = Spring Term
- **SU** = Summer Term(s)
- **TBA** = To be announced (check with appropriate department)

**ACG 2001 Accounting I.** 3 c.c.

**FA, SP, SU** – The study of accounting terminology, concepts, techniques, methods, principles, practices and procedures as applied to sole proprietorship. Typical financial transactions are analyzed in relation to the basic accounting equation and recorded in the books of the business. Business financial statements are prepared and interpreted by the student.

**ACG 2002 Computerized Accounting.** 3 c.c.

**FA, SP** – A.A.S. only. Lab fee. **Prerequisite:** ACG 2001 and ACG 2011 or ACG 2021. **Corequisite:** CGS 1570. This course is an introduction to computerized integrated accounting procedures found in microcomputer office environments. The popular Quickbooks accounting program is used to record financial transactions. Major topics include managing revenue and expenses, payroll setup and processing, bank reconciliation, reports, and graphs, inventory, adjustments and year-end procedures, and company file setup and maintenance.

**ACG 2011 Accounting II.** 3 c.c.

**FA, SP, SU** – **Prerequisite:** ACG 2001. Continuation of Accounting I covering long-term assets, partnerships, corporations, long-term liabilities, the statement of cash flows, and financial statement analysis.

**ACG 2021 Financial Accounting Principles.** 3 c.c.

**FA, SP, SU** – This course approaches accounting as an information or decision support system. Emphasis is placed on the analysis of business transactions and the evaluation of their effect on the operation of the enterprise. The method of instruction is shifted from “how to do it” to “why it is done and what it means.” The basic logic and principles associated with preparation and/or critical evaluation of accounting information will also be addressed.

**ACG 2030 Capstone Review Course of Accounting Principles.** 3 c.c.

**TBA** – **Prerequisite:** Permission of department head. Will guide the student in dealing with ethics, internal control, fraud and financial statement analysis in the accounting environment. Will require students to confront and resolve accounting problems by integrating and applying skills and techniques acquired from previous courses. Will aid students in developing a personal code of ethics by exploring ethical dilemmas and pressures they will face as accountants. Will help the student understand financial statement analysis and its relationship to fraud and fraud detection. Will prepare the student for the ACAT Comprehensive Examination for Accreditation in Accounting.

**ACG 2071 Introduction to Managerial Accounting.** 3 c.c.

**FA, SP, SU** – **Prerequisite:** ACG 2011 or ACG 2021. Using accounting information for planning, control, and decision making. Includes principles of product costing, budgeting techniques, and capital decisions.

**ACG 2947, 2948, 2949 Accounting Co-op.** 1 c.c., 2 c.c., 3 c.c.

**FA, SP, SU** – Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student’s academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

**ACO 1806 Payroll Accounting.** 3 c.c.

**FA, SP** – A.A.S. only. **Prerequisite:** ACG 2001 or ACG 2021 or permission of instructor. The purpose of this course is to train the student to complete all payroll activities of any business. Topics covered are payroll and personnel records, federal payroll laws, payroll accounting systems, payroll operations, and preparation of payroll records such as payroll registers, individual earnings records and federal, state, and local payroll tax forms.

**ACO 2941, 2942, 2943 Accounting Internship.** 1 c.c., 2 c.c., 3 c.c.

**FA, SP, SU** – A.A.S. only. **Prerequisite:** Permission of the department head. The student gains accounting related work experience in the offices of various employers in the Pensacola area. This course should be taken the last semester of enrollment.

**AEB 2947, 2948, 2949 Agriculture Co-op.** 1 c.c., 2 c.c., 3 c.c.

**FA, SP** – Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student’s academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

**AER 0006 Automotive Lube Technician.** 5 v.c.

**TBA** – Lab fee. The course content includes applying appropriate math skills, an understanding of basic sciences, safety regulations, routine maintenance, and customer services. Students will also learn appropriate communication skills and employee behavior in the automotive industry.

**AER 0014 Automotive Service Assistor Core.** 5 v.c.

**TBA** – Lab fee. **Prerequisite:** AER 0006. The course content includes demonstrating proficiency in routine maintenance and consumer services in the automobile industry.
AER 0110 Engine Repair Technician. 5 v.c.

**TBA – Lab fee. Prerequisite:** AER 0014. The course content provides the principles and procedures in engine diagnosis, removal, disassembly, rebuilding, and dynamic check out enabling proficiency in engine theory and repairs in the automotive industry.

AER 0250 Automatic Transmission and Transaxle Technician. 5 v.c.

**TBA – Lab fee. Prerequisite:** AER 0014. The course content provides the skill training enabling proficiency in the operation and servicing of automatic transmissions and transaxles.

AER 0270 Manual Drive Train and Axles Technician. 5 v.c.

**TBA – Lab fee. Prerequisite:** AER 0014. The course content provides the skill training enabling proficiency in the operation and servicing of manual drive trains and axles.

AER 0310 Automotive Electrical/Electronic System Technician, Part I. 5 v.c.

**TBA – Lab fee. Prerequisite:** AER 0014. The course content provides skill training in diagnosis and service of batteries. It also provides skill training in diagnosis and repair of starting systems, lighting systems, gauges, warning devices, driver information systems, horns and wipers/washers, and accessories.

AER 0311 Automotive Electrical/Electronic System Technician, Part II. 5 v.c.

**TBA – Lab fee. Prerequisite:** AER 0310. This course is the second course in a two-course sequence that provides skill training in diagnosis and service of batteries. It also provides skill training in diagnosis and repair of starting systems, lighting systems, gauges, warning devices, driver information systems, horns and wipers/washers, and accessories.

AER 0411 Automotive Brake Technician. 5 v.c.

**TBA – Lab fee. Prerequisite:** AER 0311. The course content provides skill training enabling proficiency in the diagnosis, operation, servicing, and repair of automotive brake systems in the automobile industry.

AER 0450 Automotive Steering and Suspension Technician. 5 v.c.

**TBA – Lab fee. Prerequisite:** AER 0014. The course content provides the skill training enabling proficiency in the diagnosis and repairing of suspension systems including four-wheel alignment.

AER 0503 Automotive Engine Performance Technician. 10 v.c.

**TBA – Lab fee. Prerequisite:** AER 0014. The course content provides skills training in the introduction to computer command control, electronic engine control, and electronic fuel injection systems in the automobile industry.

AER 0610 Heating, Air Conditioning and Engine Cooling Systems. 5 v.c.

**TBA – Lab fee. Prerequisite:** AER 0014. The course content provides skills training enabling proficiency in the heating, air conditioning, and engine cooling systems in the automobile industry.

AER 0931, 0932, 0933 Special Topics in Automotive Service. 1 v.c., 2 v.c., 3 v.c.

**TBA –** The course centers on current topics or special interests to meet the needs of the community.

AER 0947, 0948, 0949 Automotive Service Co-op. 1 v.c., 2 v.c., 3 v.c.

**TBA –** Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student’s academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

AER 1006C Automotive Fundamentals and Minor Services. 4 c.c.

**FA, SP – A.A.S. only. Lab fee.** This course is designed to acquaint the student with tools, equipment and service procedures used in the modern automotive service facility. The student will learn all component parts by name, location, and function. The student will also learn the proper use of technical manuals, English, metric measurements, and safety rules and regulations as they relate to the service facility. Students will learn the different career opportunities available, various pay structures, and the importance of good employee work habits.

AER 1230C Automotive Manual Transmissions and Drive Systems. 4 c.c.

**FA – A.A.S. only. Lab fee. Prerequisite or Corequisite:** AER 1006C. An introduction to the theory, principles, and operation of automotive transmission and drive systems, with emphasis on manual systems. Learned theory and principles will be applied to the diagnosis, maintenance, repair, and overhaul of manually-operated transmission systems, transaxles, and differentials. The course emphasizes inspection of systems and components, location of malfunctions, the performance of preventive and corrective maintenance, and the proper use of instruments, tools, and equipment.

AER 1250C Automotive Transmissions and Transaxles. 4 c.c.

**FA – A.A.S. only. Lab fee. Prerequisite or Corequisite:** AER 1006C. A continuation and expansion of the theory and principles included in AER 1230C, with emphasis on automatic transmission and drive systems. Learned theory and principles will be applied to the diagnosis, maintenance, repair, and overhaul of automatic transmission systems, transaxles, and differentials. The course emphasizes inspection of systems and components, location of malfunctions, and performance of preventive and corrective maintenance, and the proper use of instruments, tools, and equipment.

AER 1410C Automotive Brake Systems. 4 c.c.

**SP – A.A.S. only. Lab fee. Prerequisite or Corequisite:** AER 1006C. The theory, principles, and operation of automotive brake systems. The course includes the application of the principles of mechanical linkages, hydraulics, pneumatics, friction, heat transfer, and electricity to brake systems and related components. The course emphasizes inspection of systems and components, location of malfunctions, the performance of preventive and corrective maintenance, and the proper use of instruments and equipment.

AER 1450C Automotive Steering and Suspension. 4 c.c.

**FA – A.A.S. only. Lab fee. Prerequisite or Corequisite:** AER 1006C or permission of department head. Introduction to suspension systems and shop safety. Steering and suspension components, diagnoses, steering geometry and wheel and tire balance will be covered. Alignment, repair and replacement of steering components including shocks, ball joints, steering linkages, rear suspensions and struts. Both two and four wheel alignment will be covered.

AER 1610C Automotive Heating and Air Conditioning. 4 c.c.

**SP – A.A.S. only. Lab fee. Prerequisite or Corequisite:** AER 1006C or permission of the department head. Theory and operation of modern heating and air conditioning systems are studied in detail. Diagnosis and repair procedures are included.

AER 1931, 1932, 1933 Special Topics in Automotive Technology. 1 c.c., 2 c.c., 3 c.c.

**TBA – Lab fee. A.A.S. only.** This course is designed to allow flexibility for presenting a variety of topics relating to automotive principles and applications. Some special topics may require laboratory assignments. The course may be repeated for credit when content varies.

AER 2110C Automotive Engines. 4 c.c.

**SP – A.A.S. only. Lab fee. Prerequisite or Corequisite:** AER 1006C or permission of the department head. This course is a study of the principles of the internal combustion engine. The theory and operation of the various engines in use in modern vehicles is presented. Engines will be properly disassembled, parts identified, inspected, measured, and reassembled. Proper testing and break-in procedures along with diagnostic troubleshooting procedures will be emphasized.
AER 2315C Automotive Electrical Systems I 4 c.c.
FA – A.A.S. only. Lab fee. Prerequisite or Corequisite:
AER 1006C or permission of department head. The student will be introduced to basic electrical and electronics theory, test equipment usage, schematic and wiring diagrams as used in the diagnosis and repair of modern vehicles. The student in this course will study various electrical systems, and the use of basic electrical skills in troubleshooting and repairing electrical systems. This course covers both chassis and engine electrical systems, safety will be stressed.

AER 2316C Automotive Electrical Systems II 4 c.c.
SP – A.A.S. only. Lab fee. Prerequisite or Corequisite:
AER 2315C or permission of the department head. This course offers the student the opportunity to become proficient in the knowledge of electricity and electronics as applied to the modern vehicle. Students will learn circuit types and their equivalent automotive circuits, work with wiring schematics and apply knowledge of procedures to actual electronic systems. The hands-on lab projects will include, but not be limited to, starter and alternator overhauls, diagnosis and repair of power windows and seats, electrical switches, relays and lighting systems. Safety procedures will be strictly followed.

AER 2520C Automotive Engine Performance 4 c.c.
SU – A.A.S. only. Lab fee. Prerequisite or Corequisite:
AER 2316C or permission of the department head. This course is designed for the second year student and will emphasize theory of operation, diagnosis and repair of electronic ignition systems, emission control systems, fuel systems and carburetion systems. The student will work with state of the art diagnostic equipment and will be introduced to the components used in electronic engine control systems.

AER 2522C Automotive Driveability/Diagnosis 4 c.c.
SU – A.A.S. only. Prerequisite or Corequisite:
AER 1006C. This is a capstone course that treats the automobile as a total system comprising of the subsystems addressed previously in other courses. Emphasis is on diagnostic procedures and fault isolation. Content includes a review of the theories and principles underlying the operation of automotive subsystems, the interrelationships of subsystems, and their combined effect on the driveability of the total automotive system. The course also covers specific application of computerized systems and subsystems, and the application of computer technology to the diagnosis of the total automotive system.

AER 2700 Automotive Service and Parts Management 4 c.c.
SU – A.A.S. only. Prerequisite or Corequisite:
AER 1006C. An introduction to the operation and management of automotive parts departments and automotive service departments that covers both the technical and business aspects of these departments. The course includes layout of parts and service facilities, and computer simulation of the operation of a parts department. The course also introduces the student to the concept of parts and service operations as small businesses, and addresses some of the financial and legal requirements associated with formation of small businesses.

AMH 2010 American History to 1877 3 c.c.
FA, SP, SU – Prerequisite: Test score requirement the same as ENC 1101. A history of the American experience in the post-Civil War years. This course will emphasize the growth of American industry and business and the social and economic reforms connected with that growth. The course will also emphasize the emergence of the United States as a world power during the 20th century and the ramifications that rise has had on foreign and domestic policy. Meets A.A. general education Category IV. A writing emphasis course.

AMH 2091 African-American History and Culture 3 c.c.
FA, SP, SU – Prerequisite: Test score requirement the same as ENC 1101. A history of the African-American experience from 1619 to the present. This course will emphasize the growth of an African-American community from slavery to freedom. This course will also examine the socio-political, cultural and artistic aspects of African-American life for Blacks in America. Meets A.A. general education Category IV. A writing emphasis course.

AML 210 American Literature to 1870 3 c.c.
FA, SP – Prerequisite: ENC 1102 with a grade of “C” or better. Selected American literature from its beginnings to the mid-nineteenth century. Meets A.A. general education Category II. A writing emphasis course.

AML 2020 American Literature from 1870 3 c.c.
FA, SP, SU – Prerequisite: ENC 1102 with a grade of “C” or better. Selected American literature from the mid-nineteenth century to the present. Meets A.A. general education Category II. A writing emphasis course.

AML 2600 Introduction to African-American Literature 3 c.c.
TBA – Prerequisite: ENC 1102 with a grade of “C” or better. Selected African-American and related literature from its beginning in the colonial period to the present. The course considers both African and European influences, covers a variety of literary genres, and relates African-American literary works to historical and present-day concerns. Meets A.A. general education Category II. A writing emphasis course.

ANT 2000 Introduction to Anthropology 3 c.c.
FA, SP – Prerequisite: Test score requirement the same as ENC 1101. This course is an introduction to anthropology and anthropological thought. Course offers basic treatment of human evolution, the origins of world civilization, world archaeology, and modern world cultures, stressing the continuities of human nature. Meets A.A. general education Category IV. A writing emphasis course.

ANT 2410 Cultural Anthropology 3 c.c.
SP – Prerequisite: Test score requirement the same as ENC 1101. A course which focuses on non-Western cultures; specifies the conditions that account for the different ways people organize their economic, religious, political, and family life. Meets A.A. general education Category IV. A writing emphasis course.

APA 0260 Office Accounting 2 v.c.
SP – The purpose of this course is to provide the students with a thorough knowledge of accounting procedures as applied in a medical setting. Students cover basic bookkeeping topics including accounting for accounts receivable, accounts payable, and payroll. After learning the accounting cycle and accounting principles, students complete an office accounting simulation case.

APA 1111 Introduction to Accounting 3 c.c.
FA, SP, SU – A.A.S. only. An introductory accounting course designed to provide students with a basic understanding of accounting. Emphasis is placed on the fundamentals of accounting. Bookkeeping aspects of accounting are stressed by covering the structure and nature of accounting recording business transactions, the accounting cycle, accounting for cash, sale of merchandise, purchases or merchandise, and payroll accounting.
ARH 1002 Art for Non-Majors. 3 c.c.
FA, SP  – A study of the creative process for non art majors.
Course is meant to develop an understanding of the contexts within which artists work, modern and historical, the technical processes they use, and the means by which art is evaluated. May include lectures, films, videos, gallery and studio visits, class discussions. No artistic skill required. Meets A.A. general education Category V.

ARH 1050 Art History I. 3 c.c.
FA  – A chronological study of art history (to and including the Middle Ages). Meets A.A. general education Category V.

ARH 1051 Art History II. 3 c.c.
FA  – A continuation of ARH 1050 in sequence from the Middle Ages to the present day. May be taken prior to ARH 1050. Meets A.A. general education Category V.

ARH 2000 Humanities Art. 3 c.c.
FA, SP, SU  – A survey of painting, sculpture, architecture, and the arts of Western civilization from antiquity to the present. Meets A.A. general education Category V.

ART 1150C Jewelry I. 3 c.c.
FA, SP, SU  – Lab fee. A basic course involving the fundamentals of jewelry construction. Projects will be assigned that cover fabrication, cutting, soldering, lost wax casting, and stone setting, using silver and non-ferrous metals.

ART 1151C Jewelry II. 3 c.c.
FA, SP, SU  – Lab fee. Prerequisite: ART 1150C. Advanced jewelry making techniques building on those learned in Jewelry I. Processes will include enameling, raising, and forging.

ART 1201C Two-Dimensional Design. 3 c.c.
FA, SP, SU  – The elements of design: line, texture, shape, value and color are used to give substance to visual expression on the two-dimensional plane. Basic course for art majors.

ART 1203C Three-Dimensional Design. 3 c.c.
FA, SP  – Lab fee. Basic problems in integrating line, form, color, and texture with actual space and volume. Various materials are used to construct three-dimensional forms. Serves as an introduction to sculpture.

ART 1300C Drawing I. 3 c.c.
FA, SP, SU  – Lab fee. A beginning studio class covering the drawing process and pictorial composition. Basic analytical and expressive approaches are applied to still life, interiors, landscape and the figure based on works from the Renaissance throughout the 20th century.

ART 1301C Drawing II. 3 c.c.
SP  – Lab fee. Prerequisite: ART 1300C. A continuation of ART 1300C in the study of drawing with emphasis on color.

ART 1750C Ceramics I. 3 c.c.
FA, SP, SU  – Lab fee. Methods and techniques of making pottery using both the potter's wheel and hand-built procedures. Lectures in theory and practical experience in the use of clay, glazes, and firing techniques.

ART 1751C Ceramics II. 3 c.c.
FA, SP, SU  – Lab fee. Prerequisite: ART 1750C. Further exploration of techniques of pottery making.

ART 2500C Painting I. 3 c.c.
TBA  – Lab fee. Prerequisites: ART 1201C, ART 1300C or permission of instructor. The student is instructed in the academic methods of painting and then encouraged to explore other methods.

ART 2501C Painting II. 3 c.c.
TBA  – Lab fee. Prerequisite: ART 2500C or permission of the instructor. A continuation of ART 2500C in the exploration of traditional painting methods with an emphasis on mixed media and current development.

ART 2602C Digital Imaging. 3 c.c.
TBA  – Lab fee. Prerequisites: ART 1201C, ART 1300C, GRA 2112C. An advanced course using the computer for the creation of original art. Students might use resources such as drawing, collage, photography, mixed media, and digital scanning, along with image manipulation programs to explore the creation of expressive images and create a finished portfolio of art works. Emphasis will be placed on creativity, experimentation, and personal expression.

ART 2701C Sculpture I. 3 c.c.
FA, SP  – Lab fee. Prerequisite: ART 1203C or permission of the instructor. Investigation and employment of various materials, methods, and concepts available to the sculptor today. Exploration of metal, wood, clay, stone, and plaster techniques; lost wax bronze casting.

ART 2702C Sculpture II. 3 c.c.
FA, SP  – Lab fee. Prerequisite: ART 2701C or permission of the instructor. This course is a continuation of ART 2701C. Further investigation of sculptural media with major emphasis on advanced theories and techniques. Individual interests and personalized projects will be encouraged.

ART 2900, ART 2901 Independent Study. 3 c.c.
TBA  – Some sections may require lab fees. Prerequisite: Permission of instructor. Independent study courses are available for most studio offerings. Contact the department head for information about repeating this course for credit.

ART 2905 Portfolio. 3 c.c.
TBA  – The course will enable each student to present a prospective employer, college, or university with a professional portfolio and proof of experience in studio art courses, graphic design, photography and multimedia. Course should be taken during the student’s last term/year of study.

ART 2943 Arts Internship. 3 c.c.
TBA  – Several professional internships are available on a competitive basis in various studio areas. These positions provide on-the-job training for college credit in local art-related businesses. Only advanced students are eligible. Contact your instructor for details on availability as internships vary from semester to semester.

ART 2947, 2948, 2949 Art Co-op. 1 c.c., 2 c.c., 3 c.c.
TBA  – Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

AST 1002 Descriptive Astronomy. 3 c.c.
FA, SP, SU  – Lab fee. Corequisite: AST 1002. An optional laboratory course designed to illustrate the laws and principles presented in AST 1002. Includes computer simulations, Internet astronomy, and calculations using the latest research. A working knowledge of arithmetic and simple algebra is required. Meets A.A. general education Category VII.

AST 1002L Descriptive Astronomy Laboratory. 1 c.c.
FA, SP, SU  – Lab fee. Corequisite: AST 1002. An optional laboratory course designed to illustrate the laws and principles presented in AST 1002. Includes computer simulations, Internet astronomy, and calculations using the latest research. A working knowledge of arithmetic and simple algebra is required. Meets A.A. general education Category VII.

BAN 1004 Principles of Banking. 3 c.c.
FA, SP  – A.A.S. only. The course presents the fundamentals of bank functions in a descriptive fashion so that a prospective banker may view his chosen profession in a broad and operational perspective. The descriptive orientation is intentional. Banking is increasingly dependent upon personnel who have the perspective necessary for career advancement.

BCN 1001 Building Construction. 3 c.c.
FA, SP  – A.A.S. only. A course planned to acquaint the student with the terminology, methods, procedures, materials, sequences of operations, and types of construction.

BCN 2405 Construction Mechanics. 3 c.c.
SP  – A.A.S. only. Prerequisite: BCN 1001 or permission of instructor. Corequisite: MAT 1033 or MAC 1105 or permission of instructor. A beginning course in structural design for Building Construction, Drafting and Design, and Civil Engineering Technology students which does not require a rigorous mathematical treatment. Emphasis is in problem solving. Includes resultants and equilibrium of force systems—beams, trusses, frames. Includes centroids and shear and moment diagrams.
BCV 2440 Concrete Construction. 3 c.c.
FA – A.A.S. only. Corequisite: MAT 1033 or permission of instructor. An introductory course involving the design of mixes of quality concrete, reinforced concrete designs of various types of structures using algebraic equations, use of tables, nomographs, and other handbook data.

BCN 2721 Construction Management. 3 c.c.
FA – A.A.S. only. Lab fee. Prerequisites: BCN 1001, CGS 1570 or permission of instructor. A study of the techniques and skills needed to plan, manage, and oversee the processes involved in the Building Construction Industry. A computer applications software is used in the course.

BCN 2947, 2948G, 2949 Building Construction Technology Co-op. 1 c.c., 2 c.c., 3 c.c.
FA, SP, SU – A.A.S. only. Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student’s academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

BCT 2706 Construction Documents. 3 c.c.
FA – A.A.S. only. Prerequisite: BCN 1001 or permission of instructor. A study of the documents used in the construction industry. These documents involve the study, use and legal aspects of advertising for bids, contracts, change orders, insurance and bonds.

BCT 2760 Building Codes. 3 c.c.
FA – A.A.S. only. Prerequisite: BCN 1001 or permission of instructor. A study of the Building Codes designed to acquaint the student with the requirements for commercial construction based on occupancy classification and construction type.

BCT 2770 Construction Estimating. 3 c.c.
FA – A.A.S. only. Lab fee. Prerequisite: BCN 1001 or permission of instructor. Corequisite: MAT 1033 or higher math. A course involving systems of accounting, material inventory, and the critical path method of planning and scheduling. This course is designed specifically for cost estimating in heavy construction but those who complete it should have no trouble doing light construction or commercial estimating. Completion of or simultaneous enrollment in ETD 1532 or the ability to read blueprints will aid the student in this class. Some computer assisted estimating is used.

BCV 0020C Tools and Pre-Construction Skills. 5 v.c.
TBA – Lab fee. This course is designed to teach entry-level job skills in carpentry. Topics include the safe use of all hand and power tools, construction math, construction of saw horses, saw vises and tool box, the uses of the framing square and reading construction working drawings. The student will learn procedures in basic rigging, communication and employability skills.

BCV 0103C Wood Products, Lumber and Framing Components. 5 v.c.
TBA – Lab fee. This course is designed to teach entry-level job skills in carpentry. Topics include wood and different kinds of construction lumber. This course also includes building fasteners, adhesives, hardware, and their applications, and secondary use of hand and power tools used in the construction industry. Students will be introduced to carpentry applications and construction processes in floor systems, walls and ceilings, roof framing and windows and doors.

BCV 0139C Foundation, Wall and Floor Framing. 5 v.c.
TBA – Lab fee. This course is designed to teach entry-level job skills. Topics include procedures necessary to make buildings and houses strong. The course also includes framing and bracing of floors and walls.

BCV 0141C Roof Framing II and Timber Construction. 5 v.c.
TBA – Lab fee. Prerequisite: BCV 0150C. This entry-level job course is a continuation of Roof Framing I. Topics include layout and construction of a combination roof.
BSC 1093L Anatomy and Physiology I Laboratory. 1 c.c.
FA, SP, SU – Lab fee. Corequisite: BSC 1093. This course uses laboratory exercises in anatomy and physiology intended to enhance topics covered in BSC 1093. Models, dissection material and other media will be used to explore the structure of the cell, tissues, integumentary, skeletal, muscular, and nervous systems.

BSC 1094 Anatomy and Physiology II. 3 c.c.
FA, SP, SU – Prerequisite: BSC 1093. Corequisite: BSC 1094L. This course is a continuation of BSC 1093. Topics covered include the endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, urinary and reproductive systems, including genetics, general developmental concepts and pregnancy. Normal and pathological conditions of fluid, acid-base, and electrolyte balance are also surveyed.

BSC 1094L Anatomy and Physiology II Laboratory. 1 c.c.
FA, SP, SU – Lab fee. Prerequisite: BSC 1093L. Corequisite: BSC 1094. Continuation of BSC 1093L. This course uses laboratory exercises in anatomy and physiology to enhance topics covered in BSC 1094. Models, dissection material and other media will be used to explore the structure of the sensory, endocrine, cardiovascular, respiratory, digestive, urinary and reproductive systems, including genetics.

BSC 1931, 1931L, 1932, 1932L, 1933 Special Topics in Biological Sciences. 1 c.c., 2 c.c., 3 c.c.
FA, SP, SU – Some sections may require lab fees. This course is designed to allow flexibility for presenting a variety of topics in biological sciences, such as biotechnology, environment, and natural history. The course may be repeated for credit when content varies.

BSC 2010 Integrated Principles of Biology. 3 c.c.
FA, SP, SU – Prerequisites: High school biology and chemistry or permission of department head. Corequisite: BSC 2010L. Study of the cellular, genetic, and evolutionary principles which form the foundation of biology. Emphasis on biomolecules, cell structure and function, protein synthesis, genetics and organic evolution. The first course for biology majors. Meets A.A. general education Category VI.

BSC 2010L. Integrated Principles of Biology Laboratory. 1 c.c.
FA, SP, SU – Lab fee. Prerequisites: High school biology and chemistry or permission of department head. Corequisite: BSC 2010. A laboratory course which provides hands-on exercises to complement the material in lecture course BSC 2010. Required for biology majors. Meets A.A. general education Category VI.

BSC 2033 Ethical Issues in Biology. 2 c.c.
SP, SU – Prerequisite: BSC 1005 or BSC 2010. In recent years, the life sciences have produced numerous techniques and laboratory devices whose applications have produced challenging ethical dilemmas for modern society. This course explores the complex interactions that occur at the overlap between ethics and modern biology. Topics to be presented will include the use of genetic information, genetic testing, genetic engineering, gene therapy, medical ethics, use of reproductive technologies, abortion, euthanasia, xenotransplantation and cloning.

BSC 2040 Integrated Principles of Biology Honors. 3 c.c.
FA, SP – Prerequisites: High school biology and chemistry or permission of the department head; permission of the instructor/director of Honors Program. Corequisite: BSC 2040L. Study of the cellular, genetic, and evolutionary principles which form the foundation of biology. Emphasis on biomolecules, cell structure and function, protein synthesis, genetics and organic evolution. An Honors Program level first course for Biology majors. Meets A.A. general education Category VI.

BSC 2040L. Integrated Principles of Biology Laboratory Honors. 1 c.c.
FA, SP – Lab fee. Prerequisites: High school biology and chemistry or permission of the department head; permission of the instructor/director of Honors Program. Corequisite: BSC 2040. An Honors Program level laboratory course which provides hands-on exercises to complement the concepts discussed in the lecture course. Required for Biology majors. Meets A.A. general education Category VI.

BUL 2241 Business Law. 3 c.c.
FA, SP, SU – This is a general introduction to law which includes a study of the foundations of legal systems and the role of law in society, fundamental principles of the law of crimes, torts, contracts, sales, and commercial paper. Emphasis is placed on logical reasoning and the application of rules of law to everyday business affairs.

CCJ 1020 Introduction to Criminal Justice. 3 c.c.
FA, SP, SU – An introductory course designed to familiarize students with the criminal justice system. Emphasis is placed on understanding the nature, functions and limits of law. Special attention will be given to the criminal justice process from arrest to final disposition. The course will prepare the student for succeeding courses in the criminal justice program. Course is highly recommended for non-majors.

CCJ 1452 Criminal Justice Administration. 3 c.c.
FA, SP, SU – Theory and practice of organizational and administrative principles as they apply to criminal agencies at federal, state and local levels of government.

CCJ 2010 Criminology. 3 c.c.
FA, SP, SU – This course is designed to give students an opportunity to study the nature of criminal and delinquent behavior. The course will present the many diverse views that characterize criminology, the study of crime and delinquency, and reflect the interdisciplinary nature of this field.

CCJ 2062 Constitutional Law for Criminal Justice. 3 c.c.
FA, SP, SU – The study of constitutional doctrine as a series of controls on the Administration of Criminal Justice, utilizing the opinions of the United States Supreme Court as a basis of study. Emphasis will be placed on the Bill of Rights Amendments having relationships to Criminal Justice.

CCJ 2500 Juvenile Justice. 3 c.c.
FA, SP, SU – The influence of political, economic, and environmental factors pertaining to adolescent and treatment of delinquent children are presented in this course. The course surveys youth crimes and the police role in programs of prevention and control.

CCJ 2947, 2948, 2949 Criminal Justice Co-op. 1 c.c., 2 c.c., 3 c.c.
FA, SP, SU – Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student’s academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

CEN 1304 Administering Microsoft Windows Workstation. 3 c.c.
FA, SP – A.A.S. only. Lab fee. Prerequisite: CET 1485 or CET 1600C. This course provides students with the knowledge and skills necessary to install, configure, customize, and troubleshoot Windows XP in work group and domain networks. In addition, this course gives you the background to understand Microsoft courses that cover detailed technical support of Windows XP and Windows 2003 Server.

CEN 1320 Administering Microsoft Windows Server. 3 c.c.
FA, SP – A.A.S. only. Lab fee. Prerequisite: CEN 1304. This course provides students with the knowledge and skills necessary to perform post-installation and day-to-day administrative tasks of Windows Server in single-domain networks. In addition, students learn how to integrate Windows 2003 and Novell Netware networks.

CEN 2306 Microsoft Exchange Server. 3 c.c.
FA, SP – A.A.S. only. Lab fee. Prerequisite: CEN 2325. This course offers students an extensive introduction to the knowledge and skills necessary to install, configure, administer, and troubleshoot information systems that incorporate Microsoft Exchange Server 2003. Prepares students for Exam 70-224: Installing, Configuring, and Administering Microsoft Exchange 2003 Server.
CEN 2321 Administering Network Infrastructure. 3 c.c.
FA, SP – A.A.S. only. Lab fee. Prerequisite: CET 1462.
This course provides students with the knowledge and skills necessary to install, manage, monitor, configure, and troubleshoot DNS, DHCP Remote Access, Network Protocols, IP Routing, and WINs in a Windows 2003 Network infrastructure. In addition, the course will develop the skills required to manage, monitor, and troubleshoot Network Address Translation and Certificate Services.

CEN 2323 Microsoft Windows Security. 3 c.c.
FA, SP – A.A.S. only. Lab fee. Prerequisite: CET 2321.
This course trains students to implement, manage, maintain, and troubleshoot security in a Windows Server 2003 network infrastructure and also plan and configure a Windows Server 2003 Public Key Infrastructure (PKI). Prepares students for Exam 70-299: Implementing and Administering Security in a Microsoft Windows Server 2003 Network.

CEN 2325 Designing Directory Services. 3 c.c.
FA, SP – A.A.S. only. Lab fee. Prerequisite: CET 2329.
This course provides students with the knowledge and skills necessary to analyze the business requirements and design directory services architecture.

CEN 2329 Administering Active Directory. 3 c.c.
FA, SP – A.A.S. only. Lab fee. Prerequisite: CET 2321. This course provides students with the knowledge and skills necessary to install, configure, and troubleshoot the Windows 2003 Active Directory components, DNS for Active Directory components, DNS for Active Directory, and Active Directory security solutions. In addition, the course will develop the skills required to manage, monitor, and optimize the desktop environment by using Group Policy.

CET 1071 Introduction to Telecommunications. 3 c.c.
FA, SP, SU – A.A.S. only. A first course in telecommunications, which will cover all facets of the field, including voice, data and video technologies. The history of telecommunications is discussed with an emphasis on the regulatory environment and standards, which have shaped telecommunications development. A large portion of the subject material will be directed toward data handling and how networks are used in telecommunications. Case studies are used to support instruction.

CET 1112C Digital Fundamentals. 3 c.c.
FA, SP, SU – A.A.S. only. Lab fee. Prerequisite or Corequisite: CET 1462C or CGS 1570. A theory-lab course covering introductory concepts of digital circuits. Material covered in theory and lab includes number systems, digital codes, logic circuits, Boolean algebra, Karnaugh mapping, Demorgan’s Theorem, arithmetic circuits, code converters, multiplexers, and demultiplexers.

CET 1171C PC Hardware (A+). 3 c.c.
FA, SP, SU – A.A.S. only. Lab fee. Prerequisite: CET 1462C.
Corequisite: CET 1175C. This course is designed to prepare the student to take the A+ Certification exam, by teaching the student basic technical skills needed to understand the function and operation of the major elements of personal computer systems, and how to localize and correct common hardware and software problems.

FA, SP, SU – A.A.S. only. Lab fee. Prerequisite: CET 1462C. This course is designed to prepare the student to take the A+ Certification exam by making the student proficient in personal computer operating systems including DOS, Win 98/2000/XP. Major topics include disk, file and memory management, system configurations, menu driven processing, graphical user interfaces, boot files, disk caching, virtual memory, device drivers, TSBs, and basic system errors.

CET 1462C Introduction to Computers in Technology. 3 c.c.
FA, SP, SU – A.A.S. only. Lab fee. A first computer course, geared to providing technology students with a working knowledge of computer hardware and software related to their vocation. This course focuses on five concepts: basic keyboarding, word processing, computer hardware, operating systems, and basic computer maintenance.

CET 1485 Network +. 3 c.c.
FA, SP, SU – A.A.S. only. Lab fee. Prerequisite: CET 1462C or CGS 1570 or permission of instructor. This course serves as a general introduction for students to acquire a foundation in current network technologies for local area networks (LANs), wide area networks (WANs), and the Internet. This course prepares the student to take the CompTIA Network+ certification exam. The course provides an introduction to the hardware, software, terminology, components, design, and connections of a network, as well as the topologies and protocols for LANs. It covers LAN-user concepts and the basic functions of system administration and operation.

CET 1600C Networking Fundamentals. 3 c.c.
FA, SP – A.A.S. only. Lab fee. Prerequisite: CET 1462C or CGS 1570 or permission of instructor. This course introduces the student to the basics of internetworking technology. This is also the first of four courses designed to prepare a student to take the Cisco Certified Network Associate Exam. The student will study networks and layers, networking devices, IP addressing, ARP and RARP media and design, topology, structured cabling, electricity and electronics, and network management.

CET 1610C Router Theory and Router Technologies. 3 c.c.
FA, SP – A.A.S. only. Lab fee. Prerequisite: CET 1600C. This course introduces the student to the basics of router configurations. This is also the second of four courses designed to prepare a student to take the Cisco Certified Network Associate Exam. The student will study router components, router configuration, IOS, TCP/IP addressing, and other router protocols.

CET 1634C Telecommunications Distribution Systems. 3 c.c.
FA, SP, SU – A.A.S. only. Lab fee. This course is designed to teach a student the fundamentals of structured cabling systems and the fundamentals of grounding and protection for telecommunications systems. It also will be an introduction to telecommunications cabling infrastructure for a customer-owned outside plant.

CET 2100C Electronics for Technology. 3 c.c.
FA, SP, SU – A.A.S. only. Lab fee. Prerequisites: CET 1112C or MAC 1105 or corequisite of MAT 1033, or permission of instructor. This course introduces the student to the basics of internetworking technology. This is also the second of four courses designed to prepare a student to take the Cisco Certified Network Associate Exam. The student will study router components, router configuration, IOS, TCP/IP addressing, and other router protocols. This is also the second of four courses designed to prepare a student to take the Cisco Certified Network Associate Exam. The student will study router components, router configuration, IOS, TCP/IP addressing, and other router protocols.

CET 2113C Digital Circuits. 3 c.c.
SP – A.A.S. only. Lab fee. Prerequisite: CET 1112C. A theory-lab course which covers additional digital electronics circuits and concepts. Circuits included are latches, flip-flops, counters, registers, multivibrators, timers, digital-to-analog converters (DAC), analog to digital converters (ADC), and common memory technologies (R/W and ROM).

CET 2123C Microprocessor Fundamentals. 3 c.c.
FA – A.A.S. only. Lab fee. Prerequisite: CET 2113C. A theory-lab course which teaches the fundamentals of the microprocessor, including MPU architecture, bus concepts, and memory mapping. Assembly language programming is emphasized with specific applications for interrupt routines.

CET 2172C Personal Computers Maintenance, Upgrade and Support. 3 c.c.
FA, SP – A.A.S. only. Lab fee. Prerequisite: CET 1171C or MAC 1105. This course is designed to prepare the student to take the A+ Certification exam. This course covered additional digital electronics circuits and concepts. Circuits included are latches, flip-flops, counters, registers, multivibrators, timers, digital-to-analog converters (DAC), analog to digital converters (ADC), and common memory technologies (R/W and ROM).
CET 2401 Engineering Technical Spreadsheets. 3 c.c. 
**FA – A.A.S. only. Lab fee. Prerequisite:** CET 1570, EGS 1111, MAT 1033 or permission of instructor. This course is an intermediate spreadsheet course using Microsoft Excel software which provides the student with skills necessary to solve engineering problems. This course provides a mathematical foundation for engineering calculations including geometry and trigonometry. It will take the student or professional through the Excel software program in a systematic approach describing intermediate commands and procedures in detail.

CET 2481C Wireless LANS. 3 c.c. 
**FA, SP – A.A.S. only. Lab fee. Prerequisite:** CET 1610C or CCNA certification or departmental waiver based on documented personal experience. This course deals with wireless LANS, topology, infrastructure, and site survey techniques. Mathematics and physics are held to a minimum to allow for the broadest possible audience.

CET 2482C Computer Telephony 1. 3 c.c. 
**FA – A.A.S. only. Lab fee. Prerequisite:** CET 1610C or CCNA certification or departmental waiver based on documented personal experience. This course introduces the student to fundamentals of LAN configurations. This is also the third of four courses designed to prepare a student to take the Cisco Certified Network Associate Exam. The student will study LAN switching, VLANs, LAN design, IGRP, access list, and IPX.

CET 2483C Advanced Network Design and Management Projects. 3 c.c. 
**FA, SP – A.A.S. only. Lab fee. Prerequisite:** CET 215C. This course introduces the student to advanced router configurations. This is also the fourth of four courses designed to prepare a student to take the Cisco Certified Network Associate Exam. The student will study LAN switching, VLANs, LAN design, IGRP, access list, and IPX.

CET 2485C Designing Cisco Networks. 3 c.c. 
**SP – A.A.S. only. Lab fee. Prerequisite:** CET 2620C or CCNA certification or departmental waiver based on documented personal experience. This course is designed to prepare a student to take the Cisco Certified Network Associate Exam. The student will study LAN switching, VLANs, LAN design, IGRP, access list, and IPX.

CET 2486C Building Scalable Cisco Networks (BCMSN). 4 c.c. 
**FA – A.A.S. only. Lab fee. Prerequisite:** CET 2628C. This course is designed to prepare a student to take the Cisco Systems Exam 640-504, Building Scalable Cisco Networks. This course will teach network administrators how to build campus networks using multi-layer-switching technologies over high speed ethernet.

CET 2627C Building Cisco Multilayer Switching Networks (BCMSN). 4 c.c. 
**SP – A.A.S. only. Lab fee. Prerequisite:** CET 2628C. This course is designed to prepare a student to take the Cisco Systems Exam 640-504, Building Cisco Multilayer Switching Networks. This course will teach network administrators how to build campus networks using multi-layer-switching technologies over high speed ethernet.
CGS 1050 Electronic Access to Information. 3 c.c.
FA, SP, SU – Lab fee. This course is designed to provide students with an introduction to the concept of information retrieval in an electronic environment. Students will access information in online databases that contain book, journal, and newspaper information, as well as connect to the Internet for data retrieval.

CGS 1052H Research in the Electronic Age Honors. 1 c.c.
FA, SP – Lab fee. Introduces honors students to the use of computer technology for research purposes. Students will locate, identify, and access information sources, and create bibliographies using several software programs. Material covered will emphasize the research needs of the interdisciplinary honors curriculum and will prepare students for their university careers.

CGS 1570 Computer Concepts and Applications. 3 c.c.
FA, SP, SU – Lab fee. This course will cover computer and networking concepts, computer applications, and productivity software (word processing, spreadsheet, graphics, and database). Course requires use of computers outside of class time.

CGS 1584 PowerPoint Presentations for Business. 3 c.c.
FA – A.A.S. only. Lab fee. Prerequisite: CET 1462C or CGS 1570. A projects-based course in multimedia presentation tools with emphasis on the use of microcomputers for professional and academic use. Topics include: presentation planning, ergonomic design, and integration of several different types of multimedia. Participants will become familiar with integrating text, clip art, digital pictures, ole objects, and animation with the Microsoft PowerPoint program.

CGS 1700 Introduction to Operating Systems. 3 c.c.
FA, SP – Prerequisite: CGS 1570. Course covers concepts concerning hardware design, data representation, and operating systems without regard to any particular type of computer. This course will examine the “what” and “why” of an operating system and its responsibility to hardware applications.

CGS 2069 Fundamentals of Electronic Commerce. 3 c.c.
FA, SP – A.A.S. only. Lab fee. Prerequisite: CGS 1570. This course will deal with the changing field of electronic business. Topics include an overview of Internet commerce, business basics, advertising, marketing, and security issues.

CGS 2510 Spreadsheet. 3 c.c.
FA, SP, SU – Lab fee. Prerequisite: CGS 1570. Spreadsheet applications will be taught by a combination of lecture and hands-on experience. Electronic spreadsheet and data management applications will be covered.

CGS 2555 Internet Literacy. 3 c.c.
FA, SP, SU – Lab fee. Prerequisite: CGS 1570. This course will cover use of Windows based software, Internet concepts, connectivity, communication, search engines. Web page creation, Internet multimedia, and the origin, current impact on society, and future of the Internet.

CGS 2760C Fundamentals of UNIX. 3 c.c.
FA, SP – Lab fee. Prerequisite: CET 1462C or CGS 1570. This course is designed to introduce students to the UNIX/Linux network operating systems using Sun Solaris. Students will learn about user accounts, file systems, text editors, security, printing, backups and restore, various shells and shell scripting within UNIX.

CGS 2820 Introduction to HTML. 3 c.c.
FA, SP, SU – Lab fee. Prerequisite: CGS 1570. This projects-based course introduces students to a variety of tools used to access, design, and develop web sites that provide information through the World Wide Web interface. Course content includes an overview and review of Internet concepts and vocabulary, usage of various tools to actively search and access information. The participant will also be trained in techniques for the implementation of well-designed web sites using HTML coding.

CGS 2821 Web Site Theory and Project. 3 c.c.
FA, SP – Lab fee. Prerequisite: CGS 2874. Review of web site design and development concepts and techniques with emphasis on incorporating graphic and multimedia elements into web pages and managing the site development process. Students will use Adobe software including Acrobat, Photoshop, GoLive and others. Course project will involve creation of a Web site for a client.

CGS 2822 Scripting for the Web. 3 c.c.
FA, SP – Lab fee. Prerequisite: CGS 2820. COP 1510. This course teaches the basics of writing scripts for use on the World Wide Web. Emphasis will be placed on the student learning to program with Javascript and Perl, with a brief survey of several other scripting languages.

CGS 2874 Web Design with Macromedia Software. 3 c.c.
FA, SP – Lab fee. Prerequisite: CGS 2820. This projects-based course continues the participant’s development of skills using advanced web design techniques. Course content includes integration of multimedia objects and introduction to Macromedia Dreamweaver, “Flash” and “Fireworks.” The participant will also be able to author original web sites that are cohesive.

CGS 2931, 2932, 2933 Special Topics in Computer Science. 1 c.c., 2 c.c., 3 c.c.
TBA – Lab fee. A course designed to allow flexibility to present a wide variety of topics related to the application of microcomputer software to business, economics, and managerial decision-making in rapidly changing environments.

CHD 1104 Introduction to Early Childhood. 3 c.c.
FA, SP, SU – This is an introductory course to acquaint students with the many facets of child care programs: center-based, family, in-home, nursery, after school. This course fulfills a portion of the required 120 hours of training for the C.D.A. credential.

CHD 1332 Creative Experiences for Children. 3 c.c.
SP – This course emphasizes the importance of creativity and play for the intellectual development of the child. Areas covered are the curriculum areas in children’s programs, the value of the learning environment, and the need to match materials and activities to developmental levels of children. The student prepares materials and activities to use with children.

CHD 1800 Management in Child Care. 3 c.c.
FA, SP, SU – This course explores the role of the administrative process in child care and the laws that affect the operation of a center. Facility, program, budget, schedule, and food service management are emphasized. This course fulfills a portion of the required 120 hours of training for the C.D.A. credential.

CHD 1931, 1932, 1933 Early Childhood Seminar. 1 c.c., 2 c.c., 3 c.c.
TBA – This course explores current topics as they affect the child in the family, the child’s development and the child in settings such as child care, pre-kindergarten and primary grades. The student will receive instruction in child literacy and math skills development. The literacy component will meet the state mandated literacy requirements for Early Childhood educators.

CHD 2380 Teaching Young Children. 3 c.c.
FA – This course is designed to provide the student with an understanding of how young children learn. The student will be introduced to a variety of early childhood curricula methods that can be used to develop an appropriate learning environment for young children.

CHD 2440C Early Childhood Practicum. 3 c.c.
SP – Prerequisite: Permission of instructor. The student plans and carries out specific activities with small groups of children. The student reads professional materials, learns to arrange materials appropriately in a learning environment, and to identify some teaching behaviors that promote learning. This course will include field-based observation and participation components. This course fulfills a portion of the required 120 hours of training for the C.D.A. credential.

CHD 2947, 2948, 2949 Child Development Co-op. 1 c.c., 2 c.c., 3 c.c.
FA, SP – Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student’s academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.
CHM 1025 Introduction to College Chemistry. 3 c.c.
FA, SP, SU – An introductory course in chemistry for students who have had little or no prior exposure to the subject. Emphasis is on the language, fundamental concepts, and problem solving in chemistry. Meets A.A. general education Category VII.

CHM 1025L Introduction to College Chemistry Laboratory. 1 c.c.
FA, SP, SU – Lab fee. Corequisite: CHM 1025. An optional laboratory course to accompany CHM 1025, with emphasis on basic laboratory skills and practical applications of chemistry. Activities performed by the student in CHM 1025L will help reinforce concepts presented in CHM 1025. Lab safety exam is required. (Students taking CHM 1025 concurrently are required to withdraw from CHM 1025L if they withdraw from CHM 1025.) Meets A.A. general education Category VII.

CHM 1032 Survey of General Chemistry. 3 c.c.
TBA – A one semester introductory course surveying the major areas and principles of general chemistry. This course is designed for science-related and health majors that require a somewhat less rigorous treatment of the subject than is presented in the two-semester mainstream General Chemistry I and II sequence. Basic skills in arithmetic and algebra are important to succeed in this course.

CHM 1032L Survey of General Chemistry Laboratory. 1 c.c.
TBA – Lab fee. Corequisite: CHM 1032. A laboratory course to accompany CHM 1032, with emphasis on laboratory experiences to illustrate the concepts presented in CHM 1032 and on the development of fundamental laboratory skills in chemistry. Lab safety test required. (Students taking CHM 1032 concurrently are required to withdraw from CHM 1032L if they withdraw from CHM 1032.)

CHM 1033 Elements of Biochemistry. 3 c.c.
TBA – A.A.S. only. An introduction to fundamental concepts in biochemistry and basic chemical concepts relevant to the subject. This course is offered for credit only to dental hygiene majors. Successful completion of high school biology and high school chemistry is recommended for this course. Does not meet general education requirements.

CHM 1045 General Chemistry I. 3 c.c.
FA, SP, SU – Prerequisite: CHM 1025 or high school chemistry. Corequisites: MAC 1105, CHM 1045L. A modern survey of basic principles in chemistry with emphasis on scientific measurement, atomic and molecular structure, periodic properties, chemical reactions, stoichiometry, and kinetic molecular theory of gases. Mastery of basic algebra skills is essential for successful completion of this course. Meets A.A. general education Category VII.

CHM 1045L General Chemistry I Laboratory. 1 c.c.
FA, SP, SU – Lab fee. Corequisite: CHM 1045. A laboratory course to accompany CHM 1045, with emphasis on the development of laboratory skills in chemistry which are fundamental to students of science. Experiments performed by the student in CHM 1045L will both complement and supplement the concepts presented in CHM 1045. Lab safety exam is required. (Students taking CHM 1045 concurrently are required to withdraw from CHM 1045L if they withdraw from CHM 1045.) Meets A.A. general education Category VII.

CHM 1046 General Chemistry II. 3 c.c.
FA, SP, SU – Prerequisite: Completion of CHM 1045 with a grade of “C” or better. Corequisite: CHM 1046L. Topics treated include physical states of matter, the nature and physical properties of solutions, acids and bases, kinetics, chemical equilibrium, thermodynamics, electrochemistry, coordination compounds, and nuclear chemistry. Meets A.A. general education Category VII.

CHM 1046L General Chemistry II Laboratory. 1 c.c.
FA, SP, SU – Lab fee. Prerequisite: Completion of CHM 1045L with a grade of “C” or better. Corequisite: CHM 1046. A laboratory course to accompany CHM 1046, with emphasis on the development of laboratory skills in chemistry which are fundamental to students of science. Experiments performed by the student in CHM 1046L will both complement and supplement the concepts presented in CHM 1046. Lab safety test required. (Students taking CHM 1046 concurrently are required to withdraw from CHM 1046L if they withdraw from CHM 1046.) Meets A.A. general education Category VII.

CHM 1200 Introduction to Organic Chemistry. 3 c.c.
TBA – Prerequisite: Completion of CHM 1025 or CHM 1045 with a grade of “C” or better. An elementary course in organic chemistry designed to meet the requirement of certain programs or to help prepare students for mainstream organic chemistry CHM 2210 and CHM 2211. Topics covered include a brief review of general chemistry concepts, an overview of organic chemistry, and selected topics in biochemistry. Emphasis will be placed on organic chemical structure and nomenclature.

CHM 1200L Introduction to Organic Chemistry Laboratory. 1 c.c.
TBA – Lab fee. Corequisite: CHM 1200. A laboratory course designed to provide hands-on experience to reinforce topics covered in the lecture course. Lab safety test required. (Students taking CHM 1200 concurrently are required to withdraw from CHM 1200L if they withdraw from CHM 1200.)

CHM 2120 Quantitative Analysis. 2 c.c.
TBA – Prerequisite: Completion of CHM 1046 with a grade of “C” or better. Corequisite: CHM 2120L. A study and practice of principles of volumetric and gravimetric analysis, and of technical analysis including analytic calculations.

CHM 2120L Quantitative Analysis Laboratory. 2 c.c.
TBA – Lab fee. Prerequisite: Completion of CHM 1046L with a grade of “C” or better. Corequisite: CHM 2120. Laboratory determinations of common metals, nonmetals, acids, and bases. Lab safety test required. (Students taking CHM 2120 concurrently are required to withdraw from CHM 2120L if they withdraw from CHM 2120.)

CHM 2210 Organic Chemistry I. 3 c.c.
FA, SP – Prerequisite: Completion of CHM 1046 with a grade of “C” or better. Corequisite: CHM 2210L. A study of carbon compounds with emphasis placed on reaction mechanisms, functional group behavior, synthesis, and structure determination.

CHM 2210L Organic Chemistry I Laboratory. 1 c.c.
FA, SP – Lab fee. Prerequisite: Completion of CHM 1046L with a grade of “C” or better. Corequisite: CHM 2210. Experiments designed to provide hands-on experience to reinforce topics covered in the lecture course. Lab safety test required. (Students taking CHM 2210 concurrently are required to withdraw from CHM 2210L if they withdraw from CHM 2210.)

CHM 2211 Organic Chemistry II. 3 c.c.
SP, SU – Prerequisite: Completion of CHM 2210 with a grade of “C” or better. Corequisite: CHM 2211L. A continuation of CHM 2210.

CHM 2211L Organic Chemistry II Laboratory. 1 c.c.
SP, SU – Lab fee. Prerequisite: Completion of CHM 2210L with a grade of “C” or better. Corequisite: CHM 2211. A continuation of CHM 2210L. Lab safety test required. (Students taking CHM 2211 concurrently are required to withdraw from CHM 2211L if they withdraw from CHM 2211.)

CIS 2354C Network Security +. 4 c.c.
SP – A.A.S. only. Lab fee. Prerequisites: CET 1485 or CET 1610C. CIS 2355. This course is intended to serve the needs of individuals interested in understanding the field of network security and how the field relates to other areas of Information Technology. The material in this course will provide the broad-based knowledge necessary to prepare students for further study in specialized security fields or may be used as a course for those interested in a general introduction to field network security. This course will also serve the needs of individuals seeking to pass the CompTIA Security + certification exam.
CIS 2355 Foundations for Information Systems Security. 3 c.c.
FA, SP – A.A.S. only. This course is intended as an overview of the many facets of Information Security. Managers will see the big picture more clearly, Network Administrators will see that security encompasses more than just hardware and software, and students will be exposed to career possibilities that were not visible to them before.

CJC 1000 Theory and Practice of Corrections. 3 c.c.
FA, SP, SU – A comprehensive view of the history and philosophy of corrections at the federal, state and local levels. The present types and classifications of correctional facilities; temporary problems in corrections; and a career orientation.

CJC 2162 Probation and Parole. 3 c.c.
FA, SP, SU – This is a course designed to explore the theories and practices of correcting behavior in the community setting. The difference between the two is discussed along with the range of restrictions that can be placed on the parolee or probationer in attempts to guide his behavioral modification.

CJE 1500 Police Operations. 3 c.c.
FA, SP, SU – This is a study of the principles and purposes of divisional functions of police agencies—line, auxiliary, and administrative—and analysis of the major activities of each division, including communications, record keeping, public relations, selection processes, and specialized units.

CJL 1100 Criminal Law. 3 c.c.
FA, SP, SU – An introduction to the specific rules of criminal law generally in force in the United States and the State of Florida. Topics will include: fundamentals of criminal law; essential elements of a crime; criminal liability, responsibility and capacity; defenses and criminal jurisdiction.

CJL 1150 Rules of Evidence. 3 c.c.
FA, SP, SU – Instruction in the Basic Rules of Evidence, including classification of various kinds of evidence. Rules governing privileged communication, hearsay, test of admissibility and the application of these rules to the criminal justice process, emphasizing the study of pertinent case law.

CJT 1100 Criminal Investigation. 3 c.c.
FA, SP, SU – This course is a survey of the methods and techniques employed by law enforcement officers in the detection and investigation of crime.

CJT 1140 Introduction to Criminalistics. 3 c.c.
FA, SP, SU – Scientific methods are applied in the course. It includes the examination of documents, firearms identification, toxicology, pathology, photography, fingerprinting, and the basic capabilities of local, state, and federal crime laboratories.

CLP 2140 Basic Psychopathology. 3 c.c.
SP – Prerequisite: PSY 1000 or PSY 2012. A course surveying abnormal behavior and mental conditions and their treatment. Major topics include: an historical perspective on mental disorder; current theories on the causes of mental disorder, including the psychodynamic, humanistic-existential, and neuroscience perspectives; a detailed overview of many of the disorders listed in DSM-IV and an examination of psychological and biological treatment methods.

CLT 1500 Classical Mythology. 3 c.c.
FA, SP, SU – Prerequisite: Test score requirement the same as ENC 1101. The first third of this course is spent learning the major deities and heroes of Greco-Roman mythology, including Greco-Roman literature involving these. The course then follows a chronological examination (beginning with Greece to the present) of how artists and poets thematically used classical mythology in their work. The course will involve lectures, correlated readings and illustrations or representative works from each period studied. Meets A.A. general education Category V: A writing emphasis course.

COM 0101 Business Communications. 3 v.c.
FA – Corequisites: GGS 0040, OTA 0101. A comprehensive course designed to provide basic mechanics for grammar usage and punctuation for acceptable written communication with emphasis on clarity and simplicity necessary in business communications.

COM 2100 Business Communications. 3 c.c.
FA, SP, SU – Prerequisites: OST 1100 or one year high school typing/writing, ENC 1101 or LIN 1670C. Business Communications is a comprehensive course designed to improve skills in all aspects of organizational communication. Systems, practices, and media will be included as will some aspects of the behavioral sciences. Emphasis is on composing and arranging effective written communications.

COP 1000 Introduction to Game Programming. 3 c.c.
TBA – Lab fee. Prerequisites: CGS 1570, ENC 1101, MAC 1105. Introduction to game programming and design with an emphasis on problem solving and programming techniques. Covers basic concepts of data representation and types, functions, program control structures, files, game graphics and audio.

COP 1510 Programming Concepts I. 3 c.c.
FA, SP, SU – Lab fee. Prerequisites: CET 1462C or CGS 1570 and appropriate score on Florida Entry-Level Placement Exam or MAT 1035 or higher level math. Introduction to programming with an emphasis on problem solving and programming techniques. Covers basic concepts of data representation, procedures, functions, program control structures and files.

COP 2010 Visual Basic Applications. 3 c.c.
FA – A.A.S. only. Lab fee. Prerequisite: COP 2332. This course provides an introduction to Visual Basic for Applications (VBA), which is the programming language found in many Microsoft and non-Microsoft application products. The course is designed to guide the programmer in writing procedures that will customize such applications as Access, the big picture more clearly, Network Administrators will see that security encompasses more than just hardware and software, and students will be exposed to career possibilities that were not visible to them before.

COP 2120 COBOL. 3 c.c.
FA, SP, SU – Lab fee. Prerequisites: COP 1510 or COP 2224, MAC 1105. Corequisite: ACG 2001 or ACG 2021. This is a course in structured COBOL programming. It includes an introduction to file processing and appropriate documentation. Programming assignments focus on business applications.

COP 2220 “C” Programming. 3 c.c.
TBA – Lab fee. Prerequisites: COP 1510 or other beginning programming course taught using a language other than C/C++, MAC 1105. Introduction to programming in C++ with an emphasis on problem solving and programming techniques. Covers basic concepts of data representation and types, functions, program control structures, and files.

COP 2224 C++ for Engineering and Science. 3 c.c.
TBA – Lab fee. Corequisite: MAC 2311 or permission of department. Introduction to Programming in C++ with an emphasis on problem solving and programming techniques. Covers basic concepts of data representation and types, functions, program control structures, and files. Applications will be drawn from mathematics, science and engineering.

COP 2332 Visual Basic. 3 c.c.
FA, SP – Lab fee. Prerequisites: COP 1510 or COP 2224, MAC 1105. Introduction to object-based, event-driven programming in Microsoft Visual Basic. Use of controls, objects, events, methods, procedures, functions, statements, properties, and data types. Development of business-related applications.

COP 2511 Programming Concepts II. 3 c.c.
FA, SP, SU – Lab fee. Prerequisites: COP 1510 or COP 2224, MAC 1105. Continuation of Programming Concepts I. Course covers additional features of C++ with an emphasis on program design, problem solving using procedural programming. Includes structured data, arrays, pointers, linked list (stacks, queues, and trees), binary files, sorting, and searching.

COP 2740 Introduction to Oracle SQL. 3 c.c.
FA, SP – A.A.S. only. Lab fee. Prerequisite: COP 1510 or COP 2224. This course provides students with an introduction to database technology using the Oracle 9i database. The course covers relational database concepts. A strong SQL focus is emphasized. The student will be introduced to DDL, DML, and DCL statements. The course prepares students for the Oracle Database Administrator exams.
COP 2741 Oracle Database Administration. 3 c.c.
FA, SP – A.A.S. only. Lab fee. Prerequisites: COP 2740. This course provides the basic knowledge required to perform database administration tasks. The course prepares students for the most commonly used administration tasks. These tasks include managing user accounts, managing database instances and managing all database resources. The course prepares students for the Oracle Database Administrator exam.

COP 2800 Java Programming. 3 c.c.
FA, SP – Lab fee. Prerequisites: COP 1510 or COP 2224, MAC 1105. This is a course in Java Programming. It includes emphasis on basic programming logic, structured and object oriented programming, documentation, and utilization of the unique capabilities of Java to create both applications and applets.

COP 2947, 2948, 2949 Computer Science Co-op. 1 c.c., 2 c.c., 3 c.c.
FA, SP, SU – Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student’s academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

COS 0001 Introduction to Cosmetology. 1 v.c.
FA, SP, SU – This course helps students to develop awareness, appreciation, and understanding of the theoretical principles of cosmetology and procedures for cosmetology licensure.

COS 0020 Consumer Relations/Salon Management. 1 v.c.
FA, SP, SU – This course helps students to develop the ability to communicate effectively with the client and to understand the business aspect of effective salon management.

COS 0064 Trichology. 1 v.c.
FA, SP, SU – This course is designed to give the student a thorough understanding of basic chemistry in hair structure, chemicals, and products used in the beauty salon.

COS 0080L Design Clinic I. 5 v.c.
FA, SP, SU – This course is designed to provide the student with hair-dressing techniques with emphasis on proper procedures and safety precautions.

COS 0081L Design Clinic II. 4 v.c.
FA, SP, SU – This course is a continuation of Design Clinic I which provides practical application of design services targeted to increase the student’s proficiency emphasizing workmanship, safety and sanitation as appropriate to the salon environment.

COS 0082L Design Clinic III. 4 v.c.
FA, SP, SU – This course is a continuation of Design Clinics I and II which provides practical application of design services targeted to increase the student’s proficiency emphasizing the technical standards appropriate to the student’s level.

COS 0083L Advanced Design Clinic. 1 v.c.
FA, SP, SU – This course is designed to provide the cosmetology student with advanced styling and shaping exercises and practice to develop dexterity, coordination, and application skills necessary to create the designs and patterns in the hair for ladies, men, and long hair applications.

COS 0301 Haircutting. 1 v.c.
FA, SP, SU – This course is structured to develop skills in all phases of hair shaping including appropriate selection of the correct shears, razor, and clippers with emphasis on proper procedures and safety precautions.

COS 0401 Hairstyling I. 2 v.c.
FA, SP, SU – This course helps the student to develop awareness of cosmetology principles of design in regard to facial shape and body composition, and to develop skills in the execution of hair design with proper use of styling implements.

COS 0402 Hairstyling II. 1 v.c.
FA, SP, SU – This course is a continuation of COS 0401 with emphasis on enhancing basic techniques and skills.

COS 0420 Advanced Hairstyling. 1 v.c.
FA, SP, SU – This course is designed to teach the cosmetology student advanced styling and hair shaping techniques. The cosmetology student will accomplish objective through the development of dexterity and coordination skills and application of principles of these techniques in creating designs and patterns in the hair using a variety of techniques that will include sculpting for patrons coordinated with Pivot Point.

COS 0500C Barber-Styling I. 4 v.c.
FA, SP, SU – This course provides students with beginning theoretical and practical procedures of barbering. The basic topics and tasks to be performed are: history of barbering; professional image and ethics; bacteriology; sterilization and sanitation, safe and efficient work practices; and implements, tools, and equipment. In addition, skin, scalp and hair structure; disorders and treatments of hair and skin and manipulations and facial treatments will be addressed in this course.

COS 0510C Barber-Styling II. 4 v.c.
FA, SP, SU – This course provides students with beginning theoretical and practical procedures of barbering. The basic topics and tasks to be performed are: draping; shampooing/ rinsing men’s haircutting and hairstyling, beard and mustache trims; and women’s haircutting and hairstyling.

COS 0520C Barber-Styling III. 4 v.c.
FA, SP, SU – This course provides students with beginning theoretical and practical procedures of barbering. The basic topics and tasks to be performed are non-chemical and chemical hair processing as the students expand their skill base in both men’s and women’s hair design techniques.

COS 0530C Barber-Styling IV. 4 v.c.
FA, SP, SU – This course provides students with beginning theoretical and practical procedures of barbering. The basic topics and tasks to be performed are non-chemical and chemical hair processing as the students expand their skill base in both men’s and women’s hair design techniques.

COS 0540C Barber-Styling V. 4 v.c.
FA, SP, SU – This course provides students with additional theoretical and practical procedures in barbering. The student will follow clinic floor procedures by performing reception desk and sanitation duties and perform assigned barbering services under instructor supervision.

COS 0550C Barber-Styling VI. 4 v.c.
FA, SP, SU – This course provides students with a continuation of proper barbering techniques as assigned in the supervised clinical classroom. All services will be monitored with individualized instruction and approval by the clinic instructor. In addition hair piece and wig fitting and care will be covered along with thinning hair care.

COS 0551C Barber-Styling VII. 4 v.c.
FA, SP, SU – This course provides students with a continuation of proper barbering techniques as assigned in the supervised clinical classroom. All services will be monitored with individualized instruction and approval by the clinic instructor. In addition the development of barbershop skills, employability skills and a knowledge of State Board requirements, rules, and regulations will be covered.

COS 0552C Barber-Styling VIII. 4 v.c.
FA, SP, SU – This course provides students with a continuation of proper barbering techniques as assigned in the supervised clinical classroom. All services will be monitored with individualized instruction and approval by the clinic instructor. In addition the development of shop management and communication skills will be emphasized in consumer relations.
COS 0590, 0591, 0592, 0593 Professional Barbering I, II, III, IV. 1 v.c.
FA, SP, SU – This course provides students with a continuation of proper barbering techniques as assigned in the supervised clinical classroom. All services will be monitored with individualized instruction and approval by the clinic instructor. In addition the student will address professional image.

COS 0594L Professional Barbering V. 4 v.c.
FA, SP, SU – This course provides students with a continuation of proper barbering techniques as assigned in the supervised clinical classroom. All services will be monitored with individualized instruction and approval by the clinic instructor. In addition the student will address professional image and prepare for the State board Examination for Barbering practical segment.

COS 0600 Permanent Waving/Chemical Relaxing. 1 v.c.
FA, SP, SU – This course helps the student to develop competence and understanding in the process of chemical relaxation with emphasis on safety precaution and manual execution.

COS 0611L Chemical Reformation Clinic I. 1 v.c.
FA, SP, SU – This course is designed to help the student to develop competence and understanding in the process of chemical reformation with emphasis on safety precaution and manual execution.

COS 0612L Chemical Reformation Clinic II. 4 v.c.
FA, SP, SU – This course provides the student with the knowledge in the principles of understanding of decolorization in hair structure with proper safety procedures. Emphasis is stressed on proper use of chemicals and manual execution.

COS 0613L Chemical Reformation Clinic III. 4 v.c.
FA, SP, SU – This course is a continuation of Chemical Reformation Clinic II which provides the student with the knowledge in the principles of understanding of decolorization in hair structure with proper safety procedures. Emphasis is stressed on proper use of chemicals and manual execution.

COS 0700 Haircoloring. 2 v.c.
FA, SP, SU – This course is designed to help the student to develop and apply the theoretical concepts of haircoloring product selection, techniques, and formulations with emphasis placed on proper procedures and safety precautions.

COS 0941, 0942, 0943 Internship. 1 v.c., 2 v.c., 3 v.c.
FA, SP, SU – This course provides students with practical applications in a clinical setting either demonstrating manual proficiency of the principles of cosmetology/barbering or in the workforce setting to observe styling techniques, procedures, and salon operations in industry. This course is offered at the junior/senior cosmetology/barbering level and is designed to strengthen specific skill development to prepare the student for the Florida Board of Cosmetology/Barbering Examination.

COS 0946 Barbering Co-op. 4 v.c.
FA, SP, SU – Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student’s academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progression. The Co-op program offers academic and vocational credit for each term worked and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

COS 0963 State Board Preparation. 1 v.c.
FA, SP – This course is designed to review pertinent areas in cosmetology in order to prepare the student for the State Board examination for licensure. This review course focuses on and highlights the learning materials for both theory and practical examinations questions and provides the student with a practice in evaluating and answering State Board situational problems.

COS 0996 Barbering Co-op. 4 v.c.
FA, SP, SU – Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student’s academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progression. The Co-op program offers academic and vocational credit for each term worked and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

COS 0963 State Board Preparation. 1 v.c.
FA, SP – This course is designed to review pertinent areas in cosmetology in order to prepare the student for the State Board examination for licensure. This review course focuses on and highlights the learning materials for both theory and practical examinations questions and provides the student with a practice in evaluating and answering State Board situational problems.

CSP 0002 Specialty Services. 1 v.c.
FA, SP, SU – This course is designed to provide information and procedures necessary to administer facial treatments and professional manicuring services with emphasis on safety and identification of disorders that affect the specialty service.

CSP 0006L Specialty Services Clinic I. 2 v.c.
FA, SP, SU – This course provides practical application of manicure, pedicure, and facial procedures administered in a clinical setting.

CSP 0007L Specialty Services Clinic II. 2 v.c.
FA, SP, SU – This course is a continuation of Specialty Services Clinic I that provides extended practical application of manicure, pedicure, and facial procedures administered in a clinical setting.

CSP 0008L Specialty Services Clinic III. 2 v.c.
FA, SP, SU – This course is a continuation of Specialty Services Clinic I and Specialty Services Clinic II and provides practical application of manicure, pedicure, and facial content exercised in a clinic setting.

CSP 0011L Advanced Nail Techniques. 6 v.c.
FA, SP, SU – This course provides the manicure, pedicure, nail specialist with advanced nail extension techniques and continued practice in basic nail care.

CSP 0201 Introduction to Skin Care. 1 v.c.
FA, SP – This course is designed to provide instruction in safety, rules, and procedures for the classroom/laboratory setting. In addition it will provide competencies in facials and facial manipulations, procedures and techniques.

CSP 0300L Facials/Make-up Clinic. 5 v.c.
FA, SP – Prerequisite or Corequisite: CSP 0331. This course is designed to provide supervised clinical instruction in the hands-on application of facials and makeup utilizing consultation, anatomy and physiology, salon management and proper sanitation.

CSP 0331 Make-up/Salon Management. 1 v.c.
FA, SP – This course is designed to provide instruction in proper make-up application and encompassing color analysis, facial balance and corrective make-up. This course also focuses on the successful role of the esthetician in the cosmetology or specialty salon.

CTE 1401 Introduction to Fiber Technology. 3 c.c.
TBA – A.A.S. only. A survey of textiles and the industry to include technical and economic history of the industry; physical and chemical properties of textiles and how these properties relate to raw materials and production processes; the influence of textile materials on their utilization and performance. This course is designed to provide a basic course in textiles for non-degree seeking students who may be interested in an overview of the subject.
Prerequisite: DEA 0800C and successful completion of DES 1020. This course is designed to instruct the student in Clinical Dental Assisting. Corequisite: CGS 1570. This course covers systems with emphasis on relational DBMSs.

CTS 2101 Windows. 3 c.c.

FA, SP, SU – Lab fee. Prerequisite: CGS 1570. This course is designed to cover Windows, starting with an overview to the basic interface and leading into advanced topics.

DAA 2920 Dance Techniques Workshop. 1 c.c.

TBA – Prerequisite: Permission of instructor. Corequisite: R00141. This summer dance workshop includes techniques in ballet, jazz, modern and tap dance and seminars for dancers. May be repeated once for credit.

DEA 0020C Dental Assisting Pre-Clinic. 5 v.c.

FA – Lab fee. This course is designed to instruct the student in basic fundamentals of chairside assisting. This course includes both didactic and clinical applications. Subject areas are arranged in a clinical competency program which is a method of study that helps the student master each skill in a module before advancing to the next module. Each module contains the information that the student needs to learn through the use of general and specific behavioral objectives.

DEA 0029 Dental Specialties. 1 v.c.

SP – This course will introduce the dental assisting student to the area of dental specialty practice. It will include, but not be restricted to, Periodontics, Pediatric Dentistry, Prosthodontics, Endodontics, Oral Surgery, Orthodontics, Dental Public Health, Forensic Dentistry and Dental Oncology.

DEA 0130 Allied Dental Theory. 2 v.c.

SP – Designed to acquaint the student with basic body structures, functions and diseases which affect dental treatment. Basic concepts of microbiology and their relevance to sterilization. General aspects of oral pathology including common pathological conditions of the mouth, teeth, and their supporting structures will be covered. Additional consideration will be given to the pharmacological properties, therapeutic applications and any toxicities or contraindications of drugs and medicaments commonly used in dentistry. Essential material on the symptoms, characteristics, oral inspection, preventive services and treatment of oral emergencies will be included.

DEA 0800C Dental Assisting Clinic I. 9 v.c.

SP – Lab fee. Prerequisite: DEA 0020C, DES 0000, DES 0100C, DES 0210C, DES 0830C. This course is designed to provide the dental assisting student with clinical chairside assisting experience in all areas of dentistry. This course will prepare students to perform in all dental specialty areas. This course includes both didactic and clinical applications. Subject areas are arranged in a clinical competency program which is a method of study that helps the student master each skill in a module before advancing to the next module. Each module contains the information that the student needs to learn through the use of general and specific behavioral objectives.

DEA 0850L Dental Assisting Clinic II. 7 v.c.

SU – Prerequisites: DEA 0800C and successful completion of Terms I and II. The course is designed to allow students the opportunity to assist dentists and their staff in a variety of private practice offices in the community. Assignments are three weeks in a specialty office and three weeks in a general practice office.

DEH 1003 Fundamentals of Dental Hygiene. 3 c.c.

FA – A.A.S. only. Prerequisite: DES 1020. Corequisite: DEH 1003L. A series of lectures designed to introduce the students to basic principles and skills required in providing comprehensive preventive dental health services for patients. Topics include instrument design and adaptation, gingival characteristics, oral inspection, preventive services and comprehensive medical history analysis.

DEH 1003L Dental Hygiene Pre-Clinic. 2 c.c.

FA – A.A.S. only. Lab fee. Corequisite: DEH 1003. A clinical practice course designed for the clinical application of principles and concepts developed in DEH 1003. Students master basic instrumentation skills through practice on mannequin models prior to performing preventive dental hygiene services for clinical patients.

DEH 1130 Oral Embryology and Histology. 1 c.c.

SP – A.A.S. only. Prerequisite: DES 1020. The study of histologic and embryonic development with emphasis on the face and oral cavity. Comprehensive course content includes instruction in early facial and tooth development.

DEH 1400 Oral Pathology. 2 c.c.

SP – A.A.S. only. Prerequisite: DES 1020. A study of general and oral pathological diseases with emphasis on those related to the oral cavity. Students will apply pathological principles to the clinical practice of dental hygiene. Recognition of normal and abnormal conditions of the oral cavity and surrounding tissues will be cultivated through case presentations and slide series.

DEH 1800 Dental Hygiene I. 2 c.c.

SU – A.A.S. only. Prerequisite: DEH 1003. Corequisite: DEH 1800L. A continuation of DEH 1005 with an emphasis on preventive oral hygiene techniques and procedures. Topics will include treatment planning for patients, nutritional counseling, patient management, and ultrasonic instrumentation techniques. A study of medical and dental emergencies is an important component of this course.

DEH 1800L Dental Hygiene Clinic I. 5 c.c.

SP – A.A.S. only. Lab fee. Corequisite: DEH 1800. Clinical experiences designed to incorporate the basic principles and concepts of current preventive dental hygiene services. Clinical application and refinement of preclinical instrumentation skills and procedures with increased emphasis on entry-level dental hygiene services. Medical/Dental Health Surveys, Data Collection, Patient Assessment, Vital Signs, Treatment Planning, Appointment Control, Preventive Oral Prophylactic Procedures, Oral Hygiene Education, Aspects of Standards and Optimal Oral Maintenance Therapy are clinical competencies cultivated through supervised practice. An introduction to the clinical management of dental/medical emergencies is an important component of clinical practice.

DEH 1802 Dental Hygiene II. 1 c.c.

SU – A.A.S. only. Prerequisite: DEH 1800. Corequisite: DEH 1802L. Didactic instruction will be presented with an emphasis on advanced functions which are delegable in the state of Florida. Lecture topics will include: Rubber Dam, Debonding, Alginate Impressions, Periodontal Dressings, Matrices, Liners, Bases, Manipulation of Amalgam, Polishing Amalgam Restorations, Instrument Identification and Exchange, Temporary Restorations, Sealants, Dry Socket Treatment, Suture Removal, Periodontal Charting, Treatment Planning and Advanced Instrumentation Techniques.

DEH 1802L Dental Hygiene Clinic II. 3 c.c.

SU – A.A.S. only. Lab fee. Corequisite: DEH 1802. Didactic and clinical/laboratory instruction will be presented with an emphasis on advanced functions which are delegable in the state of Florida. Clinical practice will be coordinated with didactic instruction to develop essential skills in the following techniques of: Rubber Dam, Debonding, Alginate Impressions, Periodontal Dressings, Matrices, Liners, Bases, Manipulation of Amalgam, Polishing Amalgam Restorations, Instrument Identification and Exchange, Temporary Restorations, Sealants, Dry Socket Treatment, Suture Removal, Periodontal Charting, Treatment Planning and Advanced Instrumentation Techniques.
DEH 2202 Nutrition and Dental Health. 2 c.c.  
FA – A.A.S. only. This course provides a study of nutrients, their nature, source, and utilization. Emphasis is placed on the relationship between diet and oral health. Oral manifestations of nutritional deficiencies are also studied.

DEH 2300 Pharmacology/Dental Office Emergencies. 2 c.c.  
FA – A.A.S. only. Prerequisite: BSC 1094. A study of drugs and anesthesics used in dentistry with emphasis on therapeutic and adverse effects. Route of administration, absorption, metabolism and excretion of drugs will be studied as well. Management of dental office medical emergencies will be an important component of this course.

DEH 2602 Periodontics. 2 c.c.  
FA – A.A.S. only. Prerequisites: DEH 1130, MCB 1000. An intensive comprehensive study of chronic inflammatory periodontal disease. An analysis and correlation of etiology, immunology, clinical and radiographic diagnosis, treatment planning, prognosis and oral therapy are presented. A special emphasis is placed on the role of the dental hygienist in preventive oral therapy. Clinical and laboratory experiences are coordinated with DEH 1802 Periodontal procedures included in this study are within the legal scope of practice of the dental hygienist.

DEH 2702C Dental Public Health. 2 c.c.  
FA – A.A.S. only. This course will enable the student to assess, plan, implement and evaluate community oral health programs and their needs. The educational aspects of dental health will also be a primary objective. Epidemiological surveys and fundamental concepts in biostatistics will be introduced in order to permit the student to evaluate programs and research literature.

DEH 2804 Dental Hygiene III. 2 c.c.  
FA – A.A.S. only. Prerequisite: DEH 1802. Corequisite: DEH 2804L. A continuation of DEH 1802 preventive dental hygiene services progressing to comprehensive dental hygiene services and treatment of patients with special needs.

DEH 2804L Dental Hygiene Clinic III. 5 c.c.  
FA – A.A.S. only. Lab fee. Corequisite: DEH 2804. A clinical practice course designed to cultivate the student’s progress to critical thinking, professional judgment and decision making, clinical analysis of patients presenting with various medical/dental histories and various patient management strategies. Clinical application of concepts presented in DEH 2804 will be supervised learning experiences in this course.

DEH 2806 Dental Hygiene IV. 2 c.c.  
SP – A.A.S. only. Prerequisite: DEH 2804. Corequisite: DEH 2806L. DEH 2806 is a continuation of DEH 2804. This course prepares the student to enter the workforce. Ethics, jurisprudence, practice management, job seeking skills, and the Florida Dental Board will be emphasized.

DEH 2806L Dental Hygiene Clinic IV. 5 c.c.  
SP – A.A.S. only. Lab fee. Prerequisite: DEH 2804L. Corequisite: DEH 2806L. Clinical application of current concepts mastered in DEH 2804. Students progress to advanced treatment strategies, efficient clinical competency, effective patient management and efficient time utilization. Professional judgment and decision making is a significant component of this clinical practice experience.

DEP 2001 Child Development. 3 c.c.  
FA, SP, SU – This course focuses on the physical, cognitive, emotional and social theories of how children grow and develop. This course examines the role of adults in promoting optimum development of children and is of special interest to parents, educators, nurses, social workers and counselors. This course fulfills a portion of the required 120 hours of training for the C.D.A. credential.

DEP 2004 Human Growth and Development. 3 c.c.  
FA, SP, SU – Prerequisite: Test score requirement the same as ENC 1101. A study of the human life span. The course is designed to provide the foundation for understanding the life cycle from birth to death. The approach throughout the course is multidisciplinary including biological, sociological, anthropological, and psychological perspectives with emphasis on basic psychological principles. Concepts are related to everyday life situations and to current social issues. Meets A.A. general education Category IV. A writing emphasis course.

DES 0000 Dental Anatomy. 2 v.c.  
FA – This course provides the basic information on the anatomy and tooth morphology of the head and neck. Emphasis will be placed on terminology, permanent and deciduous dentition, histology, embryology, function and importance in the field of dentistry.

DES 0053C. Nitrous Oxide Monitoring. 1 v.c.  
SP – Lab fee. This course is designed to certify dental auxiliaries in monitoring Nitrous Oxide Analgesia in the dental office. A great deal of emphasis will be devoted to the advantages and disadvantages of the use of nitrous oxide in the dental office. This course will contain didactic and clinical experience.

DES 0100C. Dental Materials. 2 v.c.  
FA – Lab fee. This course is designed to familiarize the student with the various types of dental materials, their physical properties and characteristics, proper manipulation and application in the field of dentistry, and the necessary safety precautions that must be taken to protect the patient, doctor and assistant when using these materials.

DES 0210C. Dental Radiography. 3 v.c.  
FA – Lab fee. This course will provide the student with an orientation to the practice of clinical dental radiology. Lecture sessions will include a study of theories, techniques and principles of dental radiology. The lab sessions will provide an opportunity for the application and development of the skills involved in exposing, processing, mounting and interpreting dental radiographs.

DES 0502 Dental Office Practice. 1 v.c.  
SP – This course is designed to provide the dental assisting student with basic knowledge in practice management, patient record keeping, filing systems, appointment scheduling, bookkeeping and telephone technique. Included will be an introduction to the IBM computer keyboard and hands-on experience using the computer with management forms designed for a private dental practice.

DES 0830C. Expanded Duties I. 2 v.c.  
FA – Lab fee. The course provides the instruction and application of the first portion of the expanded functions legally delegable to dental assistants in the state of Florida.

DES 0831C. Expanded Duties II. 2 v.c.  
SP – Lab fee. Prerequisite: DES 0830C. This course provides the instruction and application of the second portion of the expanded functions legally delegable to dental assistants in the state of Florida.

DES 0840 Preventive Dentistry. 1 v.c.  
FA – This course is designed to assist students in prescribing oral hygiene regimens based on the uniqueness of each patient presented. Emphasis will be placed on developing preventive programs for the dental office and community.

DES 1010 Head and Neck Anatomy. 2 c.c.  
FA – A.A.S. only. Prerequisite: BSC 1093. A detailed study of the skeletal, muscular, circulatory and nervous systems of the head and neck. Special emphasis is placed on the structures associated with oral cavity. Teeth are studied in relationship to the structures that support them and are covered in more detail in DES 1020.
DE 1020 Dental Anatomy.  2 c.c.  
SU – A.A.S. only. This course will provide the student with comprehensive instruction in macroscopic anatomy of the human dentition. The teeth are studied individually and collectively in terms of shape, function and relation to each other. The course content will provide the student with essential dental terminology to facilitate communication among dental professionals. This course will also address the eruption patterns of both deciduous and permanent dentitions.

DE 1052 Nitrous Oxide Monitoring.  1 c.c.  
FA – A.A.S. only. Lab fee. A sixteen-hour certification course for dental auxiliaries in the legal monitoring of nitrous oxide conscious sedation.

DE 1120C Dental Materials.  3 c.c.  
SP – A.A.S. only. Lab fee. A study of the basic chemical, physical and biological properties of the commonly used dental materials. Compositions and proper handling will be presented.

DE 1200C Dental Hygiene Radiology I.  3 c.c.  
FA – A.A.S. only. Lab fee. Corequisites: DES 1010, DES 1020. This competency based course is structured as a method of study of the student to master, through interpretation and recognition, each module before advancing to the next module. Dental radiography is a clinical discipline encompassing the techniques of exposing, processing, mounting dental radiographs and includes interpretation of the films to aid in obtaining a diagnosis. Radiation safety is a crucial component of this study. The history and theory of the use of ionizing radiation as applied to dentistry will be presented.

DE 1201C Dental Hygiene Radiology II.  2 c.c.  
FA – A.A.S. only. Lab fee. Prerequisite: DES 1200C. Advanced course in dental radiographic interpretation, surveys and techniques. In addition, information will be presented on the following subjects: quality control, radiologic physics, health physics.

DIE 1270C Introduction to Clinical Experiences for Dietetic Technicians.  3 c.c.  
FA – Lab fee. Corequisite: HUN 1201. Introduction to the clinical aspects of the dietetic technician program. Students will have the opportunity to apply the principles of menu planning and nutritional assessments, in food service operations in health care facilities.

DIE 2121 Food Service Management.  3 c.c.  
FA – Prerequisites: Six hours of dietetic technician courses. The management roles of dietetic professionals will be addressed in this course. Included in the study of management will be human resource issues, procurement, production, budgeting, and financial considerations as they relate to dietetics and food service.

DIE 2201 Modified Diets.  3 c.c.  
SP – Lab fee. Prerequisite: HUN 1290. The study of diet and disease states. Includes nutritional assessment, medical abbreviations, documentation of nutritional care and the development of menus for specified health problems.

DIE 2350 Clinical Experiences in Applied Nutrition.  4 c.c.  
SP – Prerequisites: DYE 1270C, HUN 1201. Corequisite: HUN 1290. Supervised clinical experiences (160 hours) will be scheduled which provide the demonstration of the principles and knowledge of nutrition in the life cycle. Students will be assigned to the Public Health Department, school food services, area hospitals, nursing homes, elderly nutrition programs, fitness centers, and other community nutrition programs.

DIE 2500 Dietetics Seminar.  1 c.c.  
SP – Prerequisites: Twelve hours of dietetic technician courses. Identification, discussion, and problem solving related to topics in food service, nutrition, and health care. Areas covered include health laws licensing, management, scheduling, nutrition education, and professional development.

DIE 2551 Clinical Experiences in Modified Diets.  6 c.c.  
SP – Prerequisites: DYE 2350, DYE 2944. Corequisite: DYE 2201. Supervised clinical experiences (880 hours) in a health care facility demonstrating nutritional care in a health care setting. Experiences will include nutrition screenings, and assessments, diet education for patients and employees, and development of care plans. Students are required to present two oral presentations as part of the oral communications requirement. Students are provided supervised practice in the role of a dietetic technician with an instructor and preceptor.

DYE 2944 Dietetic Management Internship.  4 c.c.  
FA, SP – Prerequisite: DYE 1270C. Corequisite: DYE 2121. Internship is a supervised hands-on training experience of observations and participation in the operation and management functions of a food service or dietary operation. The student will learn the day-to-day operations of food service management while demonstrating knowledge and skills learned in the classroom.

ECO 2013 Economics I.  3 c.c.  
FA, SP, SU – This is a basic survey of economic principles, concepts and institutions. The course describes the basic mechanism of the American economic system, examines how well the system operates, shows how to develop economic measuring devices, and outlines potential policies to keep the economy operating effectively. It offers some consideration to the development of economic concepts that treat mainly macro theory. Meets A.A. general education Category IV.

ECO 2023 Economics II.  3 c.c.  
FA, SP, SU – The course treats mainly micro theory. It gives much attention to model building and analysis of product and resource markets. The course especially emphasizes topics such as the economics of the firm under the four major market conditions, resources allocation, the monopoly problem and legislation associated there with, agriculture, unionism, international trade and finance, and the institutions of the command economy.

EDF 1931 Special Topics in Education.  3 c.c.  
FA, SP, SU – This course is a first course for prospective teachers and, thus, is of an exploratory nature. Topics to be considered include: the role of the contemporary teacher, prospects for future teachers, and an overview of the historical, philosophical, sociological, and cultural bases of the American educational enterprise. The course will include a fifteen hour service-learning and assistance components.

EDF 1931 Special Topics in Education.  1 c.c.  
SP – A course designed to allow flexibility in presenting a wide variety of topics related to the rapid changes taking place in education.

EDG 2701 Teaching Diverse Populations.  3 c.c.  
FA, SP – This course will provide the student with the opportunity to explore personal values and attitudes towards cultural diversity. Designed for the prospective educator, the theoretical component will examine the issues of teaching in culturally diverse classrooms. Attention will be given to teaching all children about ethnicity in a pluralistic society. Thirty hours of service-learning and examination of educational materials will enhance the student’s understanding of multiculturalism.

EDP 2002 Educational Psychology.  3 c.c.  
TBA – A course investigating the application of psychology to educational settings with emphasis on learning, motivation, tests and measurement, and personality development. Designed for prospective teachers, who are encouraged to seek experience in a school setting to appreciate the complexities of teaching.

EET 1005C Fundamentals of Electricity.  4 c.c.  
FA – A.A.S. only. Lab fee. Prerequisite: MAT 1033. An electrical course for the non-electronic engineering technology major. This is a combined theory/lab course which provides a survey of electrical theory as it relates to DC/AC circuits, AC and DC machinery and solid state control circuits.
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>EET 1015C</td>
<td>Direct Current Circuits.</td>
<td>3 c.c.</td>
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<td>FA, SP</td>
<td>A.A.S. only. Lab fee. Corequisite: MAC 1105.</td>
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<td>A theory-lab course involving the basic concepts</td>
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<td>of direct current circuits as applied in</td>
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<td>electronics and analysis of circuits using</td>
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<td>OHM's law and various theorems. The laboratory</td>
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<td>instruction includes D/C circuit analysis and</td>
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<td>the use of basic electronic test equipment.</td>
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<td>EET 1025C</td>
<td>Alternating Current Circuits.</td>
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<td>SP, SU</td>
<td>A.A.S. only. Lab fee. Prerequisite: EET 1015C.</td>
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<td>A theory-lab course involving the study of</td>
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<td>alternating current circuits as applied in</td>
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<td>electronics including the theory and</td>
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<td>applications of resonant circuits and</td>
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<td>transformers. The laboratory includes a</td>
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<td>practical analysis of A/C circuits and</td>
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<td>the use of instruments associated with</td>
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<td>alternating current.</td>
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<td>EET 1141C</td>
<td>Electronic Devices and Integrated Circuits I.</td>
<td>3 c.c.</td>
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<td>FA, SP</td>
<td>A.A.S. only. Lab fee. Prerequisite: EET 1025C.</td>
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<td>A theory-lab course covering electronic</td>
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<td>semiconductors and basic circuit applications.</td>
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<td>and operation of diodes and rectifiers,</td>
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<td>single-stage amplifiers, transistors, and</td>
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<td>special devices such as LED’s, optocoupplers,</td>
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<td>unjunction transistors, and basic integrated</td>
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<td>amplifying applications. Laboratory experiences</td>
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<td>EET 2142C</td>
<td>Linear Circuits.</td>
<td>3 c.c.</td>
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<td>SP</td>
<td>A.A.S. only. Lab fee. Prerequisite: EET 1141C.</td>
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<td>This is a continuing study of the principles</td>
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<td>transistor applications in power supply</td>
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<td>circuits. AF and RF amplifiers, and</td>
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<td>oscillators. This will include operational</td>
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<td>EET 2215C</td>
<td>Instrumentation Electronics.</td>
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<td>SP</td>
<td>A.A.S. only. Lab fee. Prerequisites: CET 2123C,</td>
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<td>EET 2142C. This course includes theory and</td>
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<td>application of electronics control circuits</td>
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<td>and systems used in electronics</td>
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<td>instrumentation. The function of</td>
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<td>interfacing devices, test instruments, and</td>
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<td>sensors which are used in instrumentation</td>
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<td>measurements is an integral part of this</td>
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<td>EET 2326C</td>
<td>Communications Electronics Systems.</td>
<td>3 c.c.</td>
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<td>FA, SU</td>
<td>A.A.S. only. Lab fee. Prerequisite: CET 2100C or</td>
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<td>EET 2142C. An introductory communications</td>
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<td>frequency modulation, single sideband, and</td>
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<td>other radio communications. The study of</td>
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<td>transmission lines, antennas, and propagation</td>
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<td>of electromagnetic waves are also</td>
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<td>EET 2947,</td>
<td>Electronic Technology</td>
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<td>2948, 2949</td>
<td>Instructional Services</td>
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<td>Co-op</td>
<td>1 c.c., 2 c.c., 3 c.c. Cooperative Education</td>
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<td>(Co-op) is a planned, paid work experience</td>
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<td>field of study. Each student must meet</td>
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<td>certain academic and Co-op departmental</td>
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<td>requirements before qualifying for job</td>
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<td>referral and placement. Once enrolled, a</td>
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<td>student is assigned a Faculty Advisor who,</td>
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<td>student progress. The Co-op program offers</td>
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<td>EEX 1600</td>
<td>Behavior Management.</td>
<td>3 c.c.</td>
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<tr>
<td>FA, SP, SU</td>
<td>– An introductory course which presents</td>
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<td></td>
<td>students with a variety of approaches that can</td>
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<tr>
<td></td>
<td>be effective in classroom situations with</td>
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<tr>
<td></td>
<td>students exhibiting behavior problems. Decision</td>
<td></td>
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<tr>
<td></td>
<td>making criteria to determine when, how, and</td>
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<tr>
<td></td>
<td>why specific interventions that may be</td>
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<td></td>
<td>responsive of varying needs of students at</td>
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<tr>
<td></td>
<td>all grade levels will be explored.</td>
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<tr>
<td>EEX 2010</td>
<td>Introduction to Exceptional Children.</td>
<td>3 c.c.</td>
</tr>
<tr>
<td>FA, SP, SU</td>
<td>– An introductory survey of the categories of</td>
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<tr>
<td></td>
<td>exceptional (disabled) children and adults.</td>
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<td>Attention will be directed to each of the</td>
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<td>following: learning disabilities, behavior</td>
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<td>disorders, mental handicaps, visual and hearing</td>
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<td></td>
<td>impairments, communication disorders, and</td>
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<td></td>
<td>physical and multiple handicaps. Giftedness</td>
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<td>also will be covered. Course is designed for</td>
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<tr>
<td></td>
<td>Education and Special Education majors.</td>
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<tr>
<td>EEX 2080</td>
<td>Teaching Special Needs Learners.</td>
<td>3 c.c.</td>
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<tr>
<td>SP</td>
<td>Prerequisites or Corequisites: EEX 1600, EEX</td>
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<tr>
<td></td>
<td>2010. A course designed to provide students</td>
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<tr>
<td></td>
<td>with strategies and methods to teach</td>
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<td></td>
<td>learners with special needs. This course will</td>
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<td></td>
<td>provide practical, relevant teaching</td>
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<td></td>
<td>approaches derived from learning theory,</td>
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<td>research and experience. Effective teaching</td>
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<td></td>
<td>methods, appropriate curricula for special</td>
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<td>needs learners and teaching activities will</td>
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<td>be discussed.</td>
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<td>EEX 2260C</td>
<td>Special Education Practicum.</td>
<td>3 c.c.</td>
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<tr>
<td>SP</td>
<td>Prerequisite or Corequisites: EEX 2010.</td>
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<tr>
<td></td>
<td>Observation-participation field experience in</td>
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<td></td>
<td>a special education rehabilitation setting</td>
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<tr>
<td></td>
<td>under supervision. Weekly seminars with the</td>
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<td>course instructor will be held for</td>
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<td></td>
<td>informative and evaluative purposes.</td>
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<tr>
<td>EGS 1111</td>
<td>Engineering Graphics.</td>
<td>3 c.c.</td>
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<tr>
<td>FA, SP, SU</td>
<td>– A.A.S. only. Lab fee. An introductory course</td>
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<tr>
<td></td>
<td>dealing with the fundamentals of engineering</td>
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<td></td>
<td>graphics and computer-aided drafting (CAD)</td>
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<td></td>
<td>using AutoCAD. This course covers the</td>
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<td></td>
<td>depiction of objects in a standard multiview</td>
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<td></td>
<td>drawing on a computer. One, two, three,</td>
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<td></td>
<td>auxiliary, and section views are used.</td>
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<td>Dimensioning is covered. Three-dimensional</td>
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<td></td>
<td>objects are created both in surface and solid</td>
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<td></td>
<td>models and then depicted in a standard</td>
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<td></td>
<td>multiview format including pictorial views.</td>
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<td>This course is the prerequisite for all the</td>
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<td>computer drafting courses.</td>
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<tr>
<td>EGS 2311</td>
<td>Engineering Statics.</td>
<td>3 c.c.</td>
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<td>TBA</td>
<td>– Prerequisites: MAC 2312, PHY 2048. Corequisites</td>
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<td></td>
<td>MAC 2313, PHY 2049. Pre-engineering elective.</td>
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<tr>
<td></td>
<td>Reduction of force systems, equilibrium of</td>
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<td></td>
<td>particles and rigid bodies. Vector methods</td>
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<td></td>
<td>Application of structures and mechanisms.</td>
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<td>Topics in dynamics and mechanics of materials.</td>
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<td>EGS 2321</td>
<td>Engineering Dynamics.</td>
<td>3 c.c.</td>
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<td>TBA</td>
<td>– Prerequisites: EGS 2311, MAC 2313, Corequisite</td>
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<tr>
<td></td>
<td>MAP 2302. Pre-engineering elective. Dynamics</td>
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<td></td>
<td>of particles and rigid bodies for rectilinear</td>
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<td></td>
<td>translation, curvilinear motion, rotation and</td>
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<td></td>
<td>planar motion. Principles of work and energy,</td>
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<td></td>
<td>also impulse and momentum. Topics in mechanics</td>
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<td></td>
<td>of materials. Taught with calculus, vector</td>
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<td>analysis and differential equations.</td>
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<td>EME 2040</td>
<td>Introduction to Educational Technology.</td>
<td>3 c.c.</td>
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<tr>
<td>FA, SP, SU</td>
<td>– Lab fee. This course will assist educators in</td>
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<td></td>
<td>developing skills and competencies which are</td>
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<td>essential if they are to integrate technology</td>
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<td>into the delivery of classroom instruction.</td>
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<td>Students will operate, select, produce and</td>
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<td>integrate instructional technology materials and</td>
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<td></td>
<td>systems. They will systematically integrate</td>
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<td>conventional instructional media and</td>
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<td></td>
<td>computer-based technologies into the</td>
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<td>instructional process. Meets A.A. computer</td>
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<td>competence requirement.</td>
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**EMS 1151 Emergency Medical Technician I.** 3 c.c.  
**FA, SP, SU – A.A.S. only. Lab fee. Prerequisite:** Permission of instructor. This course is the first of three designed to prepare a student to perform basic life saving techniques while at the scene and enroute to the emergency room. This course involves the study of Emergency Medical Care including legal, ethical, medical and trauma issues that arise with patient treatment. Emphasis will be placed on evaluation of medical/trama scene and basic patient assessment.

**EMS 1152C Emergency Medical Technician II.** 4 c.c.  
**FA, SP, SU – A.A.S. only. Lab fee. Prerequisite:** EMS 1151. This course includes assessment of sign and symptoms of medical and trauma including the care of such. Accident control, extrication and transportation of the patient along with maintenance of the emergency vehicle. Clinical practicum with variable supervised hospital, ambulance or other health agency experience.

**EMS 1153C Emergency Medical Technician III.** 2 c.c.  
**FA, SP, SU – A.A.S. only. Lab fee. Prerequisite:** EMS 1152C. This course includes legal aspects of emergency care, physical assessment, use and maintenance of emergency equipment. Clinical practicum with variable supervised hospital, ambulance or other health agency experience. This course is a combination lecture and lab.

**EMS 1335 Emergency Vehicle Operations.** 1 c.c.  
**TBA – A.A.S. only. Lab fee.** Designed to teach EMS personnel and others how to anticipate and control emergency situations through classroom and behind-the-wheel instruction and to assist them in meeting state certification requirements.

**EMS 1551C Advanced Cardiovascular Life Support.** 1 c.c.  
**SP – A.A.S. only. Lab fee. Prerequisites:** EMT certification, CPR for Health Care Providers. **Corequisite:** EMS 1612C. This course focuses upon an intense review of American Heart Association’s guidelines for emergency cardiovascular care and cardiac arrest management, followed by written and performance testing. Skill testing is done by certified instructors. Successful completion yields a successful course completion card from the American Heart Association (“ACLS Provider”) and is a graduation requirement for the Paramedic Program.

**EMS 1601 Introduction to Advanced Prehospital Care.** 2 c.c.  
**FA – A.A.S. only. Prerequisites:** EMT certification, CPR for Health Care Providers. This course focuses upon Paramedic roles and responsibilities, wellness in EMS, primary injury prevention, medical/legal considerations, emergency medical services ethics, EMS communication systems, and proper patient documentation.

**EMS 1612C Cardiovascular Emergencies.** 3 c.c.  
**SP – A.A.S. only. Lab fee. Prerequisites:** EMT certification, CPR for Health Care Providers. **Corequisite:** EMS 1683C. This course focuses upon cardiovascular anatomy and physiology, electrocardiographic monitoring, dysrhythmias, assessment and management of the cardiovascular patient and 12-lead ECG monitoring.

**EMS 1654 Paramedic Field/Clinical Experience I.** 3 c.c.  
**FA – A.A.S. only. Lab fee. Prerequisites:** EMT certification, CPR for Health Care Providers. This course focuses upon orientation, clinical and field experience provided in area hospitals and EMS agencies under supervision. Students begin their ambulance time in an observational capacity with an assigned preceptor and add skills as they progress through the term.

**EMS 1683C Fundamentals of Advanced Prehospital Care.** 2 c.c.  
**FA – A.A.S. only. Lab fee. Prerequisites:** EMT certification, CPR for Health Care Providers. **Corequisite:** EMS 1601. This course focuses on general concepts of pharmacology, administration of medications, venous circulation, effective therapeutic communication, and communication strategies.

**EMS 1931C Special Topics in Emergency Medicine.** 1 c.c.  
**TBA – A.A.S. only. Lab fee. Prerequisite:** EMS 1152C. This course is designed to enhance the student’s basic patient assessment skills in the medical/tramia environment. Current changes and updates in Emergency Medicine will be incorporated into the course as they occur. The course will build on information acquired in EMS 1151 and EMS 1152C. After successful completion, the student will meet the requirements for HIV/AIDS update and State of Florida EMS requirements for recertification.

**EMS 2010C Prehospital Essentials of Anatomy, Physiology, and Pathophysiology.** 2 c.c.  
**SU – A.A.S. only.** This course is a survey of human anatomy with emphasis on pathophysiology for the assessment and management of emergency patients. Topics covered include basic cellular function, cellular injury and cellular death, analyzing disease risk, familial diseases and associated risk factors, inflammation response, homeostasis as a dynamic steady state, neuroendocrine regulation, genetics, tissue components of the body, skeletal, muscular, nervous, and the endocrine system.

**EMS 2612C Airway Management and Ventilation.** 3 c.c.  
**FA – A.A.S. only. Prerequisites:** EMT certification, CPR for Health Care Providers. This course focuses upon establishing and maintaining a patient airway and ventilation, including anatomy, physiology and pathophysiology of the airway, use of equipment for assessment and treatment, and use of airway adjuncts.

**EMS 2613C Patient Assessment.** 2 c.c.  
**FA – A.A.S. only. Prerequisites:** EMT certification, CPR for Health Care Providers. This course focuses upon general patient assessment and initial management, techniques of patient assessment, and application of a process of clinical decision making.

**EMS 2627 Medical Emergencies.** 4 c.c.  
**SP – A.A.S. only. Prerequisites:** EMT certification, CPR for Health Care Providers. This course focuses upon teaching the paramedic student how to integrate pathophysiological and assessment findings to formulate a field impression and implement the treatment plan for the patient with a medical emergency.

**EMS 2628C OB/GYN/Neonatal/Pediatric Emergencies.** 3 c.c.  
**SP – A.A.S. only. Lab fee. Prerequisites:** EMT certification, CPR for Health Care Providers. This course focuses on implementation of the proper treatment plans for a patient with a suspected gynecological emergency, a suspected obstetrical emergency, a neonatal emergency, and for a pediatric patient with an emergency.

**EMS 2633C Respiratory Emergencies.** 2 c.c.  
**SU – A.A.S. only. Prerequisites:** EMT certification, CPR for Health Care Providers. This course focuses upon a review of respiratory anatomy and physiology, pathophysiology, assessment of the respiratory system, diagnostic testing, and management of specific respiratory disorders.

**EMS 2655 Paramedic Field/Clinical Experience II.** 3 c.c.  
**SP – A.A.S. only. Prerequisites:** EMT certification, CPR for Health Care Providers. This course focuses upon clinical and field experience provided in area hospitals and EMS agencies under supervision.

**EMS 2656 Paramedic Field/Clinical Internship.** 5 c.c.  
**SU – A.A.S. only. Lab fee. Prerequisites:** EMT certification, CPR for Health Care Providers. This course focuses upon successful integration of all prehospital skills by the student. The field internship verifies that the student has achieved entry-level competence and is able to serve as team leader in a variety of prehospital advanced life support emergency medical situations.

**EMS 2680C Behavioral Emergencies.** 1 c.c.  
**SU – A.A.S. only. Prerequisites:** EMT certification, CPR for Health Care Providers. This course focuses upon psychiatric and behavioral emergencies, the pathophysiology of psychiatric disorders, biological, psychosocial and sociocultural components, assessment and management of behavioral emergency patients, potentially suicidal patients and violent patients.
EMS 2681C Special Considerations in Prehospital Care. 2 c.c.
SU – A.A.S. only. Prerequisites: EMT certification, CPR for Health Care Providers. This course focuses upon implementation of a proper treatment plan for: the geriatric patient, the patient who has sustained abuse or assault, diverse patients with a suspected emergency, the chronic care patient, and the patient with common complaints; procedures to ensure safe and effective ground and air transport; integration of the principles of general incident management and multiple casualty incident management (MCI), rescue awareness management, human hazards awareness management, and general incident management of hazardous materials emergencies.

EMS 2682C Advanced Prehospital Trauma Management. 3 c.c.
SU – A.A.S. only. Lab fee. Prerequisites: EMT certification, CPR for Health Care Providers. This course focuses upon the principles of kinematics to enhance patient assessment, implementation of a proper treatment plan for a patient with: shock or hemorrhage, soft tissue trauma, burn injuries, traumatic head injury, suspected spinal injury, suspected thoracic injury, suspected abdominal trauma, or suspected musculoskeletal injury.

EMS 2930C Special Topics in Advanced Prehospital Care. 1 c.c.
SU – A.A.S. only. Lab fee. Prerequisites: EMT certification, CPR for Health Care Providers. This course is designed to enhance the student’s skills and knowledge in the prehospital environment. The course will meet the Florida requirements for education on HIV/AIDS. Current changes and updates in the prehospital environment will be incorporated as they occur.

ENC 0001C College Preparatory Writing I. 3 c.p.
FA, SP, SU – Prerequisite: Appropriate score on Florida Entry-Level Placement Exam. Designed for students whose basic language skills need improvement, this course includes a review of basic grammar rules, sentence structure, punctuation, and capitalization. The writing component of the course focuses on effective sentence and paragraph composition.

ENC 0002C College Preparatory Writing II. 3 c.p.
FA, SP, SU – Prerequisite: Appropriate score on Florida Entry-Level Placement Exam or ENC 0001C. Designed for students who need to improve their language skills, this course offers a review of grammar rules, language usage, sentence structure, punctuation, and composition of effective paragraphs and short essays.

ENC 1101 English Composition I. 3 c.c.
FA, SP, SU – Prerequisite: Appropriate score on Florida Entry-Level Placement Exam or LIN 1670C. Corequisite: RHIS 1105C may be taken as a corequisite with the first writing emphasis course when test scores so indicate. A comprehensive course embodying the fundamentals of effective expression with emphasis on expository writing and logical thinking. Meets A.A. general education Category I. A writing emphasis course.

ENC 1101H English Composition I Honors. 3 c.c.
TBA – Prerequisite: Appropriate CPT score. An accelerated course embodying the fundamentals of effective expression, with emphasis upon expository writing, logical and imaginative thinking, and reading literature for understanding and appreciation. See general requirements for participation in college honors program. Meets A.A. general education Category I. A writing emphasis course.

ENC 1102 English Composition II. 3 c.c.
FA, SP, SU – Prerequisite: ENC 1101. A comprehensive course embodying the fundamentals of effective expression with emphasis on writing the essay, preparing a research paper, and reading literature for understanding and appreciation. Meets A.A. general education Category I. A writing emphasis course.

ENC 1102H English Composition II Honors. 3 c.c.
TBA – Prerequisites: ENC 1101, department permission. An accelerated course embodying the fundamentals of effective expression, with emphasis upon research techniques and writing, and reading literature for understanding and appreciation. See general requirements for participation in college honors program. Meets A.A. general education Category I. A writing emphasis course.

ENC 1112 Essential English Skills. 1 c.c.
TBA – Prerequisite: ENC 1101. Optional course recommended for students preparing for the English Language Skills and Essay portions of the CLAST. This course provides an extensive review, rather than in-depth instruction. It is offered four hours a week for four weeks prior to each administration of the CLAST.

ENC 1210 Technical Writing I. 3 c.c.
TBA – Prerequisite: Test score requirement the same as ENC 1101. The principles of expository writing (unity, clarity, coherence, organization, and corrections) are applied to a variety of industrial and technical reports, letters, and forms. Students will be given practice in writing reports, letters, and proposals.

ENC 2222 Technical Editing. 3 c.c.
TBA – Prerequisites: ENC 1101, ENC 1210, ENC 2251. This course prepares students to edit technical documents (their own and others) for publication in suitable media. In addition to doing exercises, students will write at least one major article or press release and edit one long document of their choosing.

ENC 2251 Technical Writing II. 3 c.c.
TBA – Prerequisites: ENC 1101, ENC 1210. This course is a continuation of Technical Writing I and provides extensive practice in research and document design for workplace writing. Students will collaborate in writing formal reports and in embedding graphics in the text.

ENG 2111 Literature and Film. 3 c.c.
TBA – Prerequisite: Test score requirement the same as ENC 1101. Selected literature and its adaptation to and interpretation in film. A writing emphasis course.

ENL 2012 English Literature to 1800. 3 c.c.
FA, SP, SU – Prerequisite: ENC 1102 with a grade of “C” or better. Selected British literature from the Middle Ages to the end of the eighteenth century. Meets A.A. general education Category II. A writing emphasis course.

ENL 2022 English Literature from 1800. 3 c.c.
FA, SP, SU – Prerequisite: ENC 1102 with a grade of “C” or better. Selected British literature from the late eighteenth century to the present. Meets A.A. general education Category II. A writing emphasis course.

EPI 0001 Classroom Management. 3 c.c.
TBA – This module prepares the participant to set up a classroom, establish classroom policies and procedures, create objective-based lesson plans, utilize various styles on presentations, employ varied teaching strategies, develop and administer various forms of assessment, integrate Sunshine State Standards into lesson development, establish and maintain cooperative relations with parents, and research professional literature to seek best practices and to hone the craft of effective instruction. A major focus of this module is the ethical and legal obligations of the teaching profession. Participants will build a developmental, assessment and professional portfolio demonstrating mastery of competencies.

EPI 0002 Instructional Strategies. 3 c.c.
TBA – This segment prepares the participant to become proficient in the application of a variety of instructional strategies based on knowledge of learning styles, cooperative and collaborative groupings, accommodation for exceptional students, and to develop effective lesson plans that infuse technology.

EPI 0003 Educational Technology. 3 c.c.
TBA – Lab fee. This module prepares the participant to employ technology in an integral part of the teaching and learning process. Instruction is provided in commonly used software suites and on the internet. The use of blended learning to enrich and engage students and increase their technology skills is a major emphasis. Copyright and fair use guidelines are reinforced.

EPI 0004 The Teaching and Learning Process. 3 c.c.
TBA – This segment provides the participant with a foundation in various learning theories as applied in the instructional process. Standardized testing, test interpretation, and the use of results is stressed. Student characteristics such as exceptionalities, multiple intelligences, motivation, persistence, and second language acquisition will be addressed.
Prerequisite:
CET 2123C, EET 2142C.

EGS 1111 or ETC 1250. An course will introduce students in BCN 1001, ETD 2320 ETM 2315. This course will introduce students in BCN 1001, ETD 2320 ETM 2315.

ETD 2542C Programmable Logic Controller Fundamentals. 3 c.c. FA, SP – A.A.S. only. Lab fee. Prerequisite: CET 1462C. Corequisite: EET 1005C. This course will introduce students in A.A.S. degree Electronics Engineering Technology tracks to PLC concepts, programming, debugging, conversion of electrical ladder logic to PLC ladder logic, and troubleshooting of PLC’s using the Allen Bradley SLC-500 Programmable Controller.

ETD 1250 Properties of Materials. 3 c.c. FA, SP – A.A.S. only. An introductory course involving classification, physical properties, application, and use of materials used in TBA – A.A.S. only. Accurate reading of the construction industry. The materials covered include stone, brick, concrete, wood, and other general building products.

ETC 2521 Hydrology, Culverts, and Distribution Systems. 4 c.c. FA – A.A.S. only. Corequisite: MAT 1053 or permission of instructor. An introduction to basic hydrology, including geology and hydraulics of streams and watersheds; and design of various types of detention and retention ponds. Local codes are covered.

ETD 1385 Manufacturing Product Design (Mastercam Solids). 4 c.c. SU – A.A.S. only. Lab fee. Prerequisites: EGS 1111 or approval of program coordinator, ETT 2415, ETT 2416. An advanced course and study of utilizing computerized processes in product development, product design, layout and prototyping. Product development will utilize CAD/CAM work stations and programming methods to set up CNC Milling, turning, router and plasma cutting machines. CAD/CAM software is used in the design of products and generating of engineering documents and assembly illustrations. Quality issues and procedures are discussed and applied thru hands-on applications and product development and design. Advanced Mastercam processes will be taught using Mastercam Solids. 3-D illustrations and process fabrication methods and applications will be generated using computerized machining centers. The Haas VF-2 Mill, SL-20 and TL-1 Lathe, plasma Cutter and the CNC router will be used in the generation of student projects.

ETD 1532 Architectural Drafting. 3 c.c. SP – A.A.S. only. Lab fee. Prerequisites: BCN 1001, ETD 2520 or permission of instructor. Corequisite: ETC 1250. An advanced computer drafting course dealing with selected topics from architectural plans as well as mechanical and electrical drafting used in the preparation of working drawings for light and heavy commercial projects. Most emphasis will be placed on the collecting of building components into a contract document rather than the drafting aspect.

ETD 1542 Structural Drafting. 3 c.c. SU – A.A.S. only. Lab fee. Prerequisites: BCN 1001, ETD 2520 or permission of instructor. Corequisite: ETC 1250. An advanced computer drafting course consisting of the drafting of steel and reinforced concrete details for commercial building. Includes minor connection details.

ETD 1931, 1932, 1933 Special Topics in Drafting Design. 1 c.c., 2 c.c., 3 c.c. TBA – A.A.S. only. Lab fee. This course is designed to allow flexibility for presenting a variety of topics relating to drafting and design principles and applications. Some special topics may require laboratory assignments. The course may be repeated for credit when the content varies.

ETD 2320 Computer Drafting. 3 c.c. FA, SP, SU – A.A.S. only. Lab fee. Prerequisite: EGS 1111 or permission of instructor. A second course in computer drafting where the drafting is emphasized. This course is intended for drafting students and covers the nuances of the computer as a drafting tool. Much of the material in EGS 1111 will be covered but in greater detail while omitting the 3D design aspect. The course is taught "hands-on" using desktop computers with AutoCAD software.

EPI 0010 Foundations of Language and Cognition. 3 c.c. TBA – This module provides substantive knowledge of language structure and function and cognition of phonemic awareness, phonics, fluency, vocabulary, and comprehension. Further, it provides knowledge of the integration of the reading components. Instruction in this module is grounded in scientifically-based reading research as a mechanism to inform instructional practice.

EPI 0020 Professional Foundations. 2 c.c. TBA – This module provides the foundation for becoming a productive member of the teaching profession. The participants will gain understanding of the organization and administration of the public school, the laws governing teachers, the code of ethics, and the purpose of schools. This module develops a professional perspective and creates a sense of grounding in the profession of teaching.

EPI 0030 Diversity. 2 c.c. TBA – This module provides the participant with an understanding of the variety of backgrounds and cultures that may be found in a typical classroom. Field experiences give a broader view of the social aspects of diversity and cause the participant to reevaluate personal beliefs and prejudices that may adversely affect the learning process.

EPI 0940 Module 3 Field Experience. 1 c.c. TBA – This module provides the foundation for becoming a productive member of the teaching profession. The participants will gain understanding of the organization and administration of the public school, the laws governing teachers, the code of ethics and the purpose of schools. This module develops a professional perspective and creates a sense of grounding in the profession of teaching. Segment B topics: Participants will complete field experience in public, charter, or private schools. These field experiences will provide the opportunity to gain insight into the instructional process. Those participants who are teaching will be required to complete field experience in the schools where they are assigned.

EPI 0945 Module 4 Field Experience. 1 c.c. TBA – This module provides the participant with an understanding of the variety of backgrounds and cultures that may be found in a typical classroom. Field experiences give a broader view of the social aspects of diversity and cause the participant to reevaluate personal beliefs and prejudices that may adversely affect the learning process. Segment B topics: Participants will complete a series of experiences designed to give prospective teachers a perspective on the varied backgrounds of students in public schools. Cohorts will meet together to discuss these experiences and to relate them to their observations of students as well as student behaviors and interactions in the schools.

EST 2112C Industrial Electronics. 3 c.c. SP – A.A.S. only. Lab fee. Prerequisite: EET 1005C or EET 2142C. This is a theory-lab course dealing with devices and circuits used to control industrial processes and machinery. Included are industrial motor control circuits, an introduction to process control diagrams, ladder diagrams, and the basic concepts of programmable logic control.

EST 2406 Biomedical Equipment. 4 c.c. SP – A.A.S. only. Corequisite: CET 2123C, EET 2142C. This course is intended for students in the construction industry. The materials covered include stone, brick, concrete, wood, and other general building products.

EST 2535C Manufacturing and Automation Instrumentation. 3 c.c. FA, SP, SU – A.A.S. only. Lab fee. Prerequisites: CET 1462C, EET 1005C. Prerequisite or Corequisite: ETM 2315. This course is an overview course in the Manufacturing Technology A.A.S. degree program which includes theory and application of electronic control circuits, pneumatics and hydraulics, transducers, PLC fundamentals, and an integrated concept for Flexible Manufacturing.
ETD 2332 AutoCAD Customization. 1 c.c.
FA, SU – A.A.S. only. Lab fee. Prerequisite: ETD 2320 or permission of instructor. A basic course in AutoCAD customization that enables the user to work more efficiently. This will be oriented towards the user; not for advanced programmers.

ETD 2350 Advanced Computer Drafting. 4 c.c.
SP – A.A.S. only. Lab fee. Prerequisite: ETD 2320 or permission of instructor. A computer-drafting course dealing with advanced topics. Most of this course will dwell on 3D and technical illustration. Topics include minor customization, surface and solid modeling, and rendering.

ETD 2540 Civil Engineering Drafting. 3 c.c.
FA – A.A.S. only. Lab fee. Prerequisites: BCN 1001, ETD 2320 or higher math or permission of instructor. This course covers fundamentals of civil engineering for computer drafting, including measuring errors, error of closure, coordinate conversion, curve data, contour lines, cut and fill, and profile work. Because computer-drafting solutions are so accurate they can be measured, material will be dealt with both mathematically and graphically. A trig calculator is required.

ETD 2550 Land Desktop. 3 c.c.
TBA – A.A.S. only. Lab fee. Prerequisites: ETD 2320, ETD 2540 or permission of instructor. This course introduces students to Land Desktop, a widely used software product which offers civil engineers, drafters, and surveyors an integrated infrastructure solution to their industry needs. Students learn to synchronize design elements, visualization, analyses, and plans. Course uses specially equipped computers.

ETD 2947, 2948, 2949 Drafting and Design Technology Co-op. 1 c.c., 2 c.c., 3 c.c.
TBA – A.A.S. only. Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student’s academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

ETI 1701 Industrial Safety. 3 c.c.
FA – A.A.S. only. Lab fee. Principles of safety in a typical industrial environment are studied. Emphasis is on OSHA, and the analysis and design of safety programs for industry.

ETI 1931, 1932, 1933 Special Topics in Manufacturing. 1 c.c., 2 c.c., 3 c.c.
TBA – Lab fee. A.A.S. only. This course is designed to allow flexibility for presenting a variety of topics relating to manufacturing principles and applications. Some special topics may require laboratory assignments. The course may be repeated for credit when the content varies.

ETI 2411 Manufacturing Processes (Mastercam Mill). 4 c.c.
SP – A.A.S. only. Lab fee. Corequisite: ETI 2416. This course provides to the student technical knowledge and programming methods employed in Haas CNC machining centers. Machine programming, set-up and operations are taught at an advanced level. Computer-aided drafting and computer-aided manufacturing concepts and applications are taught using Mastercam Mill. Intermediate welding and sheet metal processes through lecture, demonstration, and equipment covers operational applications used in the fabrication industry. Students are taught production welding and techniques used in gas welding and cutting, MIG and TIG welding, arc welding and CNC plasma cutting. Hands-on applications are introduced to give students practical skills in production welding for entry-level job opportunities needed in the fabrication industry. Metal fabricating processes, Haas CNC machine operations and set-up and CNC programming are introduced to give students practical skills in the automated manufacturing processes industries.

ETI 2412 Manufacturing Processes (Mastercam Router). 4 c.c.
FA – A.A.S. only. Lab fee. Corequisite: ETI 2415. This course provides to the student technical knowledge and programming methods employed in CNC woodworking machining centers. CNC router programming, set-up and operations are taught at an advanced level. Computer-aided drafting and computer-aided manufacturing concepts and applications are taught using Mastercam Router. Intermediate woodworking processes through lecture and demonstration are taught to give the student additional skills in the millwright industry. This course offers the student working knowledge and marketable technical skills as a CNC router operator and CAD/CAM (Mastercam) programmer. The CamTech Router II CNC router is used in this course.

ETI 2414 Computer-Aided Manufacturing (Mastercam Lathe). 4 c.c.
SP – A.A.S. only. Lab fee. Prerequisites: EG5 1111 or departmental waiver based on documented personal experience. ETI 2415, ETI 2416. An in-depth study of CAD/CAM workstations, programming methods, set-up and operation of Haas CNC machining centers and plasma cutting machine programming and operations. Computer-aided manufacturing is emphasized through the use of computer-aided drafting (CAD) and computer-aided manufacturing (CAM) software. The course objective is to offer students a working knowledge in Mastercam Mill and Lathe. The course will give the students hands-on applications in CAD-to-CAM formats, tool path operations, CNC code generation, editing CNC programs and part production using the Haas editing CNC programs and part production using the Haas VF-2 Mill, SL-20 Lathe. A strong computer drafting and CNC background is recommended prior to taking this course.

ETI 2415 Woodworking Processes (CNC). 4 c.c.
TBA – A.A.S. only. Lab fee. An in-depth study of fabrication methods in wood, plastics and foam using computer-assisted machining. Students will learn to use woodworking equipment and fabrication processes. The course emphasis is to teach students CNC programming operations and set-up procedures using computer numerical controlled (CNC) router. Specific programming topics include the machine coordinate system, linear and circular interpolation and use of “G” and “M” codes. Students will have a working knowledge of woodworking equipment and procedures used in the industry.

ETI 2416 Metal Working Processes (Welding & CNC). 4 c.c.
FA – A.A.S. only. Lab fee. A study of the principles, concepts and applications of various metal fabrication methods encountered in a manufacturing environment. The subject matter on hand tools, mechanical cutting and welding processes and equipment covers operational applications used in the fabrication industry. Students are taught production welding and techniques used in gas welding and cutting, MIG and TIG welding, arc welding and CNC plasma cutting. Hands-on applications are introduced to give students practical skills in production welding for entry-level job opportunities needed in the fabrication industry. Metal fabricating processes, Haas CNC machine operations and set-up and CNC programming are introduced to give students practical skills in the automated manufacturing processes industries.

ETI 2947, 2948, 2949 Manufacturing Technology Co-op. 1 c.c., 2 c.c., 3 c.c.
FA, SP, SU – A.A.S. only. Cooperative Education (Co-op) is a planned paid work experience whereby a student is employed in a job directly related to the student’s academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.
ETM 2315 Hydraulics and Pneumatics. 3 c.c.
FA – A.A.S. only. Corequisite: MAT 1033. An introductory course providing the student with the skills and techniques required to work with fluid power systems. Principles of fluid power components and flow is enforced in the lecture. Labs will include demonstration and set-up of various pneumatic components explaining how they are combined and function in pneumatic circuits.

EUIH 1000 European History to 1700. 3 c.c.
FA, SP – Prerequisite: Test score requirement the same as ENC 1101. A survey of Western Civilization from Mesopotamia and Egypt to 1715. This course traces the social, intellectual, political, and cultural forces that flow into the mainstream of Western development and culminate in the rise of Modern Europe. Meets A.A. general education Category IV. A writing emphasis course.

EUIH 1001 European History from 1700. 3 c.c.
FA, SP, SU – Prerequisite: Test score requirement the same as ENC 1101. Stresses the conflict of liberalism and conservatism, the Industrial Revolution, the isms which arose in response to technology and the resulting imperialism and rivalries which led to the world conflicts in the 20th century and have bequeathed mankind the world he presently lives in. Meets A.A. general education Category IV. A writing emphasis course.

EUIH 2010 A History of Greece and Rome. 3 c.c.
FA, SP – Prerequisite: Test score requirement the same as ENC 1101. This course introduces the student to the cultures of Greece and Rome through an historical examination of each culture’s political, military and social institutions. These civilizations are studied in a chronological order. This chronology begins in the late Minoan period and culminates with the fifth century collapse of the western Roman empire. Meets A.A. general education Category IV. A writing emphasis course.

EVS 1002 Ecology. 3 c.c.
FA – Corequisite: EVS 1002L. A comprehensive survey of modern ecology, covering such essential topics as ecosystem processes, species strategies, social systems, community building, ecosystems stability, population ecology, individual adaptations, and species diversity. The course includes extensive treatment of physical and chemical systems from geochemistry to soil science. Ecosystems are defined by climate, energy flux, substrate, and periodicity in the environment.

EVS 1002L Ecology Laboratory. 1 c.c.
FA – Lab fee. Corequisite: EVS 1002. Laboratory and field methodology in the analysis of representative aquatic and terrestrial ecosystems. Detection of the presence and effect of substances and environmental factors through the responses of aquatic organisms will be stressed.

FFP 0010C Fire Fighting I. 5 v.c.
TBA – Lab fee. Corequisite: FFP 0020C or permission of the program director. This course is designed to provide the fire fighter candidate with the information needed to meet the fire-related performance objectives of the Florida Bureau of Fire Standards minimum qualifications for Basic fire fighting certification and NFPA 1001, Level I. This course covers topics including fire behavior, hazardous materials, fire control, hoses, ladders, rescue and extrication, live burn and forcible entry.

FFP 0020C Fire Fighting II. 10 v.c.
TBA – Lab fee. Corequisite: FFP 0010C or permission of the program director. Course topics include fire behavior, hazardous materials, fire control, hoses, ladders, rescue and extrication, live burn and forcible entry. This course is designed to provide the fire fighter candidate with the information needed to meet the fire-related performance objectives of the Florida Bureau of Fire Standards minimum qualifications for Basic fire fighting certification and NFPA 1001, Level II. Upon successful completion of course, students are qualified to take State Certification Examination for entry-level fire fighter position.

FFP 1000 Introduction to Fire Science. 3 c.c.
TBA – A.A.S. only. A study of the philosophy and history of fire fighting, the history of loss of life and property by fire, the review of municipal fire defenses, a study of organization and functions of Federal, State, County and private fire protection agencies, and a survey of professional fire protection career opportunities.

FFP 1120 Fire Service: Building Construction. 3 c.c.
TBA – A.A.S. only. This is a study of building construction methods and materials and interpretation of plans and blueprints. The course shows how a building department and a fire department cooperate in design of fire detection and extinguishing systems. It includes building codes.

FFP 1140 First Responder for Public Safety Officers. 3 c.c.
TBA – A.A.S. only. Instruction in emergency medical care for fire fighters in the skills necessary in order to begin assessing and caring for patients at the scene of injury or illness as a result of fires, accidents and other emergencies. Topics include CPR, major body components, legal aspects, vital signs, childbirth, shock, head injuries, and poisoning. Health issues including AIDS and other communicable diseases will be emphasized.

FFP 1505 Fire Prevention Practices. 3 c.c.
TBA – A.A.S. only. This is a study of fire codes and standards. Instruction in actual building inspection with emphasis on hazards and protection equipment.

FFP 1810 Fire Fighting Tactics and Strategy I. 3 c.c.
TBA – A.A.S. only. The course illustrates the physical and chemical aspects of fire suppression technology. The student will pursue a detailed study of the chemistry of fire, along with modern methods of fire suppression, tactical decisions, and post-fire analysis.

FFP 2050 Air Crash Fire and Rescue. 3 c.c.
TBA – A.A.S. only. A course designed to acquaint the student with the problems encountered in aircraft emergencies and disasters. The properties of aviation fuels are examined, as are various types of explosive ordinance found in military craft. Also examined are the methods of extraction of victims from passenger aircraft.

FFP 2111 Fire Chemistry. 3 c.c.
TBA – A.A.S. only. This course is designed to give the basic chemistry of hazardous materials, features of matter and energy, forms of matter including chemical formulas of some flammable and combustible substances and the nature of chemical bonding. Principles of chemical reactions related to fire and oxidation and the chemistry of fire. Subject material also includes chemistry of common elements and corrosive materials. Particular emphasis is placed on the specific substances that are found in fires that ignite and accelerate burning.

FFP 2301 Fire Service Hydraulics. 3 c.c.
TBA – A.A.S. only. This course applies the laws of mathematics and physics to properties of fluid states, force, pressure, and flow velocities. The emphasis is in applying principles of hydraulics to fire fighting problems.

FFP 2302 Fire Apparatus Operations. 3 c.c.
TBA – A.A.S. only. Prerequisite: FFP 2301 or permission of department head/instructor. A study of the efficient operation of fire department pumping apparatus, including vehicle operation, maintenance, testing and all phases of water delivery by the fire department’s pumping equipment. The major emphasis will be on emergency scene water delivery situations.

FFP 2401 Hazardous Materials I. 3 c.c.
TBA – A.A.S. only. Study of chemical characteristics and reactions related to storage, transportation, and handling hazardous materials, i.e. flammable liquids, combustible solids, oxidizing and corrosive materials, and radioactive compounds. Emphasis on emergency situation and fire fighting and control.

FFP 2402 Hazardous Materials II. 3 c.c.
TBA – A.A.S. only. Prerequisite: FFP 2401. This course is a continuation of FFP 2401. Hazardous Materials with special emphasis on the transportation of various hazardous materials and the emergencies which may occur. Strategies for prevention and control of these emergencies.
FOR 2211 Forest Insects and Disease. 3 c.c.
SP – A.A.S. only. Study of forest insects and diseases; identification, effect, and control. Some field trips are required.

FOR 2450 Forest Measurements. 3 c.c.
SU – A.A.S. only. A study of forest measurement techniques for evaluating tree, and product volumes, as well as, density, stocking and growth projections. Includes grading, scaling, type mapping, and 2 weeks of 10 hours/day field instruction.

FOR 2451 Timber Cruising. 3 c.c.
SU – A.A.S. only. Lab fee. Prerequisites: FOR 2450, FOR 2462 or permission of instructor. Practice in the techniques of timber cruising for stand volumes and conditions, utilizing various sampling methods with statistical analysis of field data. Classroom instruction 3-1/2 weeks of 3 hours/week classes and 2 weeks of 10/day field instructions. Lab fee will be charged for room and board for 40 days.

FOR 2454 Timber Inventory. 3 c.c.
SP – A.A.S. only. Prerequisite: FOR 2451. The course will include hands-on work experience covering the inventory of a tract of land; includes harvest costs, stumpage values, and lump sum tract values. The student will conduct a timber sale, observe the bidding process, compare bids, and observe the results of the sale. The course contains advanced concepts of timber inventory. Commercially available computer assisted inventory software packages used by government and private industry will be introduced. The course will provide forestry students the ability to conduct aspects of a timber sale.

FOR 2452 Forest Surveying. 3 c.c.
SU – A.A.S. only. Fundamentals of surveying with emphasis on the simpler methods of measurements and measuring devices used in topographic mapping. Classroom instruction—3-1/2 weeks of 3 hours/week. Field instruction—2 weeks of 10 hours/day.

FOR 2620 Forest Management. 3 c.c.
SP – A.A.S. only. Analysis of the management options available for a forested tract given a variety of ownership objectives. Standard investment criteria will be used to determine the best available options.

FOR 2720 Equipment Operation, Safety and Maintenance. 3 c.c.
FA, SU – A.A.S. only. Corequisite: FOR 2720L. Operation, maintenance and minor repair of chain saws, small air-cooled engines and other hand and mechanized tools used in natural resource measurements and activities. Personal safety and first aid included. General operation of larger processing equipment.

FOR 2720L Equipment Operation, Safety and Maintenance Laboratory. 1 c.c.
FA, SU – A.A.S. only. Lab fee. Corequisite: FOR 2720. Two hour lab aimed at providing individual efficiency in the operation of selected natural resource tools. Some field trips will be required.

FOR 2752 Timber Procurement. 3 c.c.
SP – A.A.S. only. Prerequisite: FOR 2450. The course will cover basic procurement strategies for timber and land acquisition, legal aspects involved in timber procurement, and the analysis of costs and determination of bid prices for various wood products.

FOR 2931 Forest Seminar. 1 c.c.
FA, SP, SU – A.A.S. only. A seminar that will examine assigned or selective areas of study in the forestry Topics will vary according to student need or instructor availability.

FOS 2200 Food Service Sanitation. 1 c.c.
FA, SP, SU – This course introduces students to the Food and Drug Administration (FDA) Model Food Code. Emphasis is placed on the importance of food-safety and the obligation of the food service manager to provide guests with a safe dining experience. The course provides the student with an understanding of the fundamentals of food safety. The course focuses on proper food handling, personal hygiene and food service sanitation, as well as, food-safety training for employees, and the manager's role in food safety.

FOS 2201 Sanitation and Safety. 3 c.c.
FA, SP, SU – This course is a study of the scientific rationale for sanitary practices enforced for group protection in institutional and food service facilities. It covers safety regulations and practices for the protection of employees and patrons. It includes all types of sanitation problems, including food-borne illnesses, chemical poisoning, and methods of their control.

FRE 1120 Beginning French I. 4 c.c.
FA – Fundamentals of grammar; drill in pronunciation, reading, and special emphasis on oral expression in the language. The course will include four credits of classroom instruction which may be augmented by study in the Foreign Language Laboratory. If you have had two consecutive years of French in high school, it is strongly advised you begin in FRE 1121.

FRE 1121 Beginning French II. 3 c.c.
SP – Prerequisite: FRE 1120. Not for beginners. The course will include four credits of classroom instruction which may be augmented by study in the Foreign Language Laboratory. Emphasis will be placed upon speaking and comprehension as well as culture. A wide variety of audiovisual material will be at the student's disposal. If you have had two consecutive years of French in high school, it is strongly advised you begin in FRE 1121. Meets A.A. general education Category V.

FRE 2200 Intermediate French I. 3 c.c.
TBA – Prerequisite: FRE 1121 or two years of high school French. Development of ability to read a variety of French publications, literary and journalistic, in French, French civilization, literature, and cultural history. Class discussion, complete review of grammar, practice in composition.

FRE 2201 Intermediate French II. 3 c.c.
TBA – Prerequisite: FRE 2200. Further development of the ability to read a variety of French publications, literary and journalistic, in French. French civilization will be discussed in the hope of stimulating the imagination by isolating current events and interesting individuals rather than merely presenting a series of facts. Group discussion will be encouraged to allow students to express their own opinions.

FSS 1063C Professional Baking. 3 c.c.
FA, SP, SU – Lab fee. Prerequisite or Corequisite: FOS 2200 or FOS 2201. This course introduces the student to the principles of professional baking. The student will become familiar with the techniques and equipment used in a bakeshop or the baking area of a commercial kitchen. The student will apply the fundamentals of baking science in the production of various products. The student will learn the basic baking skills required in the culinary arts field.

FSS 1220C Culinary Techniques. 3 c.c.
FA, SP, SU – Lab fee. Prerequisite or Corequisite: FOS 2200 or FOS 2201. This course will be placed on the basic methods and chemistry of cooking. Students study ingredients, cooking, theories, terminology, equipment, technology, weights and measures, formula conversions and work on cooking skills and procedures.

FSS 1221C Introduction to Culinary Production. 3 c.c.
FA, SP, SU – Lab fee. Corequisite: HFT 2850C. This course is an overview of culinary production for those students pursuing a career in the hospitality industry. Emphasis is on the basic methods and chemistry of cooking, baking, kitchen operation, and kitchen management.

FSS 1222L Culinary Production. 3 c.c.
FA, SP – Prerequisite: FSS 1220C. Through extensive hands-on experience, students will acquire the skills necessary to plan and prepare various meals utilizing menu planning methods.

FSS 1308C Dining Room Management Banquet and Russian Service. 3 c.c.
FA – Corequisite: FOS 2200. Through extensive hands-on experience, students will acquire the skills necessary to plan and prepare various meals utilizing cost control methods.
FSS 2100 Food Purchasing. 3 c.c.
FA – This course introduces the student to the principles of food purchasing and menu planning. The student will become familiar with the techniques and theory of purchasing and menu planning. The student will be introduced to the techniques and equipment used in meat fabrication for the food service industry.

FSS 2224L Advanced Culinary Production. 5 c.c.
SP – A.A.S. only. Prerequisite: FSS 1220C. This course allows students to practice advanced culinary skills under operating conditions. Students prepare and serve meals to the public.

FSS 2224L International/Regional Cuisine. 3 c.c.
FA – Prerequisites: FSS 1063C, FSS 1220C. This course covers the unique food styles and preparation techniques used around the world. Students design and implement banquet style international menus. Meals are prepared for the public.

FSS 2247C Advanced Baking. 3 c.c.
SP – A.A.S. only. Lab fee. Prerequisite: FSS 1063C. This course builds on the skill and knowledge the student gained in FSS 1063C and to familiarize the student with advanced baking theories and techniques. The student will apply the fundamentals of baking science in the production of various products. The student will learn the basic baking skills required in the culinary arts field.

FSS 2248G: Garde Manger. 3 c.c.
SU – Lab fee. Prerequisites: FSS 1220C, FSS 1222L, or FSS 2224L or FSS 2242L. The student will become familiar with the techniques and equipment used in the production of Hors d’oeuvres, appetizers, charcuterie and other products found typical to catered events. Students will apply these fundamentals in actual catered events as outlined during the first day in class. Students are advised that class times vary greatly.

FSS 2284C: Catering, Banquet, and Event Management. 3 c.c.
SU – Corequisites: FOS 2200, HFT 2020. This course introduces students to the techniques and management principles necessary for the management of a catering and banquet operation. The course covers catering functions, special events, and banquets. Course topics will include planning and management, preparation and production, and service with an emphasis placed on planning and management of events. Students examine the management process and learn to apply this process to catering functions, banquet operations, and special events. This course provides students interested in event management with practical knowledge in the management of on and off premise functions.

FSS 2382L: Culinary Management Practical Exam. 1 c.c.
TBA – Lab fee. A.A.S. only. Prerequisite: Completion of all culinary courses. Techniques and knowledge required for a career as a professional chef. Provides knowledge needed to demonstrate artistic and creative abilities in various culinary shows, recipe contests, and exhibitions.

FSS 2941, 2942, 2943 Culinary Management Internship. 1 c.c., 2 c.c., 3 c.c.
FA, SP, SU – Internship is a supervised hands-on training experience in which the student will observe and participate in the operation of a restaurant, food service, dietary or other food production operation. The student will learn first hand the day-to-day operations of a food production facility. The student will have the opportunity to demonstrate the knowledge and skills learned in the classroom and apply them on the job.

FSS 2946 Basic Culinary Management Co-op. 1 c.c.
FA, SP, SU – Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student’s academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

FSS 2947, 2948, 2949 Culinary Management Co-op. 1 c.c., 2 c.c., 3 c.c.
FA, SP, SU – Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student’s academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

GEA 2000 World Regional Geography. 3 c.c.
FA, SP – A descriptive study of selected countries and regions of the world around such key topics as location, population makeup and distribution, natural environment, type of economy, political boundaries, chief products. Human activities are related to natural environmental conditions of countries, regions, and continents. Meets A.A. general education Category IV.

GEB 1011 Introduction to Business. 3 c.c.
FA, SP, SU – The course includes principles of organization and management as well as operational aspects and the social and economic environment of a business. Fundamentals of management controls, marketing, and financial management. This course is a prerequisite only for those students following a program of study in business administration, but is offered in two different formats: the conventional classroom style and a special format which reduces formal classroom time but requires more self-study.

GEB 2139 E-Business Management. 3 c.c.
FA, SP – The course includes the applications, principles, and concepts of business transactions that take place via electronic communication networks. Specific emphasis will be placed on the process of buying and selling goods and services, and the information over computer networks.

GEB 2350 International Business. 3 c.c.
FA, SP – The course includes a perspective and the applications, principles, and concepts of international business. Specific emphasis will be placed on a global perspective, international business environments, trade and investment, financial systems, and management/marketing.

GEB 2430 Business Ethics. 3 c.c.
FA, SP – This course enables students to confront the issues of what is right, proper, and just when making decisions that affect other people in the business world. The focus is on what relationships are and ought to be with employees.

GER 1120 Beginning German I. 4 c.c.
FA – Essentials of German grammar with special emphasis on reading ability and pronunciation, as well as basic speaking ability. The course will include four credits of classroom instruction which may be augmented by study in the Foreign Language Laboratory. If you have had two consecutive years of German in high school, it is strongly advised you begin in GER 1120.

GER 1121 Beginning German II. 4 c.c.
SP – Prerequisite: GER 1120. For not for beginners. The course will include four credits of classroom instruction which may be augmented by study in the Foreign Language Laboratory. Emphasis will be placed upon speaking and comprehension as well as culture. A wide variety of audio-visual materials will be at the student’s disposal. If you have had two consecutive years of German in high school, it is strongly advised you begin in GER 1121. Meets A.A. general education Category V.
GER 2200 Intermediate German I. 3 c.c.
FA – Prerequisite: GER 1121 or two years of high school German. Review of German grammar, advanced reading, and conversation.

GER 2201 Intermediate German II. 3 c.c.
SP – Prerequisite: GER 2200. The grammar presentations in Deutsch heute proceed from the known to the new; it builds on grammatical structures the student has already mastered. A student who completes this course satisfactorily will be expected to have the ability to read ordinary German of a non-technical nature (magazines and newspapers) and to read the standard works of German literature with a minimum use of the dictionary. A passing grade of 70 will be required.

GIS 2040C Geographic Information Systems. 3 c.c.
FA – A.A.S. only, Lab fee. Prerequisite: CGS 1570 or permission of instructor. A beginning course in Geographic Information Systems (GIS). GIS is the combination of data and where that data occurs spatially on a map. This computer application technology is used by utility companies, forestry managers, environmental businesses, government planners, market researchers, real estate developers, emergency planners, civil engineers, and a variety of other disciplines. Topics include map projections, database management, collection of data, spatial representation of data, analyzing spatial relations layering data in combinations, and creating presentations. This course is open to all students with basic computing skills.

GLY 1001 Earth Science. 3 c.c.
FA, SP, SU – A broad survey of geology (earth materials and processes), oceanography, meteorology, and astronomy. A course primarily designed for non-science majors taught at an introductory level which will provide the student with a solid background of the interrelated disciplines that make up the “earth sciences.” Meets A.A. general education Category VII.

GLY 1010 Physical Geology. 3 c.c.
FA, SP – Corequisite: GLY 1010L. An introduction to the study of the earth, its composition (minerals and rocks), gradational processes (running water, glaciers, winds and gravity), diastrophism (plate tectonics, folding, faulting), vulcanism (volcanic and plutonic features). Meets A.A. general education Category VII.

GLY 1010L Physical Geology Laboratory. 1 c.c.
FA, SP – Lab fee. Corequisite: GLY 1010. A study of rocks and minerals, structural features of the earth, and various earth forms as related to certain geologic processes with the aid of rock and mineral samples, topographic maps and aerial photographs. Meets A.A. general education Category VII.

GRA 1140C Beginning Multimedia Production. 3 c.c.
TBA – A.A.S. only, Lab fee. Prerequisite: GRA 2151C. Beginning Multimedia Production introduces the core principles of artistic design and development of interactive, computer-based multimedia. Students are exposed to industry standard authoring systems, combining image, text, animation, video, sound and user interactivity. Applications will include: Macromedia Flash, Adobe Premiere and Sonic Foundry Sound Forge. This class is designed for Multimedia art majors.

GRA 2141C Advanced Multimedia Production. 3 c.c.
TBA – A.A.S. only, Lab fee. Prerequisites: GRA 1140C, GRA 2721C. Advanced Multimedia synthesizes material learned in Beginning Multimedia and Creative Web Design. Students will create projects emphasizing conceptual development through to final presentation. In addition to artistic principles of design, emphasis will be placed on professional project management, budget issues, client relations, and project scope. Applications will include: Macromedia Flash and Freehand, Adobe Photoshop and Premier and Sonic Foundry Sound Forge. This class is designed for multimedia art majors.

GRA 2151C Computer Graphics I. 3 c.c.
FA, SU – A.A.S. only, Lab fee. Explores the Macintosh® computer’s capabilities as a tool for artists and graphic designers. Students will use a variety of layout and image-processing programs, digital scanning, and video images in assignments that stress creativity and technical proficiency.

GRA 2152C Computer Graphics II. 3 c.c.
TBA – A.A.S. only, Lab fee. Prerequisite: GRA 2151C. A continuation of GRA 2151C using advanced software and programs on the user-friendly Macintosh®. Directed at artists and graphics designers.

GRA 2158C Multimedia 3D. 3 c.c.
TBA – A.A.S. only, Lab fee. Prerequisites: GRA 1140C, GRA 2152C. Teaches the construction and development of three-dimensional objects on the personal computer using modeling programs in use in the graphics and multimedia industries. Models will be created with variable formal lighting, and textural characteristics presented and manipulated in functional three-dimensional environments.

GRA 2190C Graphic Design I. 3 c.c.
TBA – A.A.S. only, Lab fee. Prerequisites: ART 1201C, GRA 2151C. Basic experience in the creative and technical processes of visual communication. Concept development, layout skills, uses of type, illustration, and computer-aided design with the Macintosh® will be covered.

GRA 2191C Graphic Design II. 3 c.c.
TBA – A.A.S. only, Lab fee. Prerequisite: GRA 2190C. Advanced techniques and projects in visual communications with emphasis on development of a professional portfolio and understanding of market demands. A high degree of creativity and craftsmanship is stressed.

GRA 2206C Typography. 3 c.c.
TBA – A.A.S. only, Lab fee. Prerequisites: ART 1201C, GRA 2151C. A practical introduction to typography, including the development of type styles and their creative uses in graphic design from historic forms to modern and computer type, emphasizing the expressive power of type usage in design, while also covering technical aspects of fonts, letter forms, measurement, x-height, leading, kerning, and aesthetic considerations.

GRA 2210C Electronic Prepress. 3 c.c.
TBA – A.A.S. only, Lab fee. Prerequisites: ART 1201C, GRA 2152C, PGY 2401C. This class, which replaces the former GRA 2117C, Graphic Processes, is a highly specialized course that teaches the current techniques for electronic delivery of artwork for print reproduction. Working with Quark, Photoshop, Acrobat, and Freehand, students will learn industry standards and requirements including digital file output, digital printing processes, and file management.

GRA 2721C Creative Web Design. 3 c.c.
TBA – A.A.S. only, Lab fee. Prerequisite: GRA 2151C. Creative Web design builds on the design and development skills gained in Beginning Multimedia Production and moves the student to the production of artistic web-based projects on the PC. Beginning with an introduction to the different capabilities in a dual platform environment, the course will emphasize advanced skills in animation, sound, video, authoring, editing and HTML coding, focusing entirely on intranet and internet environments. Applications will include Macromedia Flash, Adobe Premiere, Sonice Foundry Sound Forge and Macromedia Dreamweaver. This class is designed for Multimedia art majors.

GRA 2746C Illustration. 3 c.c.
TBA – Lab fee. Prerequisites: ART 1301C, GRA 2190C. Principles of illustration and the application of these principles as they apply to visual communication. A variety of media is used.

GRA 2931, 2932, 2933 Multimedia Seminar. 1 c.c., 2 c.c., 3 c.c.
TBA – A.A.S. only, Lab fee. Multimedia Seminar is designed to teach about interpersonal relationships, contextual constraints, problem solving, employment possibilities and strategies for students interested in multimedia production as a career. Guest speakers and/or the instructor will present to the class concerning appropriate topics. Site visits to area businesses, industries, schools and other facilities involved in the production of multimedia may occur. Students will design, develop and present multimedia-based materials on selected topics.

GRE 1100 Beginning Greek I. 3 c.c.
FA – This course introduces the student to the fundamentals of Ancient Greek grammar and vocabulary and will enable the student to translate fairly simple Greek passages.
GRE 1101 Beginning Greek II. 3 c.c.
SP – Prerequisite: GRE 1100. This course, a continuation of Beginning Greek I, will continue to emphasize Ancient Greek grammar and vocabulary and will enable the student to translate more complex Greek passages. Meets A.A. general education Category V.

HCP 0120C Nursing Assistant. 3 v.c.

FA, SP, SU – Lab fee. Corequisite: HSC 0591C. This course is designed to prepare the student for employment in the long term care setting. Students have the opportunity to apply content learned in the classroom to the care of geriatric and long term care patients. Content includes legal, ethical, safety, comfort, nutrition, infection control and rehabilitative measures central to the care of patients by nursing assistants.

HFT 1000 Introduction to the Hospitality Industry. 3 c.c.
FA, SP – An introductory course designed to acquaint the student with the many facets of the hotel/lodging, restaurant, travel and tourism, and food service industries. The student will become familiar with the various interrelated professions in these industries and their relationships to each other.

HFT 1031 Management of Environmental Services. 3 c.c.
SP – This course will introduce students to the methods, techniques and procedures used in commercial cleaning. Included in the topics of the course are servicing of restrooms, cleaning walls, windows, fixtures and the methods, techniques and procedures used in the care and cleaning of floors, rugs and carpeting. The course will emphasize guest room cleaning, laundry and housekeeping operations utilized in the lodging industry. The class covers the use and maintenance of professional cleaning equipment. Students will become familiar with the laws, regulations and agencies governing the environmental service industry. The course is designed to prepare students for a supervisory role in the management of a housekeeping department.

HFT 1040 Hospitality Industry Management Lectures. 1 c.c.
TBA – Lecture series provides information on current topics of interest in the hospitality industry provided by notables from the various fields represented in hospitality management.

HFT 1254 Lodging Operations. 3 c.c.
FA, SP – This course introduces students to guest service operations. This course is designed for students interested in managing hotels, motels, resorts, and other related lodging businesses. The course provides students with practical knowledge of the concepts and procedures used in managing commercial lodging operations. Students are introduced to the rooming and guest service functions. The course includes the theories and principles of guest service management used in the lodging industry. The course gives students the opportunity to develop human relations and customer service skills. Operation of the various functions of the rooming department of a lodging operation is covered.

HFT 1313 Hospitality Property Management. 3 c.c.
SP – This course focuses on three main areas of property management including physical plant management, facilities, systems engineering and management, and utilities and energy management. All phases of property management are covered from operations management to cost analysis and capital investment. The general principles of design, installation, operation, and economical evaluation are applied to hospitality operations.

HFT 1410 Hospitality Industry Accounting. 3 c.c.
FA – Presents basic introduction to the reservation system and the accounting functions of hospitality operations. The course focuses on the reservations and billing, audit, transient ledger, city ledger, income statement, and of the statistical analysis used in the hospitality industry.

HFT 1860 Bar and Beverage Management. 3 c.c.
SU – An in-depth study into the principles of beverage management. This course will introduce students to the production and characteristics of the different types of beverages, liqueurs and spirits. Students will be introduced to the techniques of mixology with an emphasis on the responsible vending of alcoholic beverages.

HFT 1867 Wine Technology and Merchandising. 3 c.c.
FA – This course introduces students to the principles of oenology. The course provides students interested in wines, wine production, and service with the fundamentals of wine technology. Students are introduced to the theories and principles of marketing, merchandising and promoting wines in the hospitality industry. Practical knowledge of viticulture and vinification methods is covered in the course. Students are introduced to the theories, concepts, and principles of sensory evaluation and other quality factors of wine. The course is designed for both the hospitality manager as well as the individual who enjoys wine for personal pleasure.

HFT 2250 Lodging Systems and Procedures. 3 c.c.
FA, SP – This course introduces students to the principles of operating a profitable lodging operation. This course is designed for students interested in managing hotels, motels, resorts, and other related lodging businesses. The course provides students with practical knowledge of the concepts and procedures used in managing commercial lodging operation. Students are introduced to the utilization of reservation systems and the procedures for handling various types of reservations. The student will be introduced to the information systems for registration, guest accounts, checkout and the audit functions of guest services. The course includes the theories and principles of yield management, the economics principles of pricing used in the lodging industry in addition to other related topics.

HFT 2261 Restaurant Management and Development. 3 c.c.
SP – This course introduces students to the principles of operating a profitable restaurant. The course provides students interested in managing a restaurant and other related businesses with practical knowledge of the concepts and procedures used in managing a commercial food service facility. Students are introduced to the theories and principles of facility and menu development, design, and layout. The course covers the process of developing a commercial food service operation.

HFT 2451 Cost Control and Purchasing. 3 c.c.
FA, SP – An overview of the management system with an in-depth study of purchasing and the control component of the management cycle. This course will focus on the principles and practices concerned with the purchase and receipt of food, supplies and equipment for various food service operations.

HFT 2500 Marketing in the Hospitality Industry. 3 c.c.
FA – This course is designed to study the principles of marketing and promotion as they relate to the hospitality industry. This course looks at applying promotional techniques to a hospitality operation. The course addresses such topics as using a restaurant’s menu and service staff to generate word-of-mouth advertising, the organization of a lodging operation’s sales department, promotion of special events, etc.
HFT 2600 Concepts of Hospitality Law. 3 c.c.
SP – This course provides the student with a familiarization of the fundamentals of law and an in-depth study of the legal aspects affecting the hospitality industry. This course addresses risk management in the hospitality industry.

HFT 2840C Dining Room Management French Service. 3 c.c.
SP – Prerequisite: FOS 2200. This course exposes the student to advanced table service techniques and service styles to include French and Al American service. Special attention is given to wine service, table-side preparation, carving and service. The name change is to make it more congruent with the type of service emphasized in the classroom setting.

HFT 2841C Dining Room Management American Service. 3 c.c.
FA, SP – Prerequisite or Corequisite: FOS 2200. This course introduces the student to the principles of managing service. This course covers the service skills required in the culinary field from taking reservations to writing guest checks and handling money.

HFT 2850C Management of Dining. 3 c.c.
TBA – Corequisite: FSS1221C. This course is a course in management of dining room service. Students will learn the operation of the dining room of a table service restaurant. Students will use various management techniques in the operation of a restaurant dining room. The student will gain hands-on experience in American, French, and banquet table service. This course covers all aspects of dining room service required in the hospitality field. This course emphasizes learning and practicing management and customer service skills.

HFT 2931, 2932, 2933 Hospitality Management Seminar. 1 c.c., 2 c.c., 3 c.c.
TBA – This course is designed to allow flexibility for a wide variety of topics/topic of interest, problem, need, etc. of the hospitality industry to meet the special needs of a group of students. This course explores current topics as they affect the hospitality industry.

HFT 2941, 2942, 2943 Hospitality Management Internship. 1 c.c., 2 c.c., 3 c.c.
FA, SP, SU – Internship is a supervised hands-on training experience in which the student will observe and participate in the operation and management functions of a food service, lodging, dietary, or other hospitality operation. The student will learn first hand the day-to-day operations of a business in the hospitality industry. The student will have the opportunity to demonstrate the knowledge and skills learned in the classroom and apply them on the job.

HFT 2946 Basic Hospitality Management Co-op. 1 c.c.
FA, SP, SU – Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student’s academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

HFT 2947, 2948, 2949 Hospitality Management Co-op. 1 c.c., 2 c.c., 3 c.c.
FA, SP, SU – Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student’s academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

HIM 1000C Introduction to Health Information Management. 3 c.c.
FA – A.A.S. only. Prerequisite: Permission required. Orientation to medical records, history, professional associations, and ethics; introduction to confidentiality; medical record content, format, evaluation, and use; numbering, filing, indexing, storage, retrieval, and quality control.

HIM 1282 Coding for the Physician’s Office. 3 c.c.
TBA – A.A.S. only. Prerequisites: HBA 1172, HSC 2550. This course is designed to provide students with a foundation in coding principles and to teach the fundamentals and proper use of coding manuals for the reporting of medical procedures and services performed by the physician for purposes of reimbursement.

HIM 1442 Pharmacology. 2 c.c.
FA, SP – A.A.S. only. Corequisite: HSC 1531. This course teaches the student the pronunciation, spelling, actions, and side effects of the most commonly prescribed drugs and the interpretation of pharmacological terms, abbreviations, and symbols used in prescription writing.

HIM 1800 Health Information Management Clinical Practice I. 3 c.c.
FA, SU – A.A.S. only. Lab fee. Prerequisites: HIM 1000C, HSC 2642, CPR Card. Supervised directed experience in hospital medical record department. Specific assignments: medical record admitting procedures, assembly and analysis of medical records, record and loose document filing, record controlling, release of information and medical staff relations.

HIM 2234C Advanced ICD-9-CM Coding. 2 c.c.
SP, SU – A.A.S. only. Prerequisite: HIM 2280C. Continuation and expansion of HIM 2280C. This course covers the advanced features of the ICD-9-CM Coding System. Also included are prospective payment systems and diagnostic-related groups (DRGs).

HIM 2253 Outpatient Reimbursement and Methodologies. 3 c.c.
SP, SU – A.A.S. only. Prerequisite: HIM 2280C. Instruction and practice in CPT-4 Coding, HCPCS, and APC as used in physician’s offices and other out-patient settings.

HIM 2280C Coding and Classification Systems. 3 c.c.
FA, SP, SU – A.A.S. only. Lab fee. Prerequisites: BSC 1080, HSC 2550 or permission of instructor. Historical development and purpose of medical nomenclature and classification systems/indexes, registers, abstracts, and an introduction to ICD-9-CM, CPT/HCPCS and DRG systems.

HIM 2400C Health Information Management in Alternative Settings. 2 c.c.
SP – A.A.S. only. Prerequisite: HIM 1000C. Medical record applications in non-hospital settings including long term care, ambulatory care, mental health, home health, hospice, Quality Improvement, Utilization Management, and Risk Management, etc.

HIM 2500C Quality Improvement in Health Information. 2 c.c.
SP – A.A.S. only. Prerequisite: HIM 2620. An introduction to the concepts, techniques, and tools in the process of improving performance in the health care environment. Emphasis is on the key processes for identification, resolution of problems in the Health Information Management profession.

HIM 2512 Health Information Management and Supervision. 3 c.c.
FA – A.A.S. only. Application of basic principles of management related to office management in a medical record department, planning and organizing space, equipment, supplies, personnel using systems procedures, methods and organization charts.

HIM 2620 Medical Statistics and Financial Applications. 3 c.c.
FA – A.A.S. only. Prerequisites: HIM 1000C, MAT 1033 or MTB 1310 or higher math or permission of the instructor. Statistical concepts and procedures in data collection and preparation of statistical reports for hospital administration and accrediting agencies; financial concepts and optimum utilization of resources.
**Prerequisites:**

- **HSC 1531.** This course covers an overall scope of computer applications in the health care industry with special emphasis on the Computer Applications in the Health Information Management domain.

**HIM 2810 Health Information Management Clinical Practice II.**

- **SP – A.A.S. only. Lab fee.** Prerequisites: HIM 1800. This course is designed to provide a comprehensive review for Preparation for the Registered Health Information Certified Coding Assistant (CHCA) examination offered through the American Health Information Management Association (AHIMA).

**HIM 2810 Health Information Management Clinical Practice II.**

- **SP SU – A.A.S. only. Lab fee.** Prerequisites: HIM 1800. This course is designed to provide a comprehensive review for Preparation for the Registered Health Information Technician (RHT) examination offered through the American Health Information Management Association (AHIMA).

**HIM 2932 Special Topics in Health Information Management.**

- **TBA – A.A.S. only.** Prerequisite: HIM 2234C. This course is designed to provide a comprehensive review for Preparation for the Registered Health Information Technician (RHT) examination offered through the American Health Information Management Association (AHIMA).

**HLP 1081 Concepts of Life Fitness.**

- **FA, SP, SU – Lab fee.** A basic course designed to acquaint students with the principles, concepts and values of physical fitness, proper nutrition, and stress management; and the dangers attached to negative lifestyle behaviors. Students will learn to evaluate their fitness, nutrition and stress levels, identify their areas of interest, and write their own exercise prescriptions. Class periods are held in both the classroom and the LIFE Center where students will take part in a number of health and fitness assessments and will be instructed on the proper use of both strength and cardiovascular training equipment. Upon successful completion of HLP 1081, students maintaining college enrollment can use the LIFE Centers at no cost by enrolling in N00318. Former PJC students who have successfully completed HLP 1081 can gain access to the LIFE Centers each term by enrolling in and paying tuition for R00064. Meets A.A. general education Category IV.

**HLP 2947, 2948, 2949 Human Performance and Recreation Co-op.**

- **FA, SP, SU – Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student’s academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the term work term.**

**HOS 1010 Introduction to Horticultural Science.**

- **FA – Prerequisite: BOT 1010 or BSC 1005 or BSC 2010 or permission of instructor.** An overview of the biology of horticulture, the horticultural industry and an introduction to the scientific principles that are involved in the production of horticultural crops. The course will provide a comprehensive review of the aesthetic value of horticulture, plant classification, plant problems, plant growth, and plant use.

**HSA 1101C Survey of Health Services.**

- **FA, SP, SU – A.A.S. only.** The purpose of this course is to introduce the student to the health care delivery system and to provide an overview of the role and responsibility of members of the health care team. Common illnesses will be discussed with a focus on prevention of disease and promotion of wellness. Legal/ethical issues, basic medical terminology, infection control and the personal and professional characteristics of the successful health care professional are also included. This course incorporates the study of Human Immunodeficiency Virus (HIV), Acquired Immune Deficiency Syndrome (AIDS), OSHA standards for blood borne pathogens, domestic violence education and medical errors for the health professional. Skills in performing vital signs, first aid, body mechanics, gloving, and proper hand washing technique will be taught.

**HSA 1172 Third-Party Reimbursement.**

- **FA, SP, SU – A.A.S. only.** Prerequisite: HSC 1531. This course covers principles and practices related to payment or insurance of health or medical expenses, by a public or private organization, on behalf of beneficiaries or recipients of health or medical services.

**HSA 2500 Introduction to Risk Management.**

- **SP – A.A.S. only.** This is an introductory course in the assessment and control of risk within health-care facilities. Included in the course are analysis of possibilities of liability, methods to reduce risk of liability, and methods to transfer risk to others.

**HSC 0001C Orientation to the Health Sciences.**

- **FA, SP, SU – Prerequisite: Acceptance into the program or permission of the instructor.** The purpose of this course is to introduce the student to the health care delivery system and provide an overview of the role and responsibility of members of the health care team. Common illnesses will be discussed with a focus on prevention of disease and promotion of wellness. Legal/ethical issues, basic medical terminology, infection control, and the personal and professional characteristics of the successful health care professional are also included. This course incorporates the study of Human Immunodeficiency Virus (HIV), Acquired Immune Deficiency Syndrome (AIDS), OSHA standards for blood borne pathogens, domestic violence education and medical errors for the health professional. Skills in performing vital signs, first aid, body mechanics, gloving, and proper hand washing technique will be taught.

**HSC 0591C AIDS/OSHA for Health Professionals.**

- **FA, SP, SU – A.A.S. only.** A study of Human Immunodeficiency Virus (HIV), Acquired Immune Deficiency Syndrome (AIDS), OSHA standards for blood borne pathogens, Domestic Violence education and medical errors for the health professional. This course satisfies the minimum HIV/AIDS education requirements including transmission, infection control, prevention, general treatment, legal aspects, confidentiality, testing and attitudes. Within this course, requirements are met for OSHA standards for universal precautions, PPE, microbiological practices. Hepatitis B vaccination, post exposure evaluation/follow-up and hazard communication in working with blood borne pathogens.

**HSC 1010 Critical Thinking Skills for the Health Care Provider.**

- **TBA – A.A.S. only.** This course will enable the health care provider to develop and utilize critical thinking skills for professional decision-making. The course will include case-based small group activities related to health care issues such as end-of-life decisions, access to health care in a limited economic environment and legislative mandates within health care.

**HSC 1531 Medical Terminology.**

- **FA, SP – A.A.S. only.** The study of medical terminology as the language of medicine including the study of prefixes, suffixes, word roots, with emphasis on spelling, pronunciation, definition, and usage.
HSC 1592 AIDS/OSHA for Health Professionals. 1 c.c.
FA, SP, SU – A.A.S. only. A study of Human Immunodeficiency Virus (HIV), Acquired Immune Deficiency Syndrome (AIDS), and OSHA standards for blood borne pathogens, Domestic Violence education and medical errors for the health professional. This course satisfies the minimum HIV/AIDS education requirements including transmission, infection control, prevention, general treatment, legal aspects, confidentiality, testing and attitudes. Within this course, requirements are met for OSHA standards for universal precautions, PPE, microbiological practices, Hepatitis B vaccination, post exposure evaluation/follow-up and hazard communication in working with blood borne pathogens.

HSC 2100 Personal and Community Health. 3 c.c.
FA, SP – This course includes information and principles for protection and promotion of individual and public health. Emphasis is given to mental health, parenthood, nutrition, disease prevention, and community organization for maintaining and improving health in society.

HSC 2400 First Aid and Injuries. 3 c.c.
FA, SP – Lab fee. This course includes standards and accepted principles of first aid, discussion and laboratory practices in dressings and bandages, wounds and their care; rescue breathing and CPR, poisonings, fractures, burns, and transportation of the injured. The course includes the American Red Cross First Aid course. Upon successful completion of all tests, students will be certified in CPR and Basic First Aid.

HSC 2402 Managing Medical Emergencies. 3 c.c.
SP – A course designed to instruct health service providers, such as special educators and mental health professionals, in anticipating and controlling student/client medical/behavioral emergencies in agency and/or school settings. Skills in medical first aid, CPR, and non-violent crisis intervention will be taught. Meets American Red Cross certification requirement for Community First Aid and Safety and Crisis Prevention Institute certification for non-violent crisis intervention.

HSC 2550 Pathophysiology. 4 c.c.
FA, SP – A.A.S. only. Prerequisite: HSC 1531. A study of the nature, cause, and treatment of specific disease entities. Basic understanding of the body's defense mechanism and modalities to treat disease.

HSC 2100 Health Care Law. 3 c.c.
FA – An introduction to health-care law. Covers the legal aspects of the delivery of health care in various settings. Includes an introduction to the American legal system, the liabilities of health-care organizations and health-care professionals, patient rights and responsibilities, labor relations, and insurance, among other topics.

HUM 1510C Arts Experience. 3 c.c.
FA, SP – Lab fee. This course enables the student to see the arts as they are produced. Class will be held once a week on campus and also in various locations including the concert hall, art gallery, museum and where the student will attend different arts events. Students will learn many aspects of art, music, and theatre. Meets A.A. general education Category V.

HUM 1930 Lyceum. 1 c.c.
TBA – This course meets once a week for lectures and discussions designed to help the student understand and enjoy the Lyceum Series distinguished speakers and offerings in art, music, dance, and drama. The student attends at least six Lyceum events and is tested at midterm and final exam on vocabulary and appreciation skills presented in eight lectures.

HUM 2210 Humanities in the Ancient World. 3 c.c.
FA, SP, SU – Prerequisite: Test score requirement the same as ENC 1101. An integrated approach to the humanities which examines philosophy and the arts in terms of their relationships, rather than as separate activities. The emphasis throughout will be on the ways in which a shared cultural outlook gives meaning to human experience and is, in turn, expressed through works of art. This course considers the achievements of Greece, Rome, and the Middle Ages, treating them chronologically in order to provide a sense of change and development in succeeding epochs. There will be lectures, correlated readings and illustrations of representative works from each period studied. Meets A.A. general education Category V. A writing emphasis course.

HUM 2230 Humanities in the Modern World. 3 c.c.
FA, SP – Prerequisite: Test score requirement the same as ENC 1101. An integrated approach to the humanities which examines philosophy and the arts in terms of their relationships, rather than as separate activities. The emphasis throughout will be on the ways in which a shared cultural outlook gives meaning to human experience and is, in turn, expressed through works of art. This course considers the achievements of the Renaissance, the Modern Era, and the Post-Modern Era, treating them chronologically in order to provide a sense of change and development in succeeding epochs. There will be lectures, correlated readings and illustrations of representative works from each period studied. Meets A.A. general education Category V. A writing emphasis course.

HUM 2454 African-American Humanities. 3 c.c.
FA, SP – Prerequisite: Test score requirement the same as ENC 1101. The course will examine the impact that the Atlantic slave trade has had on the new world. It will trace Western African Culture and how it "re-appears" in the Caribbean, Latin America and North America. The course will examine the history, music, literature and art of these places as well. Meets A.A. general education Category V. A writing emphasis course.

HUM 2740 Humanities Travel. 3 c.c.
SU – Prerequisite: Test score requirement the same as ENC 1101. Each offering is specially designed to expose the student to the culture of other countries. The exact itinerary and experience is determined by the faculty member in charge. Inquiries should be made to the appropriate department head. Meets A.A. general education Category V. A writing emphasis course.

HUM 1201 Elements of Nutrition. 3 c.c.
FA, SP, SU – A biochemical and physiological approach to the study of nutrition which includes digestion, absorption, metabolic pathways, nutrient data bases of foods, and the factors influencing the selection of foods and the good nutritional status. Meets A.A. general education Category VI.

HUM 1201 Elements of Nutrition Laboratory. 1 c.c.
TBA – Lab fee. Corequisite: HUM 1201. A laboratory course to accompany HUM 1201. The course will cover various topics including measurements in metric and English systems, macromolecules, chemistry of digestion, anatomy of digestive system, and aesthetics. Meets A.A. general education Category VI.

HUM 1290 Applied Nutrition. 3 c.c.
SP – Prerequisite: HUM 1201. An advanced course designed to give updated scientific nutrition information and products, programs, and services affecting its application in the community. Will include special interest areas such as pediatrics, geriatrics, and world hunger.

HUS 1322 Nonviolent Crisis Intervention. 1 c.c.
FA, SP – A course designed to teach educators, emergency service workers, mental health professionals, and other human service providers to effectively and nonviolently anticipate, assess and intervene in crisis situations. Crisis theory, verbal interventions, and physical protection measures will be taught. This course meets the requirements for certification in nonviolent crisis intervention by the Crisis Prevention Institute (CPI).
HUS 2400 Drugs and Behavior. 3 c.c.
SP – “Addiction” is often, incorrectly, equated with “physical dependence.” In this course, we will come to understand “addiction” in terms of its defining patterns of behavior; and examine the effects of addiction of family dynamics, and society. The different classes of drugs will be discussed; their scope of the problem of chemical dependence, possibilities for intervention and treatment will be examined.

IDH 1110 Nature, Technology and Values Honors. 3 c.c.
FA, SP – Prerequisite: Test score requirement the same as ENC 1101. This course comprises a three-credit component of the Honors Program core. This course is an interdisciplinary humanities course taking a critical approach to the relationships between humans and the non-human environment. The course begins with a consideration of the Greek pre-Socratic philosophers who initiate and generate rational theoretical models of nature. The course then offers a consideration of the beginning of western value theory by considering the life and thoughts of Socrates as articulated by Plato. After considering these ancient theoretical origins, the course focuses on a variety of contemporary texts concerned with: the history of western science, the philosophy of technology, ecology, dystrophies and various critical assessments of the nature(s) of different forms of reason. The course attempts to distinguish between instrumental and emancipatory roles. Meets A.A. general education Category V. A writing emphasis course.

IDH 2109 Summer Study at Cambridge University. 6 c.c.
SU – Prerequisites: Test score requirement the same as ENC 1101, completion of nine credits of core courses in the Honors Program. This is an interdisciplinary humanities course that students will take at Cambridge University International Summer School in England. Students will choose two courses in literature, art, music, theater, international relations, or cultural studies. In addition, they will attend daily plenary lectures given by various international scholars. Specific course outlines are available for every course that students will take in the International Summer School. Meets A.A. general education Category V. A writing emphasis course.

IDH 2402 The American Dream: History Honors. 3 c.c.
FA, SP – Prerequisite: Test score requirement the same as ENC 1101. This course comprises a three-credit component of the Honors Program core. This course focuses on historical constructions of race and identity for blacks living in America. The African-American history sections explore the meanings of freedom, justice and democracy in a nation that held these ideals to be tantamount to its foundation. Meets A.A. general education Category V. A writing emphasis course.

IDH 2450 Modern European Cultural History Honors. 3 c.c.
FA, SP – Prerequisite: Test score requirement the same as ENC 1101. This course comprises a three-credit component of the Honors Program core. This course highlights events and movements leading to an understanding of the background of the 20th century. The course begins with the French Revolution and concludes with the First World War. In addition to specific historical events, concentration will include nationalism, the arts, music, literature, industrialization and science. Meets A.A. general education Category IV. A writing emphasis course.

IDH 2614 Literature in the Modern World Honors. 3 c.c.
FA, SP – Prerequisite: ENC 1102 with a grade of “C” or better. This course explores the origins of modernity in the Western World as reflected in literary selections ranging over the historical period from the French Revolution to the beginning of World War I. Varied literary selections will touch upon issues that define the modern consciousness, including industrialization, urbanization, science, religion, revolution, and social reform. The course will be offered in conjunction with Honors History from the French Revolution to World War I as part of the Honors core curriculum. Meets A.A. general education Category II. A writing emphasis course.

INR 2002 Introduction to International Relations. 3 c.c.
TBA – Corequisite: ENC 1101. The student who successfully completes this course will develop a framework for the logical analysis of international politics. By combining the study of historical events of international importance and the study of various theories of international behavior, the student will develop an ability to evaluate and comprehend current world events. This course will address: the structure of the nation-state system, the motivations, interests and interactions of the various actors; the cultural and structural effects on decision-making and crises management; and, the various ways in which we can think about international relations. The student should gain a better appreciation for and a deeper comprehension of the variety and complexity of the behavior of states and the system which governs international relations today. Meets A.A. general education Category IV. A writing emphasis course.

IPM 1011 Pests and Pest Control. 2 c.c.
FA – A.A.S. only. Corequisite: IPM 1011L. This course is designed to provide information on identification and control of plant diseases, insects and weeds in woody ornamentals. Information on fungicides, bactericides, insecticides, nematocides, herbicides, EPA regulations and training for state licensing will be included.

IPM 1011L Pests and Pest Control Laboratory. 1 c.c.
FA – A.A.S. only. Corequisite: IPM 1011L. A course designed to provide experience in recognition, identification and control of plant pests. Study and use of equipment and chemicals for their prevention and control. Students are expected to participate in use of chemicals and spray equipment. Occasional field trips are required.

ITA 1120 Beginning Italian I. 4 c.c.
FA – Fundamentals of grammar, drill in pronunciation, reading and special emphasis on oral expression in the language. This course includes four credits of classroom instruction which may be augmented by study in the Foreign Language Laboratory. If you have had two consecutive years of Italian in high school, it is strongly advised you begin in ITA 1121.

ITA 1121 Beginning Italian II. 4 c.c.
SP – Prerequisite: ITA 1120. Not for beginners. The course includes four credits of classroom instruction which may be augmented by study in the Foreign Language Laboratory. Emphasis will be placed upon speaking and comprehension as well as culture. If you have had two consecutive years of Italian in high school, it is strongly advised you begin in ITA 1121. Meets A.A. general education Category V.

ITA 2200 Intermediate Italian I. 3 c.c.
FA – Prerequisite: ITA 1121 or two years of high school Italian. Development of ability to read with comprehension material dealing with Italian civilization (especially Renaissance), literature, and cultural history. Class discussion, complete review of grammar, practice in composition.

JOU 1100 Reporting I. 3 c.c.
FA – Prerequisite: Test score requirement the same as ENC 1101. Teaches news writing and touches on some other kinds of journalistic articles such as feature stories and press releases. With exercises and real assignments for The Corsair, students gain experiences gathering news, interviewing, writing and editing. A writing emphasis course.

JOU 1303 Feature Article Writing. 3 c.c.
SP – Prerequisite: Test score requirement the same as ENC 1101. Covers the writing of articles that are not straight news or opinion pieces. Human interest stories, personality profiles, and news backgrounder are among types studied. Students select their own topics, gather information, and write several articles for publication. Skills taught include fact gathering, interviewing, and querying of editors. A writing emphasis course.

JOU 1400 College Publications. 1 c.c.
FA, SP – Prerequisite: Test score requirement the same as ENC 1101. Introduces the student to the practical world of print journalism. The course surveys news and feature writing, headline writing, and legal concerns (libel, privacy). Students electing to take a course a second time work on special projects. A writing emphasis course.
LAT 1120 Beginning Latin I.

FA – This course will introduce the student to the fundamentals of Latin grammar and vocabulary; and enable the student to translate fairly simple Latin passages. If you have had two consecutive years of Latin in high school, it is strongly advised you begin in LAT 1121.

LAT 1121 Beginning Latin II.

SP – Prerequisite: LAT 1120. Not for beginners. This course will provide the student with an introduction to Roman and Greek writers via Latin translations of their works. It will also provide the student with an in-depth look at the culture and history of the classical world. If you have had two consecutive years of Latin in high school, it is strongly advised you begin in LAT 1121.

Meets A.A. general education Category V.

LAT 2200 Intermediate Latin I.

FA – Prerequisite: LAT 1121 or two years of high school Latin. The course will concentrate on reading Latin authors (primarily Caesar) The translations will be prose and the appropriate grammar and vocabulary necessary for the translation of the Latin works will be covered. The course will also involve a brief look at the culture and history of the Romans of the first century B.C.

LAT 2201 Intermediate Latin II.

TBA – Prerequisite: LAT 2200. Intermediate Latin II builds on the grammar and vocabulary studied in LAT 2200. The student will translate Latin prose and poetry and be expected to know pertinent information regarding the authors of those prose and poetry works.

LDE 2000C Landscape Design.

FA – A.A.S. only. Lab fee. Students practice analysis of landscape design, emphasizing residential and commercial properties.

LEI 1141 Introduction to Recreation and Leisure Services.

FA – An exploratory course primarily designed to serve those students curious about or committed to Leisure Services as a major. Considers historical and philosophical foundations and interpretations of the meaning of leisure as well as a practical examination of status and crucial issues. Served well also are students seeking a personal perspective on the value and place of leisure in their lives.

LEI 1541 Outdoor Recreation Management.

SP, SU – An orientation and participation course designed for those students who plan to pursue a career in Recreation and Leisure Services. Course includes outdoor activity planning, conservation, nature activities, safety and hazard procedures and outdoor facility management. Field observation is included as a part of the course.

LEI 2730 Adaptive/Therapeutic Recreation.

SP – This course is designed to develop the beginning-level knowledge and skills of students who aspire to meet individual needs in sport, recreation or rehabilitation settings. It covers the rapidly expanding knowledge base of adaptive physical activity as a profession.

LIN 1670C Traditional English Grammar and Composition.

FA, SP, SU – Prerequisite: Appropriate score on Florida Entry-Level Placement Exam or ENC 0002C. A comprehensive course including grammar, usage, and mechanics; basic sentence structure; and effective writing strategies. Course satisfies A.A.S. general education requirement for Category I. LIN 1670C is useful as a college elective.

LIS 1001 Use of Library Materials.

FA, SP, SU – An independent study course that teaches the methods of library research and the use of basic reference manuals and online catalogs. There are no formal classes; the student works at his or her own rate of speed during regular library hours. Students may register throughout the term.

LIS 1004 Introduction to Internet Research.

FA, SP, SU – Lab fee. This course provides an introduction to Internet search concepts and vocabulary. Emphasis is on using a variety of search terms and techniques employed in library research to access information sites on the Internet. Lessons cover history of the Internet; electronic communication; research strategies covering topic decision making using a variety of search strategies; refining searches using Boolean terms, phrase, proximity, truncation and field searching; web search tools; evaluating websites and documentation of websites using Modern Language Association (MLA) standards. Meets A.A. computer competence requirement.

LIT 2090 Contemporary Literature.

FA, SP, SU – Prerequisite: ENC 1102 with a grade of “C” or better. Selected literature of the mid-to-late twentieth and early twenty-first centuries. Meets A.A. general education Category II. A writing emphasis course.

LIT 2100 World Literature.

TBA – Prerequisite: ENC 1102 with a grade of “C” or better. World Literature offers the student the opportunity to read and interpret the greatest literature of the world from the ancient East to the twentieth century. Students will read, analyze, discuss and respond in writing to masterpieces of world literature. Meets A.A. general education Category II. A writing emphasis course.

LIT 2110 World Literature to 1650.

FA, SP, SU – Prerequisite: ENC 1102 with a grade of “C” or better. Selected literature of the classical period, the Middle Ages, and the Renaissance. Meets A.A. general education Category II. A writing emphasis course.

LIT 2120 World Literature from 1650.

FA, SP, SU – Prerequisite: ENC 1102 with a grade of “C” or better. Selected literature from the Age of Enlightenment to the beginning of the twentieth century. Meets A.A. general education Category II. A writing emphasis course.

LIT 2933 Special Topics in Literature.

TBA – Prerequisite: ENC 1102. A course designed to allow flexibility in presenting a variety of topics in literature, such as Southern Literature, Science Fiction, and Children’s Literature. A writing emphasis course.

MAC 1105 College Algebra.

FA, SP, SU – Prerequisite: Appropriate scores on Florida Entry-Level Placement Exam or completion of MAT 1053 with a grade of “C” or better. This course covers the following topics: functions and functional notation; domains and ranges of functions; graphs of functions and relations; operations on functions; inverse functions; linear, quadratic, and rational functions; absolute value and radical functions; exponential and logarithmic properties, functions, and equations; systems of equations and inequalities, applications (such as curve fitting, modeling, optimization, exponential and logarithmic growth and decay). Meets A.A. general education Category III.

MAC 1141 Plane Trigonometry.

FA, SP, SU – Prerequisite: Completion of MAC 1105 with a grade of “C” or better or permission of the instructor. This is a basic course designed to prepare the student for more advanced mathematics. The course treats both circular and trigonometric functions. Topics covered include fundamental concepts, identities, graphs of the functions, the inverse functions and their graphs, application to right and oblique triangles, trigonometric equations, vectors, and complex numbers. Meets A.A. general education Category III.

MAC 1140 Pre Calculus Algebra.

FA, SP, SU – Prerequisite: Completion of MAC 1105 with a grade of “C” or better. This course furthers the preparation of students in important areas such as graphing techniques, algebraic functions, and transcendental functions. Special emphasis is given to the algebra needed in calculus. Calculators are used to contribute to the goals of the course. Meets A.A. general education Category III.
Meets A.A. general education Category II.

MAC 1147 Precalculus Algebra/Trigonometry. 4 c.c.
FA, SP, SU – Prerequisites: Completion of MAC 1105 with a grade of “C” or better and high school trigonometry. This course furthers the preparation of students in important areas such as graphing techniques, algebraic functions, trigonometry functions and transcendental functions. Special emphasis is given to the algebra needed in calculus. Calculators are used to contribute to the goals of the course. Meets A.A. general education Category III.

MAC 2233 Calculus with Business Applications I. 3 c.c.
FA, SP, SU – Prerequisite: Completion of MAC 1105 with a grade of “C” or better. Designed for the business major: Topics include graphing techniques, differential calculus, exponential and logarithmic functions; with applications to supply and demand curves, cost functions, revenue and profit functions, market equilibrium, taxation, and elasticity. Meets A.A. general education Category III.

MAC 2234 Calculus with Business Applications II. 3 c.c.
SP – Prerequisite: Completion of MAC 2233, with a grade of “C” or better. Designed for the business major: Integral calculus, techniques of integration, multivariable calculus, differential equations, sequences and series, systems of equations, matrices, linear programming, with applications to business, economics, geometry, the social and physical sciences. Meets A.A. general education Category III.

MAC 2311 Analytic Geometry and Calculus I. 4 c.c.
FA, SP, SU – Prerequisites: Completion of MAC 1144 and MAC 1140; or MAC 1147 with a grade of “C” or better. This course of elements of plane analytic geometry differentiation of algebraic functions and integration of the polynomial functions with application. Meets A.A. general education Category III.

MAC 2312 Analytic Geometry and Calculus II. 4 c.c.
FA, SP, SU – Prerequisite: Completion of MAC 2311 with a grade of “C” or better. A course including differentiation and integration of the trigonometric, logarithmic, and exponential functions; integration by algebraic and trigonometric substitutions, partial fractions, and parts, vectors, and polar coordinates. Meets A.A. general education Category III.

MAC 2313 Analytic Geometry and Calculus III. 4 c.c.
FA, SP, SU – Prerequisite: Completion of MAC 2312 with a grade of “C” or better. This course includes a study of vectors, solid analytic geometry, infinite series, partial differentiation and multiple integrals. Meets A.A. general education Category III.

MAN 2021 Principles of Management. 3 c.c.
FA, SP, SU – The basic principles of planning, organizing, and controlling operations in the process of management. Emphasis is directed toward the development on the part of the student of soundly coordinated managerial philosophy.

MAP 2302 Differential Equations. 3 c.c.
SP – Prerequisite or Corequisite: MAC 2313. A course in ordinary differential equations. It includes solutions to first and higher order differential equations, series solutions of linear differential equations, graphical and numerical methods, and an introduction to the La Place Transform. Meets A.A. general education Category III.

MAR 2011 Marketing. 3 c.c.
FA, SP, SU – The analysis of the potential target market, the marketing mix in relation to its market, channels of distribution, sales promotion, and marketing management.

MAT 0002C College Preparatory Mathematics. 3 c.p.
FA, SP, SU – Prerequisite: Appropriate score on Florida Entry-Level Placement Exam. This course is a mathematics skills course designed for the student who needs to develop basic arithmetic, geometry, and pre-algebra skills.

MAT 0024C College Preparatory Algebra. 3 c.c.
FA, SP, SU – Prerequisite: Appropriate score on Florida Entry-Level Placement Exam or MAT 0002C. This course is designed for the student who has had no algebra or has very little knowledge of the subject. Topics to be covered include simplifying and evaluating variable expressions; solving linear equations, inequalities and related word problems; operations with polynomials; factoring; some algebraic fractions; quadratic equations; radicals and introduction to graphing.

MAT 1033 Intermediate Algebra. 3 c.c.
FA, SP, SU – Prerequisite: Appropriate score on Florida Entry-Level Placement Exam or completion of MAT 0024C with a grade of “C” or better. This course covers the following topics: factoring, algebraic fractions, radicals and rational exponents, complex numbers, quadratic equations, rational equations, linear equations, and inequalities in two variables and their graphs, systems of linear equations and inequalities introduction to functions, and applications of the above topics.

MCB 1000 Applied Microbiology. 3 c.c.
FA, SP, SU – Corequisite: MCB 1000L. This course consists of the study of the characteristics and activities of microorganisms; survey of microbial groups with emphasis on pathogenic forms; theories of destruction, removal and inhibition of microorganisms; relationships between infection, immunity, and allergy. While the course is recommended for student nurses and dental hygienists, students in other programs will be admitted.

MCB 1000L Applied Microbiology Laboratory. 1 c.c.
FA, SP, SU – Lab fee. Corequisite: MCB 1000. Laboratory course to complement MCB 1000. Students will study microorganisms to develop an understanding of how they interact with man.

MCB 1060 Food Microbiology. 3 c.c.
FA (even years) – Corequisite: MCB 1060L. This course offers detailed examination of the principles of food microbiology and their application to current food technology. Additional topics covered are food and enzymes produced by microorganisms, food in relation to disease, food sanitation control and inspection and the Food Additives Amendment of the Federal Food, Drug, and Cosmetic Act.

MCB 1060L Food Microbiology Laboratory. 1 c.c.
FA (even years) – Lab fee. Corequisite: MCB 1060. This course is designed to accompany MCB 1060. Aseptic technique and the culturing of microorganisms are presented. Various techniques for culturing foods, performing food counts, preparing food using microorganisms, and sampling the environment for microorganisms are presented.

MCB 2010 General Microbiology. 2 c.c.
SP – Prerequisites: BSC 2010, CHM 1045. Corequisite: MCB 2010L. A study of the taxonomy, morphology, and physiology of bacteria and related organisms, with a brief introduction to pathology, immunology, and food microbiology. Recommended for majors and students in certain four-year medically related programs.

MCB 2010L General Microbiology Laboratory. 2 c.c.
SP – Lab fee. Corequisite: MCB 2010. A laboratory course designed to accompany MCB 2010. Laboratory work includes state-of-the-art microbiology techniques used to culture and identify microorganisms, techniques in biotechnology and studies in pathogenesis and disease transmission.

MEA 0200C Medical Assisting Theory and Practice I. 3 v.c.
SU – Lab fee. Prerequisite: MEA 0222C. Corequisite: MEA 0201C. This course teaches operation and maintenance of clinical equipment for patient examination and treatment. The learner will practice a variety of skills necessary in assisting the physician in providing patient care. Ethical and theoretical principles will be presented insuring quality and safe practice.

MEA 0201C Medical Assisting Theory and Practice Clinical. 3 v.c.
SU – Lab fee. Prerequisite: MEA 0222C. Corequisite: MEA 0200C. This course is designed to provide a comprehensive review of all clinical, administrative, and transdisciplinary skills in the Medical Assisting program. Students will be prepared to sit for the Certified Medical Assisting (CMA) examination in addition to being ready for the medical assisting externship course (MEA 0801L).

MEA 0222C Medical Assisting Theory and Practice II. 3 v.c.
SP – Prerequisites: BSC 0070, MEA 0230. Corequisite: MEA 0232 or OCA 0605CC. This course introduces the students to the basic principles of clinical practice in the physician's office. Includes aseptic technique, maintaining of the clinical setting, and principles of psychology.
MEA 0230 Medical Terminology with Anatomy and Physiology. 3 v.c.
FA – This course gives the student a thorough working knowledge of anatomy and physiology of the human body in health and disease on which the terms are based. Medical terms are analyzed in detail as to the meaning of their component parts. Pronouncing, spelling, and defining are emphasized. The names and locations of body structures and the functions of each structure are correlated with the terms. A basic understanding of the etiology, symptomatology, diagnosis, and treatment of disease is included.

MEA 0232 Pharmacology Terminology. 3 v.c.
SP – Prerequisites: BSC 0070, MEA 0230. Teach the student pronunciation, spelling, actions, and side effects of the most commonly prescribed drugs by generic and trade names, and the interpretation of pharmacological terms, abbreviations, and symbols. The student learns to read and write prescriptions, under the physician's direction and to use current reference works quickly and efficiently. The student learns the basic concepts of drug administration. The course includes an overview of the historical development of pharmacology and drug legislation as it relates to Medical Assisting.

MEA 0253 Basic Pathophysiology. 3 v.c.
SP – Prerequisites: BSC 0070, MEA 0230. The purpose of this course is to expand the student's knowledge of medical information through a comprehensive study of common diseases and disorders encountered in medical facilities. The material is organized by body system (respiratory, digestive, etc.). Causes, signs/symptoms, method(s) of diagnosis and treatment are discussed for each disease.

MEA 0274 Medical Insurance and Coding. 3 v.c.
SP – Prerequisite: MEA 0230. This course is designed to provide students with a foundation in billing and collection principles and procedures as well as a working knowledge of coding principles.

MEA 0322 Computers in the Medical Office. 3 v.c.
FA – Lab fee. This course is designed to give the student a working knowledge of basic computer skills as well as software applications designed specifically for the medical office.

MEA 0382 Medical Law and Ethics. 2 v.c.
FA – An entry-level course designed to familiarize the student with legal and ethical responsibilities of the medical assistant as an agent of the physician while employed. Emphasis is placed on licensure, registration, certification, professional liability, and legislative acts governing medicine. Also, ethical issues related to professional conduct are discussed.

MEA 0801L Medical Assisting Preceptorship. 6 v.c.
SU – Prerequisite: MEA 0201C. On-the-job training is designed to give the student work experience in a medical agency or physician's office. The experience allows the student to practice skills learned in the classroom, to build confidence, to adjust to a work environment, and to increase opportunities for employment in a medical field.

MET 1010 Introduction to Meteorology. 3 c.c.
FA, SP – An introduction to the atmosphere, its structure, composition and processes. Major topics will include atmospheric structure and composition, heating and cooling, temperature, pressure and winds, weather systems and climate. Meets A.A. general education Category VII.

MGF 1106 Mathematics for Liberal Arts I. 3 c.c.
FA, SP, SU – Prerequisite: Appropriate score on Florida Entry-Level Placement Exam or completion of MAT 1033 with a grade of “C” or better. This course covers the following topics: set theory, symbolic logic, introductory combinatorics, probability, descriptive statistics, number theory, linear programming and geometries with applications, history of mathematics, and algebraic applications. Meets A.A. general education Category III.

MGF 1106H Mathematics for Liberal Arts I Honors. 3 c.c.
TBA – Prerequisite: ACT 23 or SAT 550 or instructor permission. The intent of this course is to present topics which demonstrate the beauty and utility of Mathematics to the general student population. MGF 1106 and MGF 1107 are designed as terminal courses for students who do not intend to take other mathematics courses. These will satisfy the Gordon Rule (pursuant to Rule 6A-10.030(2)(b) which requires “Six (6) semester hours of mathematics course work at the level of College Algebra or higher”) but are not a prerequisite to any other mathematics courses. Topics will include: Systematic counting, Probability, Statistics, History of Mathematics, Geometry, Sets, and Logic. One or more presentations will be done during the term. Meets A.A. general education Category III.

MGF 1107 Mathematics for Liberal Arts II. 3 c.c.
FA, SP, SU – Prerequisite: Appropriate score on Florida Entry-Level Placement Exam or completion of MAT 1033 with a grade of “C” or better. This course is designed to meet the needs of college students who must attain acceptable performance levels with regard to a specific set of required competencies in mathematics. The Florida Legislature has mandated that students achieve this mastery by the end of their sophomore year. The mathematics competencies include arithmetic, logic, algebra, geometry, probability and statistics. This course covers all CLAST topics. Meets A.A. general education Category III.

MKA 1021 Salesmanship. 3 c.c.
SP – A.A.S. only. Principles and problems in personal selling relating to prospecting, preapproach, demonstration, meeting objections, and closing. Correct attitudes and personal attributes of one who deals with the public on a business or professional basis.

MKA 2511 Advertising. 3 c.c.
FA, SP – A.A.S. only. A study of the basic promotional objective, advertising markets, the product to be advertised, media, and the composition of the advertisement.

MLT 0042C Phlebotomy. 2 v.c.
FA, SP – Lab fee. This course will train participants to obtain blood specimens from adults, children, and neonates by venipuncture or capillary puncture. Skills and concepts taught include the basic job duties of a phlebotomist; communication; basic anatomy and physiology; infection control and safety; and specimen collection. 90 hours of clinical experience in a patient care environment. Students will perform a minimum of 50 successful unaided phlebotomies. Students will be exposed to a variety of patients and a variety of collection techniques, including capillary and skin puncture methods.

MLT 0042L Phlebotomy Clinical. 4 v.c.
FA, SP – Lab fee. Prerequisite: MLT 0042C. This course provides 90 hours of clinical experience in a patient care environment. Students will perform a minimum of 50 successful unaided phlebotomies. Students will be exposed to a variety of patients and a variety of collection techniques, including capillary and skin puncture methods.

MMC 2000 Survey of Mass Communication. 3 c.c.
FA, SP – This course covers the history and development of mass media in the U.S. and how those media affect society. Media covered include newspapers, magazines, radio, television, and film along with a study of the impact of advertising and public relations.

MMC 2212 Media Law. 3 c.c.
TBA – Media Law is a three-hour course intended to provide a basic understanding of communications law as it has developed and is developing in the United States. It is designed to investigate laws applicable to television, internet, radio, printing and other media with a heavy emphasis on First Amendment law, its interpretations and applications. Media Law deals with some of the important issues confronting the mass media, such as freedom of the press, libel, privacy, access to information, confidentiality of news sources and the protection of intellectual property.
MNA 1161 Customer Service. 3 c.c.  
FA, SP, SU – This course is designed to teach and improve the customer service skills and the professionalism of the student. This course teaches customer relations and customer service skills that are applicable to any job position that has contact with customers. Included in the topics of the course are the subjects of communication, customer service, handling complaints and customer relations.

MNA 1300 Human Resource Management. 3 c.c.  
FA, SP, SU – This course presents the functions of a personnel manager, the philosophy of general management, organizational structure, employee socio-economic climate and career job finding information. Included are job descriptions and specifications, recruiting practices, correspondence for job application, resumes, interviewing, placement, training, performance appraisals, motivational techniques, union-management relations, and wage and salary administration.

MNA 2100 Human Relations. 3 c.c.  
FA, SP – This course includes the patterns of human behavior that lead to effective work relationships, an analysis of factors that shape the industrial environment and influence the human relations that develop within this environment and the application of psychological principles of the business problems of leadership and motivation, productivity and morale, personnel and industrial relations policy.

MNA 2345 Applied Supervision. 3 c.c.  
FA, SP – This course provides the first-time supervisor with the practical knowledge and technical job skills required for getting things done with and through people. It focuses on the managerial functions of planning, organizing, staffing, directing, and controlling as they apply to private and public agencies at national, state, and local levels of government. It also includes instruction in skills associated with supervising, decision making, communication, recordkeeping, human relations, discipline, grievance resolution, personnel selection, and training. Speaking, reading, case studies, written reports, and a notebook are requirements.

MSL 1001 Foundations of Officership. 1 c.c.  
FA – Introduce freshman level students to issues and competencies that are central to a commissioned officer’s responsibilities. These initial lessons establish a framework for understanding officership, leadership, and Army values. Additionally, “life skills” including fitness and time management are addressed. Designed to give the student accurate insight into the Army profession and the officer’s role within the Army.

MSL 1002 Basic Leadership. 1 c.c.  
SP – Establishes foundation of basic leadership fundamentals such as problem solving, communications briefings and effective writing, goal setting, techniques for improving listening and speaking skills, and an introduction to counseling.

MSL 2101 Individual Leadership Studies. 2 c.c.  
FA – Course is designed to develop cadet’s knowledge of self, self-confidence, and individual leadership skills. Cadets develop problem solving and critical thinking skills and apply communication, feedback and conflict resolution skills through experiential learning activities.

MSL 2101L Individual Leadership Studies Laboratory. 0 c.c.  
FA – This laboratory is an extension of MSL 2101. It provides hands-on experience in the practical application of the classroom material.

MSL 2102 Leadership and Teamwork. 2 c.c.  
SP – Study examines how to build successful teams, various methods for influencing action, effective communication in setting and achieving goals, the importance of timing the decision, creativity in the problem solving process, and obtaining team buy-in through immediate feedback.

MSS 0001 Introduction to Massage Therapy. 2 v.c.  
FA, SP – This course teaches the student the theories and principles of therapeutic massage including the effects, benefits, indications, and contraindications, the history of massage, creating the therapeutic massage environment, the future of massage therapy in the evolving health care system, state of Florida laws and rules pertaining to massage therapist. (Florida Statue 480.455 and rule 64B7, FA.C.), educational and licensing requirements, professional ethics, equipment and products, sanitary and safety practices, draping techniques, client/patient consultation, record keeping, charting, therapist body mechanics, conditioning, strengthening, flexibility, human relationship skills, and leadership.

MSS 0160C Massage Therapy Muscle Anatomy and Kinesiology. 3 v.c.  
FA, SP – This course places emphasis on learning the skeletal and muscular anatomy of the human body. Students will learn skeletal and muscle anatomy and kinesiology and medical terminology as applicable to massage therapy.

MSS 0253C Massage Therapy I. 5 v.c.  
FA, SP – Lab fee. This course teaches the student to demonstrate the principles of Swedish table massage, chair massage, and Chinese medicine and massage. Included in this course is sequence and flow of basic massage, proper therapist body mechanics, proper use of equipment and supplies, creating the therapeutic massage environment, client positioning and draping techniques, conditioning, strengthening and flexibility, and indications and contraindications. The principles and theories are applied in the clinical environment.

MSS 0260 Massage Therapy II. 4 v.c.  
SP, SU – This course teaches the student principles, theories and demonstration of the following advanced table and chair massage modalities: Deep Connective Tissue, Myofascial Release, Trigger Point Therapy/Neuro-muscular Therapy, Sports Massage, Hydrotherapy, Active Isolated Stretching, and various other stretching techniques.

MSS 0260L Massage Therapy II Clinic. 5 v.c.  
SP, SU – Prerequisite: MSS 0253C. This course applies the principles and theories of Introduction to Massage Therapy and Massage Therapy I and builds upon the principles and theories of Massage Therapy II in the clinical environment.

MTB 1310 Applied Mathematics. 3 c.c.  
TBA – A.A.S. only. Prerequisite: Completion of MAT 0024C with a grade of "C" or better. This course emphasizes elementary algebra based applications in business and technical areas. Topics include: metric system, measurement, algebra, ratio and proportion, exponents and logarithmic, descriptive statistics, applications and problem solving, and hands-on use of calculator.

MUH 2011 Music Appreciation. 3 c.c.  
FA, SP, SU – No previous musical experience necessary. A course for the inexperienced music listener in which the emphasis is on listening. A survey of music from the beginning to the present, introducing the student to various types of music through the use of recordings and videotapes. Meets A.A. general education Category V.

MUH 2110 Introduction to Music History. 3 c.c.  
FA, SP – Prerequisite: Test score requirement the same as ENC 1101. This course is a survey of music literature from the Middle Ages to the present. Emphasis is placed on musical forms and performing mediums for Western heritage and their development through the ages. Meets A.A. general education Category V. A writing emphasis course.

MUN 1120C Band. 1 c.c.  
FA, SP – Prerequisite: Permission of band director. Open to all qualified instrumental students enrolled in the college. The credit received for participation, however, is in addition to the normal academic load. Required for all wind and percussion music majors unless otherwise specified by the director. This course may be repeated three times for credit.
MUN 1180C Pensacola Civic Band. 1 c.c.
FA, SP, SU – Prerequisite: Permission of band director. Open to all qualified wind and percussion players who may also be members of MUN 1120C (other interested students should see the instructor prior to registering). This course may be repeated once for credit.

MUN 1310C Concert Chorale. 1 c.c.
FA, SP – The PJC Concert Chorale is a mixed voice (SATB) chorus presenting concert performances of choral masterworks. A wide variety of musical styles centered around the classical repertoire and including popular, ethnic and theatre works performed a capella, with keyboard and orchestra provides a well rounded musical experience for the chorale student. While most works are performed in English, students will also gain experience singing in the major foreign languages. Students additionally benefit from vocal and sight reading instruction incorporated into the regular rehearsals. A formal public concert is presented at the end of the fall and spring terms with other concerts, workshops outreach and touring activities scheduled on an ongoing basis. As the premier student chorus at PJC, membership is a prerequisite for other smaller chorale ensembles. Auditions for entrance and placement are held during the first and last week of the fall and spring terms. This course may be repeated three times for credit.

MUN 1380C Choral Society. 1 c.c.
FA, SP – A community organization devoted to the performance of major choral works. This course may be repeated once for credit by audition only.

MUN 1410C String Ensemble. 1 c.c.
FA, SP – An approach to ensemble singing or playing is available in several applied music areas. Course is open to all students with the permission of the instructor. Composition of the organization is dependent upon available talent. This course may be repeated three times for credit.

MUN 1420C - MUN 1480C Music Ensemble. 1 c.c.
FA, SP – Prerequisite: Permission of instructor. An approach to ensemble singing or playing is available in several applied music areas. Course is open to all students with the permission of the instructor. Composition of the organization is dependent upon available talent. This course may be repeated three times for credit.

MUN 1450C Piano Ensemble. 1 c.c.
FA, SP – Prerequisite: Permission of instructor. An approach to ensemble singing or playing is available in several applied music areas. Course is open to all students with the permission of the instructor. Composition of the organization is dependent upon available talent. This course may be repeated three times for credit.

MUN 1710C Jazz Ensemble. 1 c.c.
FA, SP – Prerequisite: Permission of instructor. An approach to ensemble singing or playing is available in several applied music areas. Course is open to all students with the permission of the instructor. Composition of the organization is dependent upon available talent. To repeat for credit, see the Music and Theatre department head.

MUN 1720C Jazz Choir. 1 c.c.
FA, SP – Corequisite: MUN 1310C. A select ensemble of 12-16 of the finest student singers, open to all student singers in the a capella chamber choir repertoire with an emphasis on jazz “tight harmony” arrangements, Broadway and doo-wop.

MUS 1360 Music and Computers. 3 c.c.
FA, SP, SU – Lab fee. Prerequisite: MUN 1001 or passing score on departmental music fundamentals test, or permission of department head. The fundamentals of musicianship approached through visual and aural analysis, notation, scales and intervals, and formation of triads, leading to a study of harmony and nonharmonicism. Elementary exercises in reading at sight and writing from dictation.

MUT 1121 Integrated Music Theory I. 3 c.c.
FA – Prerequisite: MUT 1001 or passing score on departmental music fundamentals test, or permission of department head. The fundamentals of musicianship approached through visual and aural analysis, notation, scales and intervals, and formation of triads, leading to a study of harmony and nonharmonicism. Elementary exercises in reading at sight and writing from dictation.

MUT 1122 Integrated Music Theory II. 3 c.c.
SP – Prerequisite: MUT 1121 or permission of department head. A continuation of MUT 1121. Modulation to closely related keys; chords of the seventh. Further exercises in reading and writing for dictation.

MUT 2126 Integrated Music Theory III. 3 c.c.
FA – Prerequisite: MUT 1122 or permission of department head. A continuation of MUT 1122. A study of modulation to remote keys, binary and ternary form, and formation and use of diminished and diatonic seventh, dominant and ninth, eleventh and thirteenth, and borrowed chords. Advanced problems in sight reading and dictation.

MUT 2127 Integrated Music Theory IV. 3 c.c.
SP – Prerequisite: MUT 2126 or permission of department head. A continuation of MUT 2126. A brief introduction to two part counterpoint instrumentation and modern composition with emphasis on completing the study of composition of the 18th and 19th centuries. Analysis of music of the 19th and 20th centuries. Advanced problems in chromatic, sight reading and dictation.

MV – 121, 222__ Applied Music (Principal Instrument). One 1/2 hour lesson a week. 1 c.c.
FA, SP, SU – Lab fee. Private instruction in the student’s secondary performing medium. Required for most music majors. See schedule for special fees. Open to music majors or minors. Open to general students if faculty load permits. For further information see department head.

MV__ – 231__, 232__ Applied Music (Principal Instrument). Two 1/2 hours lessons a week. 2 c.c.
FA, SP, SU – Lab fee. Private instruction in the student’s principal performing medium required of all music majors.

MV__ – 141__, 242__ Applied Music (Principal Instrument). Three 1/2 hours lessons a week. 3 c.c.
FA, SP, SU – Lab fee. Applied music for the student who is advanced beyond the normal junior college level of performance.

MVK 1111C Beginning Class Piano I. 1 c.c.
FA, SP, SU – Lab fee. For beginners in the respective performance area. (For further information, see the Music and Theatre department head).

MVK 1112C Beginning Class Piano II. 1 c.c.
SP – Lab fee. Prerequisite: MVK 1111C or permission of the instructor. This is a continuation of MVK 1111C.

MVK 1800C Beginning Piano for Non-Music Majors. 1 c.c.
TBA – Lab fee. This course is designed for the non-music major student who has had no previous musical instruction.

MVS 1116C Beginning Guitar Class. 1 c.c.
FA, SP, SU – Lab fee. This course is for beginners in their respective performance areas.

NUR 1020C Introduction to Nursing. 8 c.c.
TBA – Lab fee. Prerequisite: Completion of all developmental course requirements. Corequisites: BSC 1093, HSC 1592, HUN 1201. This nursing course introduces the nursing student to client care needs: safe effective care environment, health promotion and maintenance, psychosocial integrity, and physiological integrity. Client care needs, professional behaviors, communication, clinical decision-making, caring interventions, teaching and learning, collaboration, and managing care activities form the integrated framework for clinical practice in long term and acute care settings.

NUR 1211C Adult-Health Nursing I. 8 c.c.
TBA – Lab fee. Prerequisite: NUR 1020C. Corequisites: BSC 1094, NUR 1520C. The first of three adult-health nursing courses that focuses on basic care of adults. Client care needs (safe effective care environment, health promotion and maintenance, psychosocial integrity, and physiological integrity) and professional behaviors, communication, clinical decision-making, caring interventions, teaching and learning, collaboration, and managing care activities form the integrated framework for clinical practice.
NUR 1520C Mental Health Nursing. 3 c.c.
TBA – Lab fee. Prerequisite: NUR 1020C. Corequisite: BSC 1094, NUR 1211C. This course focuses on care of the child, adolescent, and adult experiencing acute and chronic psychiatric alteration in health in inpatient and outpatient facilities. Client care needs (safe effective care environment, health promotion and maintenance, psychosocial integrity, and physiological integrity) and professional behaviors (safety, communication, clinical decision-making, caring interventions, teaching and learning, collaboration, and managing care activities) are integrated into the student's framework for clinical practice.

NUR 2003C Career Mobility Nursing Concepts. 3 c.c.
TBA – Lab fee. Prerequisite: Acceptance into Career Mobility Program, BSC 1094, DEP 2004, HSC 1592, HUN 1201, MAC 1105, MCB 1000. Corequisite: ENC 1101, NUR 1520C. This transition course introduces the role of the registered nurse to the LPNs and paramedics. Client care needs (safe effective care environment, health promotion and maintenance, psychosocial integrity, and physiological integrity) and professional behaviors, communication, clinical decision-making, caring interventions, teaching and learning, collaboration, and managing care activities form the integrated framework for clinical practice.

NUR 2212C Adult-Health Nursing II. 6 c.c.
TBA – Lab fee. Prerequisite: ENC 1101, DEP 2004, MAC 1105, MCB 1000, NUR 1211C. Corequisite: SYG 2000. The third of a three-adult-health nursing courses that focuses on care of adults with altered health states in acute care settings. Client care needs (safe effective care environment, health promotion and maintenance, psychosocial integrity, and physiological integrity) and professional behaviors, communication, clinical decision-making, caring interventions, teaching and learning, collaboration, and managing care activities form the integrated framework for clinical practice.

NUR 2213C Adult-Health Nursing III. 7 c.c.
TBA – Lab fee. Prerequisites: NUR 2212C, NUR 2240C. Corequisite: Humanities/Fine Arts Elective. The last of three adult-health nursing courses that focuses on care of basic care of adults in high acuity states. Client care needs (safe effective care environment, health promotion and maintenance, psychosocial integrity, and physiological integrity) and professional behaviors, communication, clinical decision-making, caring interventions, teaching and learning, collaboration, and managing care activities form the integrated framework for clinical practice.

NUR 2240C Maternal-Child Health Nursing. 5 c.c.
TBA – Lab fee. Prerequisite: NUR 2212C. This maternal-child health nursing course focuses on care of the child and family group during health and altered health states. Client care needs (safe effective care environment, health promotion and maintenance, psychosocial integrity, and physiological integrity) and professional behaviors, communication, clinical decision-making, caring interventions, teaching and learning, collaboration, and managing care activities form the integrated framework for clinical practice.

NUR 2811L Transitional Practice/Preceptorship. 4 c.c.
SP, SU – Lab fee. Prerequisite: NUR 2213C. A culminating clinical course focused on promoting student transition from student role to graduate professional nurse. Multiple client assignments in acute care settings with RN preceptors assisting faculty in supervision and evaluation of student preceptors. Management of care groups of clients and leadership functions with other health care team members are emphasized. Client care needs (safe effective care environment, health promotion and maintenance, psychosocial integrity, and physiological integrity) and professional behaviors, communication, clinical decision-making, caring interventions, teaching and learning, collaboration, and managing care activities form the integrated framework for clinical practice.

OCB 2013L Marine Biology. 3 c.c.
FA, SU – Corequisite: OCB 2013L. A study of the biology of marine waters, with emphasis on the physical, chemical, geological, and ecological factors that influence biological populations in the sea. Emphasis on the observation and taxonomy of the biota of local marine and estuarine waters. Meets A.A. general education Category VI.
ORI 2000 Introduction to Oral Interpretation. 3 c.c.  
FA, SP – A course that teaches the aesthetics and performance of selections of literature. Students practice oral reading of prose and poetry and group interpretation of various works. Meets A.A. oral communications requirement.

OST 1100 Keyboarding I. 3 c.c.  
FA, SP, SU – Lab fee. This course includes practice in keyboard control; developing speed and accuracy; and typing reports, tables, and business letters. (Open-entry, open-exit.)

OST 1110 Keyboarding II. 3 c.c.  
FA, SP, SU – Lab fee. Prerequisite: OST 1100. This course includes continued emphasis on building keyboarding speed and accuracy, developing communication skills, and refining the technical aspects of formatting acceptable business correspondence. Work on tables, letters, memos, reports, and forms will result in a more efficient production level. (Open-entry, open-exit.)

OST 1146 Basic Keyboarding. 1 c.c.  
FA, SP, SU – Lab fee. This course includes practice in keyboard control for inputting information (words, numbers, and symbols) into electronic information processing systems. (Open-entry, open-exit.)

OST 1355 Records Management. 3 c.c.  
FA, SP – A.A.S. only. This is a study of record systems, fundamentals of indexing and filing rules, procedures, the five methods (alphabetical, numeric, geographic, subject, and chronological) microrecords, and the selection of filing equipment and supplies.

OST 1461 Medical Office Practice. 3 c.c.  
SP – A.A.S. only. Lab fee. Prerequisites: ENC 1101 or LIN 1670C, HSC 1531. This course familiarizes the student with the daily activities of a physician's office and provides actual practice in scheduling appointments, answering the telephone, processing the mail, maintaining the medical records, billing and collecting, ordering supplies, and performing office management procedures.

OST 1464 Computerized Medical Office Systems. 3 c.c.  
FA – A.A.S. only. Lab fee. This course is designed to provide students with practical experience on computerized applications in a medical office, patient record keeping, billing and accounting, insurance and coding, third party reimbursements, and appointment scheduling.

OST 1611 Medical Transcription I. 3 c.c.  
SP – A.A.S. only. Lab fee. Prerequisite: HSC 1531. Corequisite: OST 2135. This course is designed to emphasize the professional responsibilities of the legal secretary to the employer and clients. The vocabulary stresses that which is applicable to legal documents as well as other general legal office procedures.

OST 1612 Medical Transcription II. 3 c.c.  
SU – A.A.S. only. Lab fee. Prerequisite: OST 1610, OST 2135. This course is a continuation of Medical Transcription I.

OST 1613 Medical Transcription III. 3 c.c.  
SU – A.A.S. only. Lab fee. Prerequisites: OST 1612. This course is a continuation of Medical Transcription II.

OST 1621 Legal Transcription I. 3 c.c.  
FA – A.A.S. only. Lab fee. Prerequisite: OST 1713. This course is designed to give the student a working knowledge of computer/word processors and skills in transcribing accurately all types of legal dictation with special emphasis on accuracy, legal vocabulary, and mailable work.

OST 1622 Legal Transcription II. 3 c.c.  
SP – A.A.S. only. Lab fee. Prerequisite: OST 1621. This course is designed to further develop the student's working knowledge of computer/word processors and skills in transcribing accurately all types of legal dictation with special emphasis on accuracy, legal vocabulary, and mailable work.

OST 1713 Word Processing I. 3 c.c.  
FA, SP – Lab fee. Prerequisite: OST 1100 or typing speed of 30 wpm. This course is designed to enable the student to learn basic word processing concepts and procedures. Special emphasis is given to current office procedures in word processing. After the basic concepts are learned, office-related problems are produced on microcomputers.

OST 1821 Business Applications for Desktop Publishing. 3 c.c.  
SP – Lab fee. This course is designed to introduce the student to desktop publishing concepts and computer graphics. The student will learn to use desktop publishing software, the scanner, and the laser printer to create a variety of professional looking business and personal documents. It is designed for students interested in developing 'hands-on' skill in using desktop publishing software.

OST 2135 Medical Typing. 3 c.c.  
SP – A.A.S. only. Lab fee. Prerequisite: HSC 1531. Corequisite: OST 1611. This course is designed to improve typewriting skills and give the student a working knowledge of documents encountered in a medical office. Skill is gained in accurately typing various medical reports, letters, and tables with an emphasis on correct format, punctuation, understanding of medical terminology, and malleability.

OST 2402 Office Procedures. 3 c.c.  
FA, SP – A.A.S. only. Prerequisite: Ability to type. It is also desirable to have had the following courses: Records Management, Human Relations, and Business Communications. This is a course for office management and secretarial majors designed to allow the student to coordinate and utilize the knowledge and skills developed in previous courses.

OST 2431 Legal Office Procedures. 3 c.c.  
FA – A.A.S. only. Lab fee. Corequisite: OST 1621. This course is designed to emphasize the professional responsibilities of the legal secretary to the employer and clients. The vocabulary stresses that which is applicable to legal documents as well as other general legal office procedures.

OST 2717 Word Processing II. 3 c.c.  
FA – Lab fee. Prerequisite: OST 1713. This course is intended to provide hands-on experience in advanced word processing applications on computers using word processing software. The students will work with macros, styles, fonts, graphics, merge documents, various sizes of paper, tables/columns, and floppy and hard disk management.

OST 2941, 2942, 2943 Office Systems Internship. 1 c.c., 2 c.c., 3 c.c.  
FA, SP, SU – A.A.S. only. Prerequisite: Permission of department. This course is designed to provide students with work experience in a business office, a legal office, in a hospital or medical facility, or physician's office. On-the-job training is designed to build confidence, to adjust to a work environment, and to increase the opportunities for employment.

OST 2947, 2948, 2949 Office Systems Co-op. 1 c.c., 2 c.c., 3 c.c.  
FA, SP, SU – A.A.S. only. Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.
OTA 0101 Keyboarding.

FA – Lab fee. This course provides instruction in using keyboards to enter data into microcomputers. It includes familiarization with computer keyboards and the mechanics of data entry. Correct finger positioning and accuracy will be emphasized. Letters, memoranda, reports, letters, memoranda, and other materials generated by health care organizations.

OTA 0483 Medical Documents Transcription.

FA – Lab fee. Corequisite: OTA 0101. This course provides instruction in the formatting and transcription of medical documents. Included in this category are charts, forms, reports, letters, memoranda, and other materials generated by health care organizations.

OTA 0605C Medical Office Practice.

SP – Lab fee. Prerequisites: MEA 0230, OTA 0483. This course familiarizes the student with the daily activities encountered in a physician’s office and provides actual practice in scheduling appointments, answering the telephone, processing the mail, transcribing, maintaining the medical records, billing and collecting, ordering supplies and performing general office procedures. Human relations is emphasized throughout the course.

PAZ 1050 Principles of Zoo Research.

TBA – Lab fee. Prerequisite: Completion of Zoo Animal Technology A.S. Degree Program. This course will provide practical experience in conducting research in a zoo facility. Students will spend four weeks learning about and participating in the research program at an AZA-accredited facility, such as Zoo Atlanta.

PAZ 1330 Animal Care Technology I.

FA – Lab fee. Corequisite: ZOO 1010. This course provides a practical introduction to zookeeping. Topics include safety issues, emergency preparedness, a zoo orientation, animal observation skills, an introduction to sanitation, housing, and feeding of animals, identification and use of appropriate capture and restraint equipment, animal transport, instruments and measurements, identification of abnormal behavior and injuries, and legal and permit issues relevant to animal facilities.

PAZ 1561 Animal Medical Husbandry.

SP – Lab fee. Prerequisites: MAC 1105, PAZ 1330. Corequisite: PAZ 1561L. Students will work with staff veterinarian and keepers to learn about basic animal medical protocol. Focus will be on preventative maintenance regiments, capture and restraint, animal observation and problem solving, as well as maintenance and operation of hospital facilities. Course covers theoretical and administrative aspects of animal medical care.

PAZ 1561L Animal Medical Husbandry Clinic.

SP – Lab fee. Prerequisite: PAZ 1330. Corequisite: PAZ 1561. Students will work with staff veterinarian and keepers to learn about basic animal medical protocol. Focus will be on preventative maintenance regiments, capture and restraint, animal observation and problem solving, as well as maintenance and operation of hospital facilities.

PAZ 2315 Animal Record Keeping Systems.

SP – Prerequisite: PAZ 1330. This course will cover animal record keeping in zoos. Students will learn how to keep daily records, use Animal Data Transfer forms for shipping, and use the International Species Information System ARKS program. Brief introductions to the MedARKS program for veterinary records and the SPARKS program for coordinated small group records and the SPARKS program for coordinated small group records and animal-related educational materials and public presentations.

PAZ 2322 Aviculture.

SU – Prerequisite: PAZ 1330. Study of the biology, ecology, taxonomy, identification, care, maintenance and display of birds.

PAZ 2323 Chiropteran Husbandry and Research.

TBA – Lab fee. Prerequisite: Completion of Zoo Animal Technology A.S. Degree Program. This course will provide practical experience in the husbandry and management of bats in captivity, including an introduction to research methodology. Students will spend two weeks learning and participating in the functions of the Lubee Foundation, a bat conservation and research facility.

PAZ 2325 Mammalcurature.

FA – Prerequisite: PAZ 1330. Study of the biology, ecology, taxonomy, identification, care, maintenance and display of mammals.

PAZ 2326L Elephant Husbandry and Management I.

TBA – Lab fee. Prerequisite: Completion of Zoo Animal Technology A.S. Degree Program. This course will provide practical experience in the captive husbandry and management of elephants in a zooological park. Students will spend two weeks observing and participating in the operation of elephant management at an AZA-accredited zoo. This focus is on basic elephant management terminology, management styles, and husbandry.

PAZ 2327L Elephant Husbandry and Management II.

TBA – Lab fee. Prerequisites: Completion of Zoo Animal Technology A.S. Degree Program, PAZ 2326L, PAZ 2329. This course will provide practical experience in the captive husbandry and management of elephants in a zoo. This focus is on advanced aspects of elephant husbandry and management for students who have successfully completed the introductory lab and lecture courses.

PAZ 2329 Elephant Biology for Conservation Education.

TBA – Lab fee. Prerequisite: Completion of Zoo Animal Technology A.S. Degree Program. This lecture course will introduce students to elephant husbandry, biology, morphology, taxonomy and physiology, and will include lectures on elephants as a flagship species for conservation in a modern zoo. The course is conducted at an AZA-accredited zoo.

PAZ 2332 Animal Care Technology II.

SP – Lab fee. Prerequisite: PAZ 1330. This series will focus on basic zookeeper technology: including biology of animals in captivity, general maintenance of zoo and park facilities, as well as behavioral and reproductive management of representative zoo species. Students will work in rotations of bird, medical, middle shift, and education departments throughout the spring semester. The focus this term is on learning protocols and basic zookeeping skills.

PAZ 2333 Animal Care Technology III.

FA – Lab fee. Prerequisite: PAZ 2332. This series will focus on basic zookeeper technology: including biology of animals in captivity, general maintenance of zoo and park facilities, as well as behavioral and reproductive management of representative zoo species. Students will work in the hooftock departments (primates/carnivores for advanced students) throughout the fall semester. The focus this term is on learning protocols rapidly, early and late shift duties, and advanced zookeeping skills.

PAZ 2334 Animal Care Technology IV.

SP – Lab fee. Prerequisite: PAZ 2333. This series will focus on basic zookeeper technology: including biology of animals in captivity, general maintenance of zoo and park facilities as well as behavioral and reproductive management of representative zoo species. Students will work in the hooftock and carnivore and primates departments throughout the spring semester, with advanced students supervising Animal Care Technology II students as necessary. The focus this term is on demonstrating proficiency in zookeeping, non-routine areas of husbandry, and supervising volunteers and/or students.
PAZ 2350 Research in Herpetology. 3 c.c.
TBA – Lab fee. Prerequisite: Completion of Zoo Animal Technology A.S. Degree Program. An introduction to research in the field of herpetology, including finding information, developing hypotheses, planning scientific research, and data gathering and analysis. The course is conducted at a facility specializing in herpetology, such as the Kentucky Reptile Zoo.

PAZ 2351 Reptile Husbandry and Management I. 3 c.c.
TBA – Lab fee. Prerequisite: Completion of Zoo Animal Technology A.S. Degree Program. This course will provide practical experience in the captive husbandry and management of non-venomous snakes, lizards, turtles and alligators. Students will spend 83 hours participating in the operation of reptile management at a facility specializing in herpetology such as the Kentucky Reptile Zoo. The focus is on reptilian biology and husbandry; field identification and collection, facilities maintenance and construction, and participating in educational and conservation programs.

PAZ 2352 Reptile Husbandry and Management II. 3 c.c.
TBA – Lab fee. Prerequisite: Completion of Zoo Animal Technology A.S. Degree Program and completion of PAZ 2551 with a grade of “C” or better. This course will provide practical experience in the captive husbandry and management of a variety of reptiles including venomous snakes. Students will spend 83 hours observing and participating in the operation of reptile management at a facility specializing in herpetology such as the Kentucky Reptile Zoo. The focus is on advanced aspects of reptile husbandry; management, field collection, exhibit construction, and educational programming for students who have successfully completed the introductory prerequisite course.

PAZ 2531 Vertebrate Morphology. 2 c.c.
FA – Lab fee. Prerequisite: PAZ 1330. A laboratory course in morphology, taking a comparative approach using dissection of representatives of each class of vertebrates. The determination of key morphological features used in taxonomy, and the use of taxonomic keys will complement each unit.

PAZ 2535 Animal Behavior. 2 c.c.
SP – Prerequisite: PAZ 1330. A discussion of the variety of different behaviors in animals including instincts, learning, communication, social interactions, migrations, and predator-prey relationships. Lectures will also investigate the causes and mechanisms of animal behaviors both in the wild and in captivity. This class will primarily focus on the behaviors of vertebrate animals.

PAZ 2540 Animal Nutrition. 3 c.c.
FA – Prerequisite: PAZ 1330. This course will introduce the student to the science of animal nutrition. Discussions will emphasize the nutritional needs of domestic and exotic species. Topics to be covered will include feed formulation, vitamins, and basic nutrients, as well as toxic substances and other subjects of nutritional concern in animal husbandry.

PAZ 2551 Animal Breeding. 3 c.c.
SP – Prerequisite: PAZ 1330. An introduction to the principles and practices of animal breeding. Students will receive instruction in the modes of inheritance and the biology of development as well as the requirements for animal reproduction. Case studies and rationales for scientific management of breeding programs will also be emphasized.

PAZ 2721C Exhibit Repair and Maintenance. 3 c.c.
SP – Lab fee. Prerequisite: PAZ 2533. Corequisite: PAZ 2334. Students will work with zoo maintenance staff and keepers to learn about maintenance, repairs, and construction of zoo exhibits, facilities, and animal enrichment devices. Focus will be on the use of tools and construction materials, equipment operation, construction safety, teamwork, problem recognition, and the process of planning and making decisions about projects.

PAZ 2931 Zoo Seminar I. 1 c.c.
SP – Lab fee. Prerequisites: ENG 1101, PAZ 1330, SPC 1600. In this seminar series, students will explore various aspects of history and goals of zoos and aquariums. Students are expected to present seminars on related topics of interest. This course will be offered only during the spring term.

PAZ 2932 Zoo Seminar II. 1 c.c.
SU – Lab fee. Prerequisite: PAZ 1330. In this seminar series, students will explore various aspects of exhibit design, landscaping, and horticulture. Guest speakers and zoo staff will present discussions on current issues facing zoos today as they relate to the topic. Students are expected to present seminars on related topics of interest. This course will be offered only during the summer (3A, 3B) terms.

PAZ 2933 Zoo Seminar III. 1 c.c.
SU – Lab fee. Prerequisite: PAZ 1330. In this seminar series, students will explore various aspects of exhibit design, landscaping, and horticulture. Guest speakers and zoo staff will present discussions on current issues facing zoos today as they relate to the topics listed above. Students are expected to present seminars on related topics of interest. This course will be offered only during the summer (3A, 3B) terms.

PCB 2030 Introduction to Environmental Science. 3 c.c.
FA, SP, SU – An introduction to basic ecological principles and current environmental problems. Meets A.A. general education Category VI.

PCO 2202 The Helping Relationship. 3 c.c.
FA, SP, SU – This course provides students with knowledge and experience of various traditional and non-traditional helping techniques designed to enrich the quality of human life for self and others. It views stress management from a multidisciplinary perspective, and encourages a more integrative style of helping that meets the diverse needs of our community. The course focuses on holistic aspects of health and well-being and encompasses such topics as peak mental performance, creativity, meditation, deep breathing, mind enhancement technology, Tai Chi, guided imagery, lucid dreaming, muscle relaxation, autogenics, and nutrition.

PEL 1121 Beginning Golf. 1 c.c.
FA – This course is designed to develop skill and give practice in the fundamental techniques of golf. A green fee is required occasionally.

PEL 2122 Intermediate Golf. 1 c.c.
SP – This course enables students to enhance and practice intermediate-level skills in the sport of golf. Green fee of $4.00 may be required on occasion.

PEL 2341 Beginning Tennis. 1 c.c.
FA – This course includes a brief history of the game, followed by instruction and practice in the fundamental techniques of the game. Racket and one can of new balls required.

PEL 2342 Intermediate Tennis. 1 c.c.
SP – This course includes a brief history of the sport, followed by instruction and practice in the intermediate-level techniques of the game. Tennis racket and one can of new tennis balls are required.

PFC 1102 Exercise and Conditioning. 1 c.c.
FA – This course involves instruction in physical conditioning methods and their effects. Content varies based on student interest, and may include aerobic exercise, calisthenics, bench stepping, circuit training, interval training, or weight training. This is a co-ed class.

PFC 1131 Weight Training and Conditioning I. 1 c.c.
FA, SP – This course involves beginning instruction in physical conditioning methods and their effects: weight training, isotonic exercises, circuit training, isometric exercises, calisthenics, and cardiovascular endurance exercises. This is a co-ed class.

PFC 1132 Weight Training and Conditioning II. 1 c.c.
FA, SP – Prerequisite: PFC 1131. This course involves advanced instruction in physical conditioning methods and their effects: weight training, isotonic exercises, circuit training, isotonic exercises, calisthenics, and cardiovascular training. This is a co-ed class.

PFC 1171 Aerobics. 1 c.c.
FA, SP – This course concentrates on increasing muscle tone and aerobic capacity through continuous rhythmic movement to music. Step aerobics are included. Discussions are held in nutrition and injury prevention. This is a co-ed class.
**PEM 1181 Walk, Jog, Run.** 1 c.c.
**SP** – This course involves instruction in physical conditioning methods and their effects. Students may either walk, jog or run to fulfill the aerobic requirement.

**PEN 1114 Lifeguard Training.** 1 c.c.
**SP** – **Lab fee.** This course assists the student in developing the skills necessary to recognize a person in a distress or drowning situation and to effectively rescue that person. American Red Cross Lifeguard Certification is offered with this course. A qualifying swim test is administered during the first class meeting.

**PEN 1121 Beginning Swimming.** 1 c.c.
**SP** – This course includes practice in the elementary fundamentals of swimming and drownproofing. It is designed to familiarize the nonswimmer with water and to assist him in developing skills in the basic strokes used in swimming. Nonswimmers only.

**PEN 1122 Intermediate Swimming.** 1 c.c.
**SP** – **Prerequisite:** PEN 1121 or permission of instructor. This course includes training and practice in four basic strokes; breaststroke, sidestroke, crawl, and elementary backstroke. Other related water safety skills will be taught.

**PEN 1171 Water Aerobics.** 1 c.c.
**FA** – **Prerequisite:** Permission of department head. This course is designed for Health and Human Performance majors with an emphasis in health and fitness and will be taught as an independent study. The resistance of the water will challenge beginners as well as highly conditioned athletes. The ability to swim is not necessary.

**PEO 1011 Team Sports.** 3 c.c.
**FA** – Principles, methods, and techniques of teaching a variety of team sports, including organization and management, instruction of skills and concepts, motivation, and evaluation.

**PEO 1031 Individual Sports.** 3 c.c.
**SP** – Principles, methods, and techniques of teaching a variety of individual sports, including organization and management, instruction of skills and concepts, motivation, and evaluation.

**PEO 2013C Sports Officiating.** 3 c.c.
**SP** – This course includes theory and practice in officiating various selected sports. Two hours of lecture and one hour of laboratory each week.

**PEQ 2105C Management of Aquatic Programs.** 3 c.c.
**FA** – This course is designed to give Recreational Technology AS majors a foundation in management of aquatic programs. This course will include but is not limited to water aerobics, water safety, pool operations, and aquatic scheduling.

**PEQ 2115 Water Safety Instructor.** 1 c.c.
**SP** – This course includes lectures and practice in all phases of water safety instruction. Upon successful completion of this course, the student will be certified as an American Red Cross Water Safety Instructor.

**PET 2303 Scientific Principles of Exercise.** 3 c.c.
**SP** – Study of basic anatomy, physiology, and kinesiology, with emphasis on the application of the scientific principles involved in exercise and training.

**PET 2622 Care and Prevention of Athletic Injuries.** 3 c.c.
**FA, SP** – **Lab fee.** This course empowers the student with the knowledge and understanding of the principles and techniques involved in the prevention and care of athletic injuries. The student will obtain extensive hands-on practice in taping techniques and other methods for preventing and treating athletic injuries.

**PET 2941, 2942, 2943 Recreation Internship.** 1 c.c., 2 c.c., 3 c.c.
**TBA** – **Prerequisite:** Completion of all course work for the A.S. Degree in Recreation Technology. This course is designed for students preparing for careers in recreation and leisure services. Whether the internship is on or off campus and where it is off campus (city recreation, YMCA, retirement facility, therapeutic recreation, outdoor recreation, etc.) will be determined by the interest of the student and available facilities.

**PGY 1000 History of Photography.** 3 c.c.
**TBA** – A study of the history and the development of photography both as a technology and art form from its inception to current digital and commercial uses. Course will also explore photography from the standpoint of its sociological, cultural, communicative, and economic impacts.

**PGY 1110C Colors, Materials, and Methods.** 3 c.c.
**TBA** – **Lab fee.** **Prerequisites:** ART 1201C, PGY 2401C. An introductory course that explores basic creative methods of color processes in photographic imagery. Explores the technical conceptual, and production relationships in contemporary color photography. Emphasis is placed on color theory, effects of lighting techniques, color-correct printing, and aesthetics.

**PGY 2107C Large Format Camera.** 3 c.c.
**TBA** – **Lab fee.** **Prerequisite:** PGY 2401C. An advanced course that introduces concepts, techniques and applications of large format cameras. The course examines the uses of large format cameras in fine art photography, commercial illustration, and historical documentation.

**PGY 2220C Commercial Photography I.** 3 c.c.
**TBA** – **Lab fee.** **Prerequisite:** PGY 2401C or permission of instructor. An advanced photo course which introduces the student to studio and color photography.

**PGY 2221C Commercial Photography II.** 3 c.c.
**TBA** – **Lab fee.** **Prerequisite:** PGY 2220C. A continuation of Commercial Photography I in which the demands of specific commercial assignments are investigated. Experience with color positive material, lighting appropriate to subject, and issues unique to the large format medium will be covered.

**PGY 2320C Photography Seminar.** 3 c.c.
**TBA** – **Prerequisites:** PGY 2220C, PGY 2802C. Designed to acquaint the student photographer with developments and special topics in the field. May consist of studio visits, visiting professionals, product demonstrations, and research projects.

**PGY 2401C Photography I.** 3 c.c.
**FA, SP, SU** – **Lab fee.** An introductory course with emphasis on the creative use of the camera and dark room. The fundamentals of camera operation, successful black and white film development and printing are taught.

**PGY 2410C Photography II.** 3 c.c.
**TBA** – **Lab fee.** **Prerequisite:** PGY 2401C or permission of instructor. In this course emphasis is placed on the refinement of techniques that are necessary for the use of the camera as a means of individual creative expression. It also includes an introduction to print manipulation and photo essays.

**PGY 2600C Techniques of Photojournalism.** 3 c.c.
**TBA** – **Lab fee.** **Prerequisite:** PGY 2401C. Covers the basics of setting up and shooting news, features, sports, and photo essays. Topics will include photo editing, layout, darkroom techniques, and a special emphasis on digital photo manipulation in Photoshop.

**PGY 2801C Digital Photography I.** 3 c.c.
**TBA** – **Lab fee.** **Prerequisites:** GRA 2151C, PGY 2401C. Digital Photography introduces students to electronic imaging using computers, scanners, and image-manipulation software (Adobe Photoshop). Individual portfolios are created.

**PGY 2802C Digital Photography II.** 3 c.c.
**TBA** – **Lab fee.** **Prerequisite:** PGY 2801C. A continuation of work in Adobe Photoshop established in Digital Photography I. Students will work with advanced Photoshop techniques in the application of personal images that may have application in fine art, graphics, and multimedia productions.

**PHI 2100 Introduction to Philosophy.** 3 c.c.
**FA, SP, SU** – **Prerequisite:** Test score requirement the same as ENC 1101. A general survey of the philosophies that have shaped the growth of Western civilization from the ancient Greeks to modern times. This course is designed to present a comprehensive view of what philosophy is and to demonstrate the benefit students can expect to derive from its study. **Meets A.A. general education Category V.** A writing emphasis course.
PHI 2070 Introduction to Eastern Philosophy. 3 c.c.
FA, SP, SU – Prerequisite: Test score requirement the same as ENC 1101. A survey of the philosophical thought of Asia. Hindu systems, Buddhist philosophy, and the philosophies of China and Japan will be considered. Comparisons with Western ideas will be made whenever feasible. Meets A.A. general education Category V. A writing emphasis course.

PHI 2100 Logic. 3 c.c.
FA, SP, SU – Prerequisite: Test score requirement the same as ENC 1101. Study of and practice in reasoning and critical thinking in deductive and inductive logic. Techniques the student learns are directly related to other courses and will help the student in solving everyday problems. Additional treatment may be given to symbolic logic. Meets A.A. general education Category V. A writing emphasis course.

PHI 2701 Introduction to the Philosophy of World Religions. 3 c.c.
TBA – Prerequisite: Test score requirement the same as ENC 1101. Philosophical, historical, and cultural analysis of selected world religions. Special emphasis on the fundamental philosophy of each tradition and the relationships between social institutions and religious systems. Meets A.A. general education Category V. A writing emphasis course.

PHM 2122 Philosophy of Feminism. 3 c.c.
FA, SP, SU – Prerequisite: Test score requirement the same as ENC 1101. This course is designed to introduce students to key aspects of feminist thought. We will be discussing issues ranging over, but not limited to, oppression, gender, sex and sexism with the goal of understanding the role that each plays in different feminist ideologies. Authors we will discuss include Marilyn Frye, Simone de Beauvoir, and bell hooks. Meets A.A. general education Category V. A writing emphasis course.

PHT 1000 Introduction to Physical Therapy. 2 c.c.
FA – A.A.S. only. Prerequisite or Corequisite: BSC 1093. Introduction to the history, present practice and future trends of the profession; structure and services of the American Physical Therapy Association (A.P.T.A.); introduction to the team concept in health care including the role and responsibilities of the physical therapist assistant; and introduction to common disease processes. The scope of expanded practice for the PTA will be introduced.

PHT 1120 Functional Anatomy and Kinesiology. 3 c.c.
SP – A.A.S. only. Prerequisite: BSC 1093. Corequisite: PHT 1120L. The student will have a basic knowledge and understanding of the biomechanical principles of human motion. The structure and function of the musculoskeletal and nervous systems will be studied and applied in basic analysis of therapeutic exercise and gait.

PHT 1120L Functional Anatomy and Kinesiology Laboratory. 2 c.c.
SP – A.A.S. only. Lab fee. Corequisite: PHT 1120. Laboratory sessions are designed to develop student skills in palpation of bony landmarks, goniometry, gross manual muscle testing, basic gait analysis and analysis of muscle function as it relates to the biomechanical principles of human motion.

PHT 1210 Therapeutic Modalities I. 2 c.c.
SU – A.A.S. only. Prerequisite: BSC 1093. Corequisites: PHT 1210L, PHT 1801. This course covers a variety of medical and orthopedic conditions commonly treated by physical therapist assistants and emphasizes the effects and types of exercises employed for therapeutic reasons. Included are traditional therapeutic exercise routines such as passive, active, assistive, active and resistive range of motion, PRE programs, manual and mechanical strengthening, stretching.

PHT 1224 Therapeutic Techniques and Disabilities I Laboratory. 2 c.c.
SP – A.A.S. only. Lab fee. Corequisite: PHT 1224. Laboratory sessions for Therapeutic Techniques and Disabilities I are designed to provide the student with observation and actual application of therapeutic exercises in the laboratory setting. Emphasis is on orthopedic, cardiopulmonary and vascular disorders and related therapeutic exercise programs.

PHT 1251 Basic Skills in Patient Care. 2 c.c.
FA – A.A.S. only. Prerequisite: BSC 1093. Corequisites: PHT 1000, PHT 1251L. Introduction to basic patient care skills, patient positioning and draping, treatment, treatment preparation, transfers, gait training with assistive devices, wheelchair measurement and operation, measurement of vital signs, identification of architectural barriers, wound debridement, and aseptic technique.

PHT 1251L Basic Skills in Patient Care Laboratory. 2 c.c.
FA – A.A.S. only. Lab fee. Corequisite: PHT 1251. This is a laboratory course in which there is practice in activities basic to the care of patients in health agencies. The development of manual dexterity with patient safety and comfort, and all skills discussed in the lecture portion of this course.

PHT 1351 Pharmacology for Physical Therapist Assistants. 1 c.c.
SP – A.A.S. only. Prerequisite: PHT 1000. This course is a study of pharmacology correlated to the clinical practice of the PTA. Drug actions, interactions, adverse effects, toxicity, and biotransformation will be stressed. Wound care and burn management will be an important aspect of this course.

PHT 1801 PTA Clinic I. 1 c.c.
SU – A.A.S. only. Lab fee. Corequisite: PHT 1210. The first clinical experience. A supervised planned learning experience in a physical therapy practice setting. Focus is on training, transfers, positioning, draping, note writing, gait training, vital sign measurements, and wound measurement/debridement. Thirty-five hours conducted over three weeks.

PHT 2162 Therapeutic Techniques and Disabilities II Laboratory. 2 c.c.
FA – A.A.S. only. Prerequisite: PHT 1224. Corequisites: PHT 2162L, PHT 2212, PHT 2810. The pathology of complex neurologic disorders and congenital deformities are presented. Specific topics include: cerebrovascular accidents, parkinsonism, Alzheimer’s, and cerebral palsy. Therapeutic exercises and special facilitation techniques will be covered along with basic neuroanatomy. Special concerns related to physical therapy and the geriatric patient will be presented.

PHT 2162L Therapeutic Techniques and Disabilities II Laboratory. 2 c.c.
FA – A.A.S. only. Lab fee. Corequisite: PHT 2162. Laboratory sessions for Therapeutic Techniques and Disabilities II are designed to provide the student with observation and actual application of therapeutic exercises for the treatment of neurologic conditions. Case studies of various medical conditions with emphasis on therapeutic rehabilitation are presented.
PHY 2212L Therapeutic Modalities II Laboratory. 2 c.c.
FA – A.A.S. only. Lab fee. Corequisite: PHT 2212L. Laboratory sessions designed to develop student skills in the actual performance of modalities/procedures presented in Therapeutic Modalities II (Lecture).

PHT 2401 Psychosocial Issues of the Disabled. 2 c.c.
SP – A.A.S. only. Prerequisites: PHT 2162, PHT 2212. Corequisites: PHT 2703, PHT 2820. Course examines the psychosocial aspects of the disabled individual. Emphasis is placed on how the individual or his/her family relate to physical and social environments; specifically economic factors, support systems, discrimination, and loss/grief process.

PHT 2703 Rehabilitation Procedures I. 3 c.c.
SP – A.A.S. only. Prerequisite: PHT 2162. Corequisites: PHT 2703L, PHT 2820, PHT 2932. This course is designed to develop treatment skills and understanding of complex neurological and orthopedic conditions treated in physical therapy such as multiple trauma, spinal cord injury, and amputations. Principles and practices of prosthetics and orthotics will be presented. An introduction to pre and post-partum exercises and pharmacology will be discussed. The student will prepare a written/oral report on a special condition treated in physical therapy. Prevention of medical errors will be addressed.

PHT 2703L Rehabilitation Procedures I Laboratory. 1 c.c.
SP – A.A.S. only. Lab fee. Corequisite: PHT 2703. Laboratory sessions designed to develop student skills in the actual performance of procedures presented in Rehabilitation Procedures I.

PIT 2810 PTA Clinic II. 4 c.c.
FA – A.A.S. only. Prerequisite: PHT 1801. Corequisites: PHT 2162, PHT 2212. Second clinical experience. A supervised planned learning experience in a physical therapy practice setting. Focus is on application of superficial and deep heats, note writing, basic skills of gait training, transfers, positioning, draping, wound care, massage, goniometry, and gross muscle testing skills, therapeutic exercise, range of motion, and strengthening. Thirty-five hours per week for five weeks.

PHT 2820 PTA Clinic III. 4 c.c.
SP – A.A.S. only. Prerequisite: PHT 2810. Corequisites: PHT 2703, PHT 2932. The third clinical experience. Focus is on integrating all previously learned skills (in addition to electrotherapy and neurological treatment).

PHT 2830 PTA Clinic IV. 5 c.c.
SU – A.A.S. only. Prerequisite: PHT 2820. The final clinical experience. A six week supervised learning experience in a physical therapy practice setting. Focus is on integrating all didactic information in a practice setting as well as functioning as an entry-level PTA.

PHT 2932 Transition Seminar. 2 c.c.
SP – A.A.S. only. Prerequisites: PHT 1801, PHT 2820. Corequisite: PHT 2703. This course is designed to broaden the scope of the student’s understanding of health care. Topics to be presented include trends in health care and their influence on physical therapy; administrative procedures utilized in physical therapy; employment techniques. The student will also be required to prepare an individual or group project relevant to a specific aspect of physical therapy practice.

PHY 1025 Introduction to Fundamentals of Physics. 3 c.c.
FA, SP – Prerequisite or Corequisite: MAC 1105. An introductory course designed to prepare students for PHY 1053 General Physics I. Emphasis is on the fundamental concepts, language and mathematics used in physics. Topics include mechanics, sound, and heat.

PHY 1053 General Physics I. 3 c.c.
FA, SP, SU – Prerequisite: MAC 1114 or MAC 1147 or PHY 1025. Corequisite: PHY 1053L. General Physics I is the first term of a two term non-calculus based physics course sequence. Topics included are: scalar and vector quantities, Newton’s laws of motion, linear and rotational motion, energy, momentum, fluid dynamics, heat and sound. Meets A.A. general education Category VII.

PHY 1053L General Physics I Laboratory. 1 c.c.
FA, SP, SU – Lab fee. Corequisite: PHY 1053. A laboratory course designed to illustrate the laws and principles presented in PHY 1053. Meets A.A. general education Category VII.

PHY 1054 General Physics II. 3 c.c.
SP – Prerequisite: Completion of PHY 1053 with a grade of “C” or better. Corequisite: PHY 1054L. Major topics include the study of magnetism, electricity, light and the elements of modern physics. Meets A.A. general education Category VII.

PHY 1054L General Physics II Laboratory. 1 c.c.
SP – Lab fee. Prerequisite: Completion of PHY 1053L with a grade of “C” or better. Corequisite: PHY 1054. A laboratory course designed to illustrate the laws and principles presented in PHY 1054. Meets A.A. general education Category VII.

PHY 2048 Physics I with Calculus. 4 c.c.
FA, SP – Corequisites: MAC 2312, PHY 2048L. A physics course with emphasis on fundamental principles, the quantitative and mathematical aspects of the subject. For engineers and physics majors, optional for chemistry majors. Includes the study of mechanics and thermodynamics. A free use of calculus methods and derivations lay the foundation for basic principles. Meets A.A. general education Category VII.

PHY 2048L Physics I with Calculus Laboratory. 1 c.c.
FA, SP – Lab fee. Corequisites: PHY 2048. A laboratory course designed to illustrate the laws and principles presented in PHY 2048. Meets A.A. general education Category VII.

PHY 2049 Physics II with Calculus. 4 c.c.
FA, SP – Prerequisites: MAC 2312, completion of PHY 2048 with a grade of “C” or better. Corequisite: PHY 2049L. Includes the study of waves, sound, optics, special relativity, electromagnetism, and quantization. Meets A.A. general education Category VII.

PHY 2049L Physics II with Calculus Laboratory. 1 c.c.
FA, SP – Lab fee. Prerequisite: Completion of PHY 2048L with a grade of “C” or better. Corequisite: PHY 2049. A laboratory course designed to illustrate the laws and principles presented in PHY 2049. Meets A.A. general education Category VII.

PLA 1003 The Legal Profession. 3 c.c.
FA, SP, SU – This course is designed to provide students an overview of the legal system including ethics, our court system, and the functions of a law office, an introduction to procedural and substantive law; and an introduction to trial practice.

PLA 1104 Legal Research and Writing I. 3 c.c.
FA, SP – Corequisite: PLA 1003. This course emphasizes basic research, of both common law and statutory sources, tools and techniques, and writing including basic computer-assisted legal research instruction in Lexis and Westlaw.

PLA 1203 Civil Litigation I. 3 c.c.
TBA – Corequisites: PLA 1003, PLA 1104, PLA 1273. The Civil Litigation I course is designed to give the students hands-on experience and practical knowledge of civil litigation from the inception of a case through trial of the case, including familiarity with the Florida Rules of Civil Procedure.

PLA 1273 Torts I. 3 c.c.
FA, SP, SU – Corequisite: PLA 1003. This course is a casebook study of the law of intentional torts, negligence, strict liability and their related defenses.

PLA 1303 Criminal Law and Procedure. 3 c.c.
TBA – Corequisites: PLA 1003, PLA 1104, PLA 1273. The Criminal Law and Procedure course is designed to give an overview of the substantive foundations of criminal law and its institutions, substantive offenses including an overview of criminal procedure and criminal trials.

PLA 2114A Legal Research and Writing II. 3 c.c.
SP, SU (even years) – Lab fee. Prerequisites: ENC 1101, PLA 1104. This course emphasizes equally the application of legal research principles and the techniques of effective expression of the same into legal memorandums and other such traditional written legal communications. Computer-assisted legal research is taught, including use of Lexis and Westlaw.
PLA 2223 Civil Litigation II. 3 c.c.
SP, SU (even years) – Prerequisite: PLA 1203. This course provides an in-depth study of the Florida Rules of Civil Procedure and involves the student in practical exercises in their application through extensive drafting of pleadings.

PLA 2274 Torts II. 3 c.c.
SP – Prerequisite: PLA 1273. This course involves in-depth case study and research into selected areas of both common law torts and such statutory forms of action as workers’ compensation.

PLA 2363 Criminal/Constitutional Questions. 3 c.c.
FA (odd years) – Prerequisite: PLA 1301. This course involves a casebook study on both past and contemporary constitutional questions in the criminal law field.

PLA 2364 Forensic Science Survey. 3 c.c.
FA (odd years) – Prerequisite: PLA 1301. By the use of numerous guest lecturers who are experts in their various fields of forensic science, the student will receive from this course an overview of the availability for the utilization at trials of methods of accident reconstruction, crime-scene investigations, speed devices, sound spectrograms, neutron activation analysis, pathology, and the like.

PLA 2423 Contracts. 3 c.c.
SP, SU (odd years) – Corequisite: PLA 1003. This course utilizes a casebook approach to the study of contracts and their interpretation and such legal restraints and remedies as relate thereto.

PLA 2453 Business Organizations. 3 c.c.
FA, SU (even years) – Prerequisite: PLA 1004. Corequisites: PLA 1101, PLA 1273. This course involves a study of the law of business organizations together with its application in the related fields of agency and vicarious liability.

PLA 2601 Probate. 3 c.c.
FA, SU (odd years) – Prerequisite: PLA 1003. This course involves a casebook study of the legal aspects relating to decedents’ estates. As such, it covers gifts, descent and distribution, wills, trusts, and estate administrations.

PLA 2610 Real Estate Law. 3 c.c.
SP, SU (even years) – Prerequisite: PLA 1104. This course contemplates a study of the principles and techniques of real property transactions, including but not limited to, real versus personal property considerations, legal descriptions, concurrent estates, mortgaging liens, and title considerations.

PLA 2630 Real Estate Sales and Closings. 3 c.c.
SP (even years) – Prerequisite: PLA 2610. This course combines the study of and practical exercises in abstracting, title examination, title insuring, and title closings.

PLA 2730 Computers in Legal Drafting and Research. 3 c.c.
FA, SU (even years) – Lab fee. Prerequisites: PLA 1003, PLA 1104. This course utilizes computers in legal research, drafting, and law office projects. The students will study the use of computers in legal research with a focus on Westlaw, Lexis, and CD-ROM research materials. The student will prepare pleadings; notices and letters; and real estate, corporate, and other legal documents.

PLA 2800 Domestic Relations. 3 c.c.
SP, SU (odd years) – Prerequisite: PLA 1003. This course covers research into and drafting of pleadings for dissolution of marriage, separation, custody, legitimacy, adoption, change of name, and support.

PLA 2880 Constitutional Law. 3 c.c.
TBA – Corequisite: PLA 1003. The Constitutional Law course is designed to give an overview of the interpretation of the constitutional articles and amendments. The student will explore the three branches of government, the interpretation of the articles creating them and the present day functioning. The course will examine individual rights in society, changes in constitutional interpretation, and the role of the Supreme Court decisions.

PLA 2941, 2942, 2943 Law Office Internship. 1 c.c., 2 c.c., 3 c.c.
FA, SP, SU – Prerequisites: Permission of Legal Assisting program coordinator, forty-five credit hours in PLA courses. This course is designed to provide students with practical legal office experience working as a paralegal. This is a non-paid position for students meeting the prerequisites that involves 120 hours during the semester working in a law office. A student will receive a pass/fail grade based upon the employer’s evaluation of the student.

PLA 2947, 2948, 2949 Legal Assisting Co-op. 1 c.c., 2 c.c., 3 c.c.
TBA – Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student’s academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

POS 2041 American National Government. 3 c.c.
FA, SP – Prerequisite: ENC 1101. A study of the American federal system of government with emphasis on the constitutional distribution of powers among the congressional, presidential, and judicial branches and the states. An analysis of policy formation as related to democratic theory and the role of government in the society. Meets A.A. general education Category IV. A writing emphasis course.

POS 2941 Government Practicum. 1 c.c.
FA, SP, SU – Prerequisite: POS 2041. Students will work with government agencies and public officials in local, state, and national offices performing meaningful tasks to learn duties of officials and operations of the agencies.

PRN 0001 Fundamentals of Nursing I. 1 v.c.
FA, SP – Corequisite: PRN 0002. This course introduces steps of the nursing process and the practical nurse’s role in assisting with the collection of data, contributing to the plan of care, performing basic therapeutic techniques, preventive measures and assisting in the evaluation of nursing interventions. A foundation for specific communication, documentation, and medical terminology in charting and reporting is given. Basic patient needs of comfort, safety, rest, sleep, activity, exercise, nutrition elimination, and hygiene are presented.

PRN 0001L Fundamentals of Nursing I Laboratory. 2 v.c.
FA, SP – Lab fee. Corequisite: PRN 0001. This course provides for the application of nursing knowledge and skills in the campus laboratory and clinical setting to plan and provide basic care for individual patients.

PRN 0002 Fundamentals of Nursing II. 3 v.c.
FA, SP – Prerequisites: PRN 0001, PRN 0030. Corequisite: PRN 0002L. This course covers the history of nursing, nursing roles, the health care delivery system and fundamental knowledge and skills required by the practical nurse in meeting more complex nursing needs of individual patients.

PRN 0002L Fundamentals of Nursing II Laboratory. 3 v.c.
FA, SP – Lab fee. Corequisite: PRN 0002. Fundamentals of Nursing II Laboratory will provide the student with the opportunity to apply in the clinical setting the more complex nursing knowledge and skills acquired in the theory course. Students will develop nursing care plans, perform basic assessment skills, and use nursing interventions to provide care for patients with more complex health problems.

PRN 0015 Interpersonal Relationships for Nurses. 1 v.c.
FA, SP – This course introduces mental health and psychosocial concepts in nursing. The nursing process is emphasized, including recognition, intervention and evaluation measures for individuals with common problems of mental health. Interviews of clients in various health care settings are required.

PRN 0020 Life Span. 1 v.c.
SU – This course explores normal growth and development from birth to death and includes events and conditions that promote or determine normal growth and development.
PRN 0030 Pharmacology I/Medical Terminology. 1 v.c.
SP, SU – Prerequisite: Acceptance to Practical Nursing Program. This course reviews basic mathematical computations and basic dosage and solutions necessary to safely administer medications and word building skills so that words and medical conditions can be identified by word parts.

PRN 0031C Pharmacology II. 1 v.c.
FA, SP – Lab fee. Prerequisite: PRN 0030. This course introduces basic pharmacological concepts and skills needed for the safe administration of medications to patients in various health care settings.

PRN 0034C Pharmacology III. 1 v.c.
SP, SU – Prerequisite: PRN 0031C. Focus is on commonly administered drugs, their classifications, effects, and patient responses in their use to treat disease. Developmental considerations will be explored regarding administration of selected medications to pediatric, adult, and geriatric patients. Students will assess and evaluate client responses to selected drug therapies in the clinical setting.

PRN 0070 Nutrition and Diet. 1 v.c.
FA, SU – This course focuses on the basic nutritional requirements necessary to support health. The concept that man shares responsibility for maintaining individual wellness is explored. Economic practice in purchasing, storing, preparing and serving food for the individual and the family will be discussed. The nurse’s responsibility for Diet and Nutrition in the health care agency is emphasized.

PRN 0100 Maternal/Child Health. 2 v.c.
SU – Prerequisites: DEP 2004 or PRN 0020, PRN 0070. Corequisite: PRN 0100L. This course is designed to assist the student to understand the needs of the expectant mother, infant, and family from the beginning of pregnancy through the childbearing period and to understand the needs of children as they grow and develop into adulthood. The promotion and maintenance of health during the rapidly developing years and the impact of illness on normal family life and growth and developmental tasks will be emphasized. The phases of the nursing process are used to guide the student in the performance of therapeutic and protective nursing measures.

PRN 0100L Maternal/Child Health Laboratory. 3 v.c.
SU – Lab fee. Prerequisites: PRN 0200, PRN 0301L. Corequisite: PRN 0100. This course provides for the application of content in clinical settings with mothers, infants, and children. The student will utilize the nursing process to assist the client in meeting needs of growth and development, self care, prevention of illness, and early detection and treatment of problems. Follow through experiences will be planned for labor and delivery and accompanying a child to surgery when possible.

PRN 0200 Medical/Surgical Nursing I. 1 v.c.
FA, SU – Prerequisites: BSC 0070, PRN 0301. Corequisite: PRN 0301L. This course focuses on adults who are experiencing disturbances of ingestion, digestion, absorption and elimination; problems resulting from endocrine imbalances; and common problems of body supportive structures and locomotion. The nursing process provides the framework to acquire the knowledge necessary to implement care for patients with common occurring health problems having predictable outcomes. Diabetic diets, testing for blood sugar and the administration of hypoglycemics are discussed.

PRN 0201 Medical/Surgical Nursing II. 2 v.c.
FA, SP – Prerequisites: PRN 0301, PRN 0200. Corequisite: PRN 0302L. This course focuses on adult patients who are experiencing threats to adequate respiration, transmission of infectious respiratory diseases, insults to cardiovascular integrity, disorders of the circulatory system, immunological disorders, and oncology including care and treatment of the cancer patient. The nursing process provides a framework for the student to learn the common disease entities affecting respiratory, cardiovascular, circulatory, and immunological function of the adult.

PRN 0202 Medical/Surgical Nursing III. 2 v.c.
FA, SP – Prerequisites: PRN 0201, PRN 0302L. Corequisite: PRN 0303L. This course focuses on the maintenance and preventive care of adults with acute and chronic sensory, neurologic, urologic, and reproductive disorders including sexually transmitted diseases. Emphasis is on the recipient of care and the family as an interrelated unit. The nursing process provides a framework for students to learn human responses to common health disorders.

PRN 0301L Medical/Surgical Nursing I Laboratory. 4 v.c.
FA, SU – Lab fee. Prerequisite: PRN 0002. Corequisite: PRN 0200. This clinical course is designed to assist the student to utilize the nursing process in planning care and nursing interventions in the care of adult patients who are experiencing disorders of ingestion, digestion, absorption and elimination; problems resulting from endocrine imbalances; and common problems of body supportive structures and locomotion.

PRN 0302L Medical/Surgical Nursing II Laboratory. 5 v.c.
FA, SP – Lab fee. Prerequisites: PRN 0200, PRN 0301L. Corequisite: PRN 0201. This course is designed to assist the student to use the nursing process in planning care of adult patients who are experiencing threats to adequate respiration, insults to cardiovascular integrity, and circulatory disorders.

PRN 0303L Medical/Surgical Nursing III Laboratory. 5 v.c.
FA, SP – Lab fee. Prerequisites: PRN 0201, PRN 0302L. Corequisite: PRN 0202. This course is designed to assist the student to utilize the nursing process in planning care and nursing interventions for patients experiencing disorders of the psychomotor or sensory function, disorders resulting in urologic problems, and common problems of disfigurement.

PRN 0500C Gerontology. 1 v.c.
SP, SU – Corequisites: HSC 0001C, HSC 0591C. Theories of aging concerns of aging families, adjustments confronted by the elderly, and the normal aging process are discussed. This course serves as a foundation for Fundamentals of Nursing II, during which the student interacts with the elderly.

PRN 0904 Practical Nursing Seminar. 1 v.c.
FA, SU – The Practical Nursing Seminar provides the student with an opportunity to learn about employment opportunities, licensure, continuing education, legal and ethical aspects of nursing, substance abuse and its effect on individuals and families, community agencies dealing with health issues and other major issues affecting nurses and the nursing profession.

PSC 1351 Physical Science Survey. 3 c.c.
FA, SP, SU – Prerequisite or Corequisite: MAC 1105 or MGF 1106. An introductory physical science course for the non-science major with emphasis on the areas of physics and geology. The physics portion of the course deals with fundamental concepts, language and mathematics used in physics. Topics include sound, light, heat, electricity, magnetism, mechanics and elements of modern physics. The geology related section of the course includes the study of minerals and rocks, structural features of the earth, various earth forms, earth processes, and the physics principles behind them. A working knowledge of algebra is essential for this course. Meets A.A. general education Category VII.

PSC 1931, 1932, 1933 Special Topics in Physical Sciences. 1 c.c., 2 c.c., 3 c.c.
TBA – This course is designed to allow flexibility for presenting a variety of topics in the physical sciences, such as a specialized offering in one of the physical science disciplines, or a hybrid/interdisciplinary course in two or more traditional disciplines in the physical sciences. This course may be repeated for credit when content varies.

PSY 1001 Introduction to Psychology. 3 c.c.
TBA – An introductory course explaining the basic terms and concepts of psychology. This course will provide a basic understanding of human behavior and personality development with an emphasis on practical applications. It is not a prerequisite to PSY 2012 General Psychology. Students are advised to check program requirements of their major. Some schools may require PSY 2012 for transfer.
PSY 2001 Introduction to Experimental Psychology. 3 c.c.
FA, SP – Prerequisites: Test score requirement the same as ENC 1101 and PSY 1000 or PSY 2012. Introduces the methods psychologists use to study behavior. The student will learn how to do a literature search, and how to design, conduct and report on a laboratory experiment of his/her own design. A writing emphasis course.

PSY 2012 General Psychology. 3 c.c.
FA, SP, SU – Prerequisite: Test score requirement the same as ENC 1101. A survey of psychology as a social science incorporating the physiological aspects of personality development and mental health. The course focuses on the adaptation of the individual to his physical and social environments. Human motives and emotions, learning and memory, attention, thinking, intelligence, personality, and abnormal mental conditions are among the topics covered. The emphasis is on the physiological and socio-environmental causes of behavior. Meets A.A. general education Category IV. A writing emphasis course.

PSY 2941 Psychology Internship. 1 c.c.
SP – This course is designed for students preparing for careers in psychology and/or social science disciplines. Students learn about the sequence of steps involved in the scientific research process including topic selection, literature review, data collection, selection of research design and methodology, presentation of findings, and interpretation of findings. Students gain first-hand knowledge about practicing the social science of psychology by participating in activities such as meetings of the Southeastern Psychological Association.

PSY 2942 Psychology Internship. 2 c.c.
FA, SP – This course is designed for students preparing for careers in psychology and/or social science disciplines. Students participate in crisis intervention training. Upon successful completion of training, students work as supervised volunteers in a crisis intervention and counseling setting.

PSY 2943 Psychology Internship. 3 c.c.
TBA – This two-component internship is designed for students preparing for careers in psychology and/or social science disciplines. In the first component students learn about and practice the sequence of steps involved in the scientific research process by preparing for and participating in activities such as meetings of the Southeastern Psychological Association (SEPA). In the second component students participate in crisis intervention training and service. Upon successful completion of training, students work as supervised volunteers in a crisis intervention and counseling setting.

REA 0001C College Preparatory Reading I. 3 c.p.
FA, SP, SU – Prerequisite: Appropriate score on Florida Entry-Level Placement Exam. This is a basic course designed to increase a student’s reading comprehension and vocabulary. This course will provide basic skills in word usage and reading comprehension.

REA 0002C College Preparatory Reading II. 3 c.p.
FA, SP, SU – Prerequisite: Appropriate score on Florida Entry-Level Placement Exam or REA 0001C. This course is required for students reading below the college level. It provides instruction in vocabulary skills, listening skills, and comprehensive skills.

REA 1105C Reading. 3 c.c.
FA, SP, SU – Prerequisite: Appropriate score on Florida Entry-Level Placement Exam or REA 0002C. This course is designed to improve reading comprehension and vocabulary skills. Reading skills appropriate for college assignments are emphasized. The course can also be used as an elective for anyone wishing to improve the above skills.

REA 1125 Essential Reading Skills. 1 c.c.
FA, SP, SU – This course is recommended for students preparing for the CLAST. It provides a review of each of the reading skills tested on the CLAST.

REL 2223 Biblical Studies I. 3 c.c.
FA, SP – A look at selected chapters of the Torah (Five Books of Moses) through the eyes of ancient, medieval and modern commentators. The student will learn how thinkers have searched for truth and understanding in the Biblical text.

RTE 1000 Introduction to Radiologic Technology. 1 c.c.
FA – A.A.S. only. An introduction to the role of the radiographer, the hospital, and the regulations of the program. Medical ethics and legal considerations are emphasized.

RTE 1111 Radiographic Nursing Procedures. 2 c.c.
FA – A.A.S. only. Body mechanics, sterile technique, vital signs and emergency procedures are demonstrated with the student clinical activities.

RTE 1418C Principles of Radiographic Exposure. 3 c.c.
SP – A.A.S. only. Prerequisite: RTE 1420. An overview of the production of the radiographic image on film involving both lecture and laboratory exercises. Laboratory experiments will be performed with campus radiographic equipment and phantoms demonstrating the various factors relating to and affecting radiographic images.

RTE 1420 Darkroom Techniques. 1 c.c.
FA – A.A.S. only. An overview of automatic film processing, radiological film qualities, facility design and function.

RTE 1503 Radiographic Positioning I. 2 c.c.
FA – A.A.S. only. Corequisites: RTE 1702, RTE 1804. Positioning of the chest, abdomen, and extremities is coordinated with Radiography Clinic I.

RTE 1513 Radiographic Positioning II. 2 c.c.
SP – A.A.S. only. Prerequisite: RTE 1503. Corequisite: RTE 1712. Correct positioning of the bones of the body, as well as the GI and GU tracts will be presented and correlated with the clinical experiences of semester II.

RTE 1562 Radiographic Special Procedures. 2 c.c.
SU – A.A.S. only. An overview of angiographic procedures and equipment as well as advanced nursing procedures.

RTE 1613 Radiographic Physics. 2 c.c.
SP – A.A.S. only. An introduction to the concept of radiation, atomic structure, energy, magnetism, basic electricity, and the use and production of high voltage as well as the x-ray machine parts and safeguards.

RTE 1702 Radiographic Anatomy and Physiology I. 2 c.c.
FA – A.A.S. only. Corequisite: RTE 1503. Chest, abdomen, extremity and spine anatomy and physiology is presented and correlated with the clinical experience of the first semester.

RTE 1712 Radiographic Anatomy and Physiology II. 2 c.c.
SP – A.A.S. only. Prerequisite: RTE 1702. Corequisites: RTE 1513, RTE 1814. Skull, cell tissue, G.I., G.U. and circulatory anatomy and physiology is presented and correlated with the clinical experience of the second semester.

RTE 1804 Radiography Clinic I. 5 c.c.
FA – A.A.S. only. Lab fee. Under direct supervision, students participate in actual clinical settings, combining the theory and concepts presented during the didactic portion of semester I.

RTE 1814 Radiography Clinic II. 5 c.c.
SP – A.A.S. only. Lab fee. Prerequisite: RTE 1804. Corequisites: RTE 1503, RTE 1712. Under direct supervision, students practice in actual clinical settings combining the theory and concepts presented during the didactic portion of semester I and II.

RTE 1824 Radiography Clinic III. 2 c.c.
SU – A.A.S. only. Lab fee. Prerequisite: RTE 1814. Under direct supervision, students participate in actual clinical settings combining the theory and concepts presented during the didactic portion of semesters I, II and III.

RTE 1834 Radiography Clinic IV. 3 c.c.
SU – A.A.S. only. Lab fee. Prerequisite: RTE 1824. Under direct supervision, students participate in actual clinical settings combining the theory and concepts presented during the didactic portion of semesters I, II, and III.

RTE 1931L, 1932L, 1933L, 1934L, 1935L Special Topics in Radiography. 1 c.c., 2 c.c., 3 c.c., 4 c.c., 5 c.c.
TBA – A.A.S. only. Lab fee. Under direct supervision, students practice in actual clinical settings combining the theory and concepts of the program for the current semester. Additionally, the student is required to pass all clinical competencies of the previous semester(s).

172 Pensacola Junior College
An introduction to the tests and equipment
Prerequisite:
RTE 1834. Under A continuation and a Permission of program manager. This is Current events pertinent to the field of RTV 2241C. Develops field video
Prerequisite:
4 c.c.
This course is not for beginners.
GRA 2152C, RTV 2242C. This RTE 2844. Under both RTE 1712. Respiratory, nervous, 4 c.c.
2 v.c.
Prerequisite:
RTE 1418C. An overview of
RTE 2943 Radiologic Technology Internship. 3 c.c.
RTE 2854 Radiography Clinic VI. 4 c.c.
RTE 2844 Radiography Clinic V. 4 c.c.
RTE 2782 Applied Radiographic Pathophysiology. 1 c.c.
RTE 2782 Radiographic Imaging I. 1 c.c.
RTE 2061 Radiographic Imaging I. 1 c.c.
RTE 2062 Radiographic Imaging II. 2 c.c.
SP – A.A.S. only. Prerequisite: RTE 2601. A continuation and a more in depth study of radiographic, fluoroscopic, and image recording equipment.
RTV 2207C Television Production IV:
Client-Based Television. 3 c.c.
TBA – Lab fee. Prerequisites: GRA 2152C, RTV 2242C. This is a capstone course in the Digital Video/Broadcast curriculum. Students in this class work one on one with clients to produce television programming that meets the needs of the client. Students handle all aspects of planning and production, including legal, ethical, budgetary and creative decisions. Students will also hone advanced post production techniques in animation, graphics and audio production.
RTV 2224C Lighting for Television. 3 c.c.
TBA – Prerequisite: RTV 2241C. This course provides the principles and processes involved in obtaining professional results with television lighting. Both television studio and field lighting techniques will be covered.
RTV 2241C Television Production I: Studio Production. 3 c.c.
TBA – Lab fee. This course covers the basic techniques of television production including camera and studio operation, staging, graphics, performance and lighting. In addition, the course introduces students to pre-production planning that includes program treatments/proposals, basic scriptwriting, storyboarding, floor plans and crew assignments. WSRE-TV studio facilities are used.
RTV 2242C Television Production III: Advanced Directing and Post-Production. 3 c.c.
TBA – Lab fee. Prerequisite: RTV 2245C. This course designed to expand on skills learned in Television Production I: Studio Production and Television Production II: Field Production and Editing, develops advanced television post production techniques in animation, graphics and audio. In addition, television directing skills are enhanced through the creation of video programming that combines studio, field and post production techniques.
RTV 2245C Television Production II: Field Production and Editing. 3 c.c.
TBA – Lab fee. Prerequisite: RTV 2241C. Develops field video production and editing techniques while enhancing aesthetic, writing and storytelling skills necessary for video production. The course emphasizes non-linear digital editing techniques, graphic design and digital audio production techniques. The basics of animation and digital video effects are introduced.
RUS 1120 Beginning Russian I. 4 c.c.
TBA – Essentials in grammar; drill in pronunciation and reading. Special emphasis on oral communications in the language. The course will include four credits of classroom instruction which may be augmented by study in the Foreign Language Laboratory.
RUS 1121 Beginning Russian II. 4 c.c.
TBA – Prerequisite: RUS 1120. This course is not for beginners. The course will include four credits of classroom instruction which may be augmented by study in the Foreign Language Laboratory. Emphasis will be placed upon speaking and comprehension as well as culture. A wide variety of audio-visual materials will be at the student’s disposal. Meets A.A. general education Category V.
SLS 0341 Career Communications. 1 v.c.
TBA – This course is designed to prepare students for planning and implementing a successful job search and for maintaining productive work experience on the job. Specific topics include: interpersonal skills, interview skills, problem solving techniques, job planning and developing responsible work behaviors.
SLS 0380 Introduction to Entrepreneurship. 2 v.c.
SP, SU – Prerequisite: Permission of program manager. This is a basic course in entrepreneurship: the formation, planning, management and operation of a small business. This course will present a logical sequence of the necessary steps for either starting a new business or strengthening and continuing an existing business. Basic principles of finance, marketing, business law, accounting, management will be presented within the context of the small business. Also included is insurance billing and networking.
SLS 1101 College Success. 3 c.c.  
FA, SP, SU – College Success is designed to assist students in developing effective college survival skills, life management skills, and career achievement skills that will enable them to succeed in college, in the workplace, and in becoming productive members of society. The student has the opportunity to explore career opportunities and to develop good time management skills, positive social skills, an awareness of and appreciation for diversity, critical and creative thinking skills, effective reading techniques, test-taking and note-taking strategies, and goal setting techniques.

SLS 1122 Introduction to College Life. 1 c.c.  
SU – This course is designed to introduce students to the many educational opportunities and services at Pensacola Junior College. It will include the techniques of educational planning, how to register, and will provide experiences for establishing identity, determining strengths, clarifying values, setting goals, and taking action. Students are encouraged to participate in appropriate developmental services to enable them to achieve optimal success in college.

SLS 1353 Generations at Work. 3 c.c.  
FA, SP, SU – This course covers basic skills needed for workplace success such as problem solving, critical thinking, team work and cooperation, time management, good communication, stress management and conflict resolution. Classroom sessions includes discussions, role playing, video modeling, practice, feedback, and activities to build participants skills and encourage the transfer of new skills to the workplace.

SON 1004C Basic Procedures. 4 c.c.  
SU – A.A.S./Certificate. Prerequisites: BSC 1094, PHY 1025: An introduction to clinical protocols/procedures and the role of the sonographer. Competency in patient care skills required of a sonographer is acquired. This course also includes common disease processes, medical terminology, and professional issues.

SON 1100C Principles and Protocols of Sonography. 3 c.c.  
SU – A.A.S./Certificate. Lab fee. Corequisite: SON 1170. An introduction to the basic principles of sonographic scanning and scanning protocols for the abdomen, pelvis, and vascular system with laboratory practice of basic skills and application of basic principles.

SON 1111 Abdominal Sonography I. 3 c.c.  
FA – A.A.S./Certificate. Prerequisite: SON 1170. This course covers the sonographic appearance of abdominal cavity, recognition of abnormality sonographically, and optimizing imaging of the abdomen. Gross anatomy and physiology of abdominal structures and congenital malformations are included.

SON 1112 Abdominal Sonography II. 3 c.c.  
SP – A.A.S./Certificate. Prerequisite: SON 1111. This course is a continuation of SON 1111 stressing deviation from normal and customizing the sonographic examination to make a diagnostically optimal study.

SON 1121 OB/GYN Sonography I. 3 c.c.  
FA – A.A.S./Certificate. Prerequisite: SON 1170. This course covers the sonographic appearance of the female reproductive system with and without pregnancy, recognition of abnormality sonographically, and optimizing imaging of the female pelvis. Gross anatomy and physiology of the female reproductive system and congenital malformations are included. Anatomy and physiology of normal obstetrics from fertilization through the post natal period is covered as well as obstetrical sonographic imaging.

SON 1122 OB/GYN Sonography II. 3 c.c.  
SP – A.A.S./Certificate. Prerequisite: SON 1121. This course is a continuation of SON 1121 stressing deviation from normal and customizing the sonographic examination to make a diagnostically optimal study.

SON 1144 Superficial Structures (Small Parts). 3 c.c.  
SU – A.A.S./Certificate. Prerequisite: SON 1112. This course includes anatomy, physiology, and pathophysiology of the superficial structures imaged with sonography. Sonographic recognition of normal and pathologic states and the techniques unique to superficial structure imaging is stressed.

SON 1170 Sonography of the Circulatory System. 2 c.c.  

SON 1211 Medical Sonography Physics I. 3 c.c.  
FA – A.A.S./Certificate. Prerequisite: SON 1170. This course offers the principles of diagnostic ultrasound and presents the fundamental properties of ultrasound physics. Tissue interactions and interfaces, focusing characteristics and methods and intensity and power considerations are introduced, along with system resolution considerations.

SON 1212 Medical Sonography Physics II. 3 c.c.  
SP – A.A.S./Certificate. Prerequisite: SON 1211. This course offers further consideration of the properties of diagnostic ultrasound stressing the operation of the diagnostic equipment, the display system, biological effects and quality assurance methods. Current developments in ultrasound are included.

SON 1214 Practical Aspects of Sonography I. 3 c.c.  
FA – A.A.S./Certificate. Prerequisite: SON 1170. This course offers the principles of diagnostic ultrasound and presents the practical aspects of scanning techniques, film critique, film identification and patient care and handling as related to sonographic Doppler examination. Stresses the operation of diagnostic ultrasonic equipment and obtaining routine images.

SON 1215 Practical Aspects of Sonography II. 3 c.c.  
SP – A.A.S./Certificate. Prerequisite: SON 1214. This course offers more advanced principles of diagnostic ultrasound, adding knowledge of pathological processes. Further presenting the practical aspects of scanning techniques, film critique, film identification and patient care and handling as related to the sonographic examination. Stressing the correlation of all patient data, including sonographic images obtained to assist in the differential diagnostic process.

SON 1804 Sonography Clinic I. 3 c.c.  
FA – A.A.S./Certificate. Lab fee. Prerequisite: SON 1170. Under professional supervision students learn and practice in actual clinical settings combining skills learned in previous courses and didactic knowledge. Professionalism and personal interactions are stressed along with technical abilities for obtaining images.

SON 1814 Sonography Clinic II. 3 c.c.  
SP – A.A.S./Certificate. Lab fee. Prerequisite: SON 1804. This course is a continuation of SON 1804. Students will continue to build skills utilizing clinical facilities. Deviation from normal and adaptation of sonographic studies to obtain optimal data is stressed.

SON 1824 Sonography Clinic III. 4 c.c.  
SU – A.A.S./Certificate. Lab fee. Prerequisite: SON 1814. This course is a continuation of SON 1814. Students will continue to build skills utilizing clinical facilities. Professionalism and personal interactions are stressed along with advanced technical abilities.

SOS 2006 Introduction to Soil Science. 4 c.c.  
SP – A study of the relationships of soil water, fertilizers and plant roots. The course will include soil properties, classification, management and use. The social issues surrounding soil water use will be covered. The laboratory period will give students practical experience in the above areas.

SOW 2031 Introduction to Social Work and Social Welfare. 3 c.c.  
FA, SP, SU – This course is a survey of the social work profession from its historical roots to the present. Emphasis is placed on introducing the students to the field, practice standards, issues in social welfare, the social work process, and practice settings. Particular emphasis will be placed on the role of social workers in advancing the human condition. Students will learn about the role professional social workers play in attaining equality of opportunity, fairness, and social justice.
SPA 1612C Introduction to American Sign Language. 4 c.c.
FA, SP – This course will introduce the student to the syntax and morphology of the entire native language of deaf people. The course is designed to promote a better understanding of American Sign Language and to clarify how it differs not only from developed English Sign Systems, but from the English language as a whole. The course will also describe the history, values, and culture of deaf persons and be placed on the students’ receptive skills rather than expressive skills. Learning activities are designed to reinforce instruction through the use of videotaped materials and practice exercises developed to correspond to textbook materials. Basic conversational receptive and expressive sign language practice will be emphasized. Greater depth is explored in Intermediate American Sign Language. Meets foreign language requirement.

SPA 1613C Intermediate American Sign Language. 4 c.c.
FA, SP – Prerequisite: SPA 1612C. This course will introduce the student to the principles of idiomatic speech and colloquialisms in conversational sign language. The course emphasizes intermediate level sign vocabulary, complex grammatical constructions, and the inflection patterns in spontaneous conversation. Additional instruction will be given on the production of the conceptually accurate sign. Emphasis will be placed on increasing the expressive and receptive proficiency of the student. Learning activities emphasize the use of videotaped materials and practice exercises developed to correspond with text book materials. Intermediate level expressive skills, (i.e., conversational skills) and receptive skills will be emphasized through interaction with deaf adults and videotaped stories. Meets foreign language requirement.

SPA 2611 Structure of American Sign Language. 3 c.c.
TBA – Prerequisites: SPA 1612C, with a grade of “C” or better. SPA 1613C with a grade of “C” or better. This course in Structure of American Sign Language (ASL) is designed to explore the basic constructs of linguistics as they pertain to ASL. These basic concepts will be contrasted with corresponding constructs in English. Comparison and contrast between the two languages will include five levels of complexity: phonological, morphological, lexical, syntactic, and discourse.

SPA 2614C Advanced American Sign Language. 3 c.c.
SP – Prerequisite: SPA 1613C. This course is designed to continue development of conversational skills in ASL and an awareness of various aspects of deafness. Emphasis is placed on students’ expressive skills. Students are presented with the structure, conversational vocabulary and grammatical principles of ASL while also focusing on the historical, cultural, and social aspects of deafness. Students are also introduced to ASL literature, enhancing both comprehension and appreciation of the art of narrative expression.

SPA 2651 Fundamentals of Interpreting. 3 c.c.
SP, SU – Prerequisites: SPA 2614C or permission of department. An introduction to the basic theories, principles and practices of interpreting. This course will address the history of the interpreting profession, interpreters’ roles and responsibilities, and local/national organizations for interpreters. It is appropriate for beginning interpreters, advanced sign language students, and professionals who work with deaf people.

SPC 1006C Basic Speaking and Listening Skills. 1 c.c.
TBA – This introductory speech communication course focuses on the critical listening, message composition, and speech delivery components prescribed by the Florida College-Level Academic Skills Program. A speaking-intensive course, it involves comprehensive and critical listening, instruction of general speech concepts, and performance of basic types of speeches. Meets A.A. oral communications requirement.

SPC 1016 Fundamental Communication Concepts. 3 c.c.
FA, SP – This course provides an introduction to oral communication, examining the fundamentals of public, small group, intrapersonal, and interpersonal communication, and may include professional, mass communication, and technology-based components. Student participation in formal oral presentations, informal speaking, and listening situations are learning techniques, in addition to traditional lecture format. Meets A.A. oral communications requirement.

SPC 1600 Public Speaking. 3 c.c.
FA, SP, SU – This rhetoric-based course examines the concepts of speech communication via lecture, discussion, and practical experiences in public speaking, small group discussion and problem-solving, and comprehensive and critical listening. This is a speaking-intensive course, and participation may include original research, writing, and delivery of several types of formal speeches, panel discussions, and critical analysis and evaluation of other speakers. Meets A.A. oral communications requirement.

SPC 2300 Interpersonal Communication. 3 c.c.
FA, SP, SU – This comprehensive course studies the speech communication principles involved in one-to-one interaction, family, social, and occupational group communication, comprehensive listening, and intrapersonal thought. Discussions and activities focus on application of verbal and nonverbal communication to convey messages about the self, to create and maintain relationships, to improve academic and professional performance, and to manage/resolve conflict, among other concepts. Learning techniques may include formal and informal presentations, role play, simulation, and small group participation. Meets A.A. oral communications requirement.

SPC 2931, 2932, 2933 Special Topics. 1 c.c., 2 c.c., 3 c.c.
TBA – Prerequisites: A grade of “C” or better in ENC 1102 or SPC 1600 or SPC 2300. This course is designed to allow flexibility for presenting a variety of topics in communication, including but not limited to interpersonal relationships, communication in film, small group dynamics; voice and dictation; nonverbal communication; and intercultural communication. Oral performance may be required. Course(s) may be repeated for credit when content varies. Lab fees may be required.

SPN 1120 Beginning Spanish I. 4 c.c.
FA, SP, SU – Fundamentals of grammar, drill in pronunciation, reading, and special emphasis on oral expression in the language. The course includes four credits of classroom instruction which may be augmented by study in the Foreign Language Laboratory. If you have had two consecutive years of Spanish in high school, it is strongly advised you begin in SPN 1121.

SPN 1121 Beginning Spanish II. 4 c.c.
FA, SP, SU – Prerequisite: SPN 1120. Not for beginners. The course will include four credits of classroom instruction which may be augmented by study in the Foreign Language Laboratory. Emphasis will be placed upon speaking and comprehension as well as culture. A wide variety of audio-visual materials will be at the student’s disposal. This course is available in an intensive, six-week version during the summer term. If you have had two consecutive years of Spanish in high school, it is strongly advised you begin in SPN 1121. Meets A.A. general education Category V.

SPN 2200 Intermediate Spanish I. 3 c.c.
FA, SP – Prerequisite: SPN 1121. Development of ability to read with comprehension and to write and speak about the history and the culture of the Spanish-speaking countries with the emphasis on the oral-aural aspects of the language. The study of grammar is continued on a more advanced level.

SPN 2201 Intermediate Spanish II. 3 c.c.
FA, SP – Prerequisite: SPN 2200. This course is designed to further enhance the knowledge of students in the Spanish language. The four language skills of listening, reading, writing and speaking will offer the students the opportunity to learn more about the stylistics of the language. Creative material will be introduced that will help students acquire more information about the history and culture of the language.

SPN 2240 Conversational Spanish I. 3 c.c.
FA, SP – Prerequisite: SPN 2201. The course is intended for any student with at least six hours of Spanish who desires proficiency in spoken Spanish. The student is urged to use Spanish in class in the practicing of structural drills and the discussion of varied materials in Spanish.

SPN 2241 Conversational Spanish II. 3 c.c.
FA, SP – Prerequisite: SPN 2240. A continuation of Conversational Spanish I, SPN 2240.
STA 2023 Elementary Statistics. 3 c.c.
FA, SP, SU – Prerequisite: Appropriate score on Florida Entry-Level Placement Exam or completion of MAT 1033 with a grade of “C” or better. This is a study of fundamental statistical methods including organization, analysis and interpretation of numerical data, measures of central tendency and dispersion, statistical distributions, sampling techniques, hypothesis testing, probability, z-tests, chi-square tests, correlations, and regression equations. Meets A.A. general education Category III.

STS 0003C Introduction to Surgical Technology. 6 v.c.
FA – Lab fee. Prerequisite: Admission to the Surgical Technology program. Corequisites: HSC 0001C, STS 0804. The purpose of this course is to introduce students to the duties and responsibilities of the surgical technologist as a member of the surgical team in a health care organization. Course topics will include surgical suite organization and management, the physical environment of the surgical suite, and the historical development of surgery. Communication skills and ethical, legal, and moral responsibilities of the surgical technologist will be emphasized throughout the course. Beginning skills needed in the operating room will be taught in the campus lab setting. Students will complete a perioperative observation experience.

STS 0120 Surgical Specialties I. 4 v.c.
FA – Prerequisites: BSC 0070, HSC 0001C, MEA 0230, STS 0003C, STS 0804. Corequisites: STS 0255L, STS 0803C. This course is an introduction to the various types of general, obstetric and gynecologic surgical procedures, ophthalmic, otolaryngology, oral and maxillofacial and genitourinary surgery.

STS 0121 Surgical Specialties II. 1 v.c.
SU – Prerequisite: STS 0255L. Corequisite: STS 0256L. This course will reinforce and extend the instructional concepts, principles, and skills of surgical technology practice emphasized throughout the course. The focus is on integrating all previously learned concepts, principles, and skills essential to the role of the entry-level surgical technologist. Emphasis will be placed on the specialties of cardiothoracic, peripheral vascular surgery and neurosurgery.

STS 0122 Surgical Specialties III. 1 v.c.
SU – Prerequisite: STS 0121, STS 0256L. Corequisite: STS 0257L. This course is the last in a series of courses which focus on specialty surgical procedures. More complex surgical specialties will also be covered: pediatric surgery, orthopedic surgery, plastic and reconstructive, diagnostic procedures and biomedical science.

STS 0255L Surgical Procedures Clinical I. 9 v.c.
SP – Lab fee. Prerequisites: HSC 0001C, STS 0003C, STS 0804, S00758. Corequisites: STS 0120, STS 0803C. This course consists of supervised, beginning-level learning experiences in clinical settings. Students will apply and reinforce concepts, principles, and skills of surgical technology practice while progressing from the role of observer to that of a supervised member of the surgical team. Emphasis will be placed on general surgery and the specialties of gynecology and obstetric surgery, ophthalmic surgery, otolaryngology, oral and maxillofacial surgery and genitourinary surgery.

STS 0256L Surgical Procedures Clinical II. 6 v.c.
SU – Lab fee. Prerequisite: STS 0255L. Corequisite: STS 0803C. The focus of this course is to provide clinical experience which will allow the student to develop increased competency of surgical technology skills in general surgery and selected specialty areas. Emphasis will be placed on pediatric surgery, orthopedic surgery, plastic and reconstructive surgery, diagnostic procedures and biomedical science.

STS 0803C Pharmacology and Anesthesia. 2 v.c.
SP – Prerequisites: BSC 0070, MEA 0230, STS 0804. An introduction to pharmacology and anesthesia from the perspective of the surgical technologist. Participants will become familiar with the care and handling of drugs and solutions, the use of drugs in the care of surgical patients, and the principles of anesthesia administration.

STS 0804 Basic Microbiology. 2 v.c.
FA – This course covers the characteristics and activities of microorganisms. It surveys the various microbial groups, especially bacteria, viruses, and fungi, with an emphasis on pathogenic forms. Bacterial growth, metabolism, and genetics are discussed in some detail. Theories and methods of destruction, removal and inhibition of microorganisms in the environment are studied, as well as how the human body's natural defenses act to protect us against pathogenic microorganisms and how chemotherapeutic agents assist in this task. Various significant aspects of several infectious diseases that occur in humans are also covered.

SUR 1100C Construction Surveying. 4 c.c.
SU – A.A.S. only. Lab fee. Corequisite: MAT 1033 or higher. Math or permission of instructor. An introductory course including the fundamentals of plane surveying and the use and care of equipment. Topics covered include theory of leveling, angles and bearings, curves and topography. An introductory laboratory designed to include measurement of distance, leveling, and land surveying. Includes use of Laser/Electronic Distance Meter.

SYG 2000 Introduction to Sociology. 3 c.c.
FA, SP, SU – Prerequisite: Test score requirement the same as ENC 1101. Sociology is the systematic study of human group dynamics. As such, this introductory course will cover the theoretical foundations of sociology and their application to modern society. Some topics covered include: race and ethnicity, gender and age inequalities, globalization, education and politics. The course invites students to view and analyze their social world in a new and exciting perspective. Meets A.A. general education Category IV. A writing emphasis course.

SYG 2010 Social Problems. 3 c.c.
FA, SP – Prerequisite: Test score requirement the same as ENC 1101. This course utilizes current sociological research and theory to analyze the origins and possible solutions to those problems found in modern-day social institutions such as marriage, the economy, government, education and health care. Other topics include social costs of environmental degradation, ethical issues associated with rapidly changing technology, poverty and crime. Students are encouraged to participate actively in this discussion-based class. Meets A.A. general education Category IV. A writing emphasis course.

TAX 2000 Income Tax Procedures. 3 c.c.
FA, SP – A.A.S. only. Prerequisite: ACG 2001 or ACG 2021. The study of current Federal Income Tax Laws and rules as they apply to individual income tax returns. Actual tax forms are studied and prepared by the student. Topics include gross income, exclusions, and exclusions, personal itemized deductions, tax credits and pre-payments, capital gains and losses, and rental and self-employment income.

THE 2000 Introduction to Theatre. 3 c.c.
FA, SP, SU – Prerequisite: Test score requirement the same as ENC 1101. Designed to instill in the student a curiosity and interest in all areas of the theatre by inspiring him or her to look at this collaborative art form from the point of view of those who create it. This is not an acting class. Meets A.A. general education Category V. A writing emphasis course.

THE 2083 Theatre Problems. 3 c.c.
TBA – Prerequisite: THE 2000. This is an advanced course for students who have demonstrated that they are capable of advanced, highly specialized work in a particular area of the theatre such as scene design, acting methods, play writing, and directing. Students are assigned to a teacher who will design, supervise, and evaluate their projects. May be used for certification or recertification of high school drama teachers. May be repeated for credit (three times).
THE 2300 Dramatic Literature. 3 c.c.  
SP – Prerequisite: THE 2000. This course explores dramatic literature and develops the student’s knowledge and appreciation of the elements of literature through the study of selected scripts, playwrights and dramatic theories. Among these elements are the history of dramatic literature, genre study and the theory and practice of dramatic analysis and criticism.

TPA 2200 Introduction to Technical Theatre. 3 c.c.  
SP – Basic design practice as applied to stage settings, practical exercises in construction, painting, mounting, and lighting of a stage production. Students enrolled in this course will not be permitted to enroll in Stagecraft Workshop during the same semester.

TPA 2290C Technical Laboratory. 1 c.c.  
FA, SP, SU – Course constitutes participation in the backstage technical operation of the current production. This course may be taken three times. Hours to be arranged.

TPP 1100 Introduction to Acting. 3 c.c.  
SU – An introduction to the basic skills of acting, voice, and dance for the stage. Course consists of one hour daily lectures/participation covering various aspects of theatre arts, including costumes, scenery, and make-up to be followed by three hours of rehearsal. Students will participate on stage or back stage in a musical or dramatic production. This course may be repeated as different productions are performed.

TPP 1110 Acting I. 3 c.c.  
FA – Prerequisite: Speech or permission of instructor. A practical study of beginning acting. Basic skills will be practiced in pantomime, improvisations, and selected scenes. Participation in current PJC productions is encouraged, as well as studying other actors in performance in area theaters: Pensacola Little Theatre, University of West Florida, and local secondary schools.

TPP 1111 Acting II. 3 c.c.  
SP – Prerequisite: TPP 1110 or permission of instructor. A study of acting styles with practical application of acting skills in classroom exercises and extra-curricular activities. Study of the advantages and disadvantages of theatre as a vocation and/or an avocation.

TPP 2190 Rehearsal and Performance. 1 c.c.  
FA, SP, SU – Prerequisite: Permission of instructor. This credit hour is restricted to the students who are cast in performing roles in the dramatic productions of the semester. This credit may be earned three times. Hours to be arranged.

TPP 2250 Introduction to Musical Theatre. 3 c.c.  
SP – Introduction to the study of musical theatre analysis, creation, and performance as applied to the study of voice, dance, and acting.

TPP 2300 Directing I. 3 c.c.  
FA – Prerequisite: TPP 1110 or permission of instructor. Introduction of the fundamental principles and techniques of play direction to include script selection and analysis, casting, blocking, composition, picturization, interpretation and staging of plays.

VPI 0100 Vocational Preparatory Reading. 1 v.p.  
FA, SP, SU – Prerequisite: A student must apply for a Vocational Certificate Program. The course is designed to develop reading skills, basic study skills and comprehension. Development of these skills is through individual lab activities, computer-assisted instruction, lab and home assignments, and pre/post evaluation. Two repeats are allowed.

VPI 0200 Vocational Preparatory Mathematics. 1 v.p.  
FA, SP, SU – Prerequisite: A student must apply for a Vocational Certificate Program. The course is designed for the student who needs to develop basic arithmetic skills focusing on relating math to the specific vocational training area. Emphasis is on individualized learning including lab activities, computer-assisted instruction, lab and home assignments and pre/post evaluation. Two repeats are allowed.

VPI 0311 Vocational Preparatory Language. 1 v.p.  
FA, SP, SU – Prerequisite: A student must apply for a Vocational Certificate Program. The course is designed for the student who needs to develop basic writing skills and language skills, including language mechanics, punctuation, and sentence and paragraph development. Individualized approaches include lab activities, computer-assisted instruction, lab and home assignments, and pre/post evaluation. Two repeats are allowed.

WCL 0050C Health Unit Coordinator Functions. 8 v.c.  
FA, SP – Lab fee. Prerequisites or Corequisites: HSC 0001C, OTA 0101. Classroom instruction and laboratory practice in receptionist duties, transcription of physician’s orders, orientation to the hospital environment, maintenance of patient charts and forms, and coordinating the non-clinical tasks associated with health care nursing units. (Students must be preadmitted into the Health Unit Coordinator Program to take this course.)

WCL 0055L Health Unit Coordinator Clinical I. 6 v.c.  
SP – Lab fee. Prerequisite: WCL 0050C. Provides instruction in the use of a specific hospital’s computer order entry system. On-the-job training is designed to give the student work experience in hospitals on various nursing units. The experience allows the student to practice health unit coordinating skills learned in the classroom under the supervision of practicing health unit coordinators and the instructor.

WIS 2600 Wildlife Management in Forestry. 3 c.c.  
FA – The study of wild life management practices and wildlife habitat; and the manipulation of wildlife through forest management practices.

WST 2010 Introduction to Women's Studies. 3 c.c.  
TBA – Prerequisite: Test score requirement the same as ENC 1101. An interdisciplinary approach to the study of major issues relevant to the female experience. The course integrates imaginative literature with a variety of non-fiction readings from history, psychology, and other academic disciplines. Reading, writing, discussing, and working collaboratively will develop students’ understanding of the experiences of women in Western culture and provide them with a context for evaluating their personal experiences. A writing emphasis course.

ZOO 1010 General Zoology. 3 c.c.  
FA, SP, SU – Corequisite: ZOO 1010L. Morphological, physiological, and taxonomic aspects of animals are studied. Representative animals are used to illustrate significant characteristics of major and animal groups. Variety of form and function in animals is given considerable emphasis throughout the course. Local beach and marine animals are emphasized. Recommended for biology majors. Meets A.A. general education Category VI.

ZOO 1010L General Zoology Laboratory. 1 c.c.  
FA, SP, SU – Lab fee. Corequisite: ZOO 1010. An introductory course with the appropriate microscope and dissection exercises to accompany ZOO 1010. Meets A.A. general education Category VI.

ZOO 2303 Vertebrate Zoology. 3 c.c.  
FA – Prerequisite: ZOO 1010. Corequisite: ZOO 2303L. A survey of the biology of vertebrates, with emphasis on evolution, taxonomy, anatomy, physiology, behavior, and ecology.

ZOO 2303L Vertebrate Zoology Laboratory. 1 c.c.  
FA – Lab fee. Prerequisite: ZOO 1010L. Corequisite: ZOO 2303. A laboratory course covering the anatomy, taxonomy, and behavior of the vertebrates, including survey of related chordates. Dissection of representatives of vertebrate classes, use of taxonomic keys, and a project are included in class assignments.
COLLEGE PERSONNEL

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Isaac Brigham, Ph.D.
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Gean Ann Emond, M.B.A.
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Vacant

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Director, Development/Alumni Affairs
Business Manager–PJCF
Annual Fund and Alumni Affairs Development Coordinator
Donor Relations Manager
Accounting Specialist
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**Internet Systems Coordinator**.......................................................................Jeff Ward  
**Senior Internet Systems Analyst**...............................................................Paul Chaney  
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  General Manager.................................Sandra Cesaretti Ray
  Senior Administrative Assistant...............................Vacant

Director, Engineering and Operations/
  Assistant Station Manager............................Roland Phillips
  Assistant Director, Engineering and Operations .........................Herb Gilbert
  Director, Development for WSRE..........................Bill Harrell
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LRC Acquisitions Technician .................................... Darene Harris
LRC Acquisitions Technician .................................... Wanda Osborne
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LRC Circulation Technician ..................................... Martha Weyels

LRC Technical Services
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Project Success Specialist .................................... Joanne Garrett

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Support Services Representative ......................... Dushey Spivey
Welfare Services Specialist .................................. Natasha Allen
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Bursar .................................................................Vacant
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Coordinator,
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Accounting Specialist .........................................Barbara McLean
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Senior Accounting Clerk ................................Donna Gee
Senior Accounting Clerk ...............................Jeanette Williams
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Accounting Specialist, Payroll ........................Maria Piper-Smith
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Purchasing Specialist ...........................................Wannele Schamun
Purchasing Specialist .........................................Emily Weddington
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Human Resources Specialist.................................................................Renate Eacret
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Police Sergeant ................................................................................................Lisa Van Natter
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Police Officer ......................................................................................................Rodney Rani
Police Officer ................................................................................................................Vacant
Police Officer ................................................................................................................Vacant
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Senior Custodian............................................................................Jesse Johnson
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Senior Custodian...........................................................................Susan Lusane
Senior Custodian...........................................................................Ethel McCastle
Senior Custodian..........................................................................Yashep Nedabyah
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Custodian.......................................................................................Betty Johnson
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Custodian, Warrington.................................................................Patricia Marshall
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Custodian, Warrington.................................................................Rodney Pritchett
Custodian......................................................................................Daniel Showers
Custodian, Warrington.................................................................Craig Sims
Custodian.......................................................................................Vacant

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Maintenance Supervisor, Electrical Shop....................................Michael Miller
Maintenance Supervisor, Milton....................................................Jerry Laughbaum
Maintenance Specialist, Milton......................................................Fred Loper
Maintenance Supervisor, Warrington.............................................Dale Moore
Maintenance Specialist, Warrington..............................................Tommy Hooks
Maintenance Specialist, Warrington..............................................Vacant
Maintenance Specialist, Warrington..............................................Vacant
Maintenance Specialist................................................................Michael Allen
Maintenance Specialist................................................................Michael Barrett
Maintenance Specialist................................................................John Darby
Maintenance Specialist................................................................Thomas Kurant
Maintenance Specialist................................................................Don Oglesby
Maintenance Specialist................................................................Paul Owens
Maintenance Specialist................................................................Gerald Sanders
Maintenance Specialist................................................................Randy Studdard
Maintenance Specialist................................................................Warren Warren
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Maintenance Technician................................................................Anderson Johnson
Maintenance Technician................................................................Vacant
Maintenance Specialist................................................................Rick Bennett

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Maintenance Specialist................................................................Larry Hunt
Maintenance Specialist................................................................Michael Nash
Maintenance Supervisor, Paint Shop.............................................James Fields
Maintenance Specialist................................................................Obediah Bonham
Maintenance Specialist................................................................Alvin Jackson

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Senior Groundskeeper................................................................Michael Houston
Senior Groundskeeper, Milton.......................................................Larry Brook
Senior Groundskeeper, Warrington...............................................Herman Travis
Senior Groundskeeper, Warrington...............................................Vacant
Irrigation Technician........................................................................Vacant
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Dean, Students ................................................................. Earl Evans

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Coach, Volleyball, Women ................................................ Pedro (Pete) Pena
Coach, Basketball, Men ..................................................... Paul Swanson
Coach, Basketball, Women ................................................ Chanda Rigby
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Assistant Athletic Coach, Basketball, Men ......................... Terrence Harris
Assistant Athletic Coach, Basketball, Women ......................... Bridget Goodnight
Coordinator, Intramurals .................................................. Doug Rogers
Transportation Technician ................................................ John Noski

FINANCIAL AID/VETERANS AFFAIRS

Director ................................................................. Karen Kessler
Coordinator ................................................................. Laurie Carmean
Coordinator ................................................................. Virginia Santoni
Coordinator, Veteran Affairs ............................................... David Sutton
Administrative Assistant ..................................................... Kathie Geyer
Financial Aid Clerk ........................................................ Shirley Curry
Financial Aid Clerk ........................................................ Verlinda Poiędexter
Financial Aid/VA Representative ........................................ Cheryl Betts
Financial Aid/VA Representative ........................................ Elizabeth Faires
Financial Aid/VA Representative ........................................ Edith Fox
Financial Aid/VA Representative ........................................ Rod Goben
Financial Aid/VA Representative ........................................ Stephen Hill
Financial Aid/VA Representative ........................................ Carolyn Laster
Financial Aid/VA Representative ........................................ Vacant
Financial Aid/VA Specialist ................................................ Maroline Campbell
Financial Aid/VA Specialist ................................................ Debra Sims
Financial Aid/VA Specialist ................................................ Ardy Wright
Scholarship Representative ................................................ Pat Owens
STUDENT SUCCESS

Dean ................................................................................................................Joan Ziel

Educational Opportunity Center
Director ...........................................................................................................Debi Bick
Administrative Assistant ..............................................................Mary Betances
Student Services Specialist ..................................................Beverly Barberi
Student Services Specialist ..............................................Robin Giacin
Student Services Specialist ......................................................Gail Davis
Student Services Specialist ..............................................Victor Looney

Educational Talent Search
Director ............................................................................................................Carolyn G. Albritton
Administrative Assistant .............................................................Betty A. Ellis
Student Services Specialist ............................................................Lynne Butler
Student Services Specialist ........................................................Margaret Darnell
Student Services Specialist ......................................................Kimberly K. Calloway

Enrollment Management Services
Director ......................................................................................................Kathy DuTremble
Recruitment/Retention Specialist ................................................Debbie Gerard
Recruitment Specialist .................................................................Michelle Horton

Dual Enrollment
Coordinator .............................................................................................Mary Esslinger

Student Support Services
Director .........................................................................................................Cindy Minor
Administrative Assistant ...............................................................Shelby Diamond
Coordinator of Student Services ........................................Pamela Justice
Coordinator of Transfer Services ........................................Rachael Pardonner
Learning Lab Supervisor ...............................................................Randall Broxton

Testing, Assessment, and Orientation
Dean ................................................................................................................Joan Ziel
Coordinator ...................................................................................................Kathryn Quillen
Administrative Assistant .................................................................Lisa Lambeth
Senior Test Technician ............................................................................Jane Duke
Test Technician ........................................................................................Debra Mowery

CAREER PLANNING AND COUNSELING
Dean ...........................................................................................................Earl Evans
Director, Academic Advising and Career Services ................................Marsha Layfield
Advising/Career Specialist ...............................................................Saundra Colville
Administrative Assistant ...............................................................Courtney Shepherd
Professor/Advisor ..................................................................................Anthony Harris
Associate Professor/Advisor .................................................................William D. Beck
Instructor/Advisor ..................................................................................Joe Cashwell
Minority Professional Intern .............................................................Monique Collins

College Reach Out Program
Dean ...........................................................................................................Earl Evans

Disability Support Services/ADA
Director .............................................................................................James Nickles
Coordinator .............................................................................................Linda Sheppard
Sign Language Interpreter ..............................................................Rebecca Adkins

Student Life
Director .............................................................................................Peter Wilkin
Coordinator, Student Leadership and Activities ................................Dennis Reynolds
Administrative Assistant ...............................................................Angie Jones
Coordinator, Health Clinic ............................................................Judy Harrington
Campus Coordinator, Student Leadership and Activities-Warrington ................................Jacinthe Straus
Music and Theatre
District Department Head ........................................ Don Snowden
Administrative Assistant ............................................. Kelly Ryan
Professor ..................................................................... Joe W. Stallings
Associate Professor ...................................................... Xiaolun Chen
Technical Director .................................................. Robert Gandrup
Instructor ....................................................................... Vacant

Visual Arts
District Department Head ............................................ Krist Lien
Gallery Director ......................................................... Vivian Spencer
Administrative Assistant ........................................... Kathy Brower
Professor ..................................................................... William R. Clover
Professor ...................................................................... David S. Hinds
Professor ..................................................................... Carol Horigan
Professor ...................................................................... Patricia Reppenhagen
Professor ...................................................................... Patrick M. Rowe
Professor ...................................................................... Warren W. Thompson
Associate Professor ..................................................... Michael F. Boles
Assistant Professor ................................................... Cynthia App
Assistant Professor ...................................................... Stacey L. Rimmerman
Instructor ...................................................................... Mark Francis
Computer Graphics/Multimedia Specialist .................. Spiros Zachos
Minority Professional Intern ....................................... Mark Hopkins

Allied Health
District Department Head .............................................. Steve Bannow
Administrative Assistant ............................................. Dale Brewer
Professor ..................................................................... Marilyn Coseo
Professor ..................................................................... Wilma Duncans-Burnett
Professor ..................................................................... Sheila Peterson
Professor ..................................................................... Margaret Ward
Assistant Professor ....................................................... Liesa Bromet
Assistant Professor ....................................................... Donna Flynn
Assistant Professor ....................................................... Marie Hattabaugh
Assistant Professor ....................................................... Donna Shumway

Dental and Emergency
Interim District Department Head ............................... Sandra Hartley
Administrative Assistant ............................................. Tracy Hunter
Professor ..................................................................... Mindy Adshead
Professor ..................................................................... Joseph Diamond
Professor ..................................................................... Linda Lambert
Professor ..................................................................... Melissa Roe
Assistant Professor ....................................................... Cenya Harmon
Assistant Professor ....................................................... Richard Henderson
Dental Clinic Technician ............................................... Debbie Stallworth
Office Assistant .......................................................... Pam Grover
Instructor ....................................................................... Teresa Lucas
Instructor ....................................................................... Sandy Moore
Instructor ....................................................................... James Sellers
Instructor ....................................................................... Vacant
Instructor ....................................................................... Vacant

Nursing
Director ................................................................. Janice Ingle
Assistant Director ........................................................... Russell King
Administrative Assistant .......................................... Jack Herndon
Administrative Assistant .............................................. Vacant
Professor ..................................................................... Vicki Garlock
Professor ..................................................................... Shirley Holt-Hill
Professor ..................................................................... Deborah Waters
Associate Professor ..................................................... Gayle Griffin
Assistant Professor ....................................................... Melinda Hamilton
Assistant Professor ....................................................... Patricia Jones
Assistant Professor ....................................................... Carol Stinson
Instructor ........................................................................ Erica Fooshee
Instructor ........................................................................ Jana Lyner
Instructor ........................................................................ Sandi McCarthy
Instructor ........................................................................ Pat Miller-Coburn
Instructor ........................................................................ Susan Mosley
Instructor ........................................................................ Vacant
Instructor ........................................................................ Linda Rich
Instructor ........................................................................ Mary Turner
Instructor ........................................................................ Vacant
Supervisor, Health Occupations Learning Lab ........... Suzanne Collyer
Advisor/Lab Coordinator ................................................. Vacant
Instructional Technologist ............................................ Lisa Williams
Coordinator, Student Services ....................................... Druscilla Thomas
DIVISION OF LIBERAL ARTS

Provost .................................................................Martin Gonzalez

Behavioral Sciences

District Department Head .................................................June W. Linke
Administrative Assistant ....................................................Sandra Vick
Professor .................................................................Gary G. Bothe
Professor .................................................................Glen C. Bradley
Professor .................................................................Peter C. Gram
Professor .................................................................Katie McLeod
Professor .................................................................Vincent J. Sullivan
Instructor .................................................................Sandra Emory
Instructor .................................................................Vacant
Instructor .................................................................Lisa Sims
Instructor .................................................................Vacant

History/Languages/Philosophy

District Department Head .................................................Charlie Schuler
Administrative Assistant ....................................................Sherrell Horton
Professor .................................................................Mark Cobb
Professor .................................................................Latricia Gill
Professor .................................................................Elisbeth Griffin
Professor .................................................................Sharon Harmon
Professor .................................................................Brian Rucker
Professor .................................................................Zeida Ward
Associate Professor .........................................................T. James Chancy
Assistant Professor .........................................................Michael Gilbert
Instructor .................................................................Vacant

English/Communications

District Department Head ...............................................Thom Botsford
Administrative Assistant ..................................................Sandra Vick
Professor .................................................................Tom Bailey
Professor .................................................................Kenneth J. McAferty
Professor .................................................................Marian Wernicke
Professor .................................................................Guangping Zeng
Associate Professor .......................................................Stacey Albaugh
Associate Professor .......................................................Dan Bell
Associate Professor .......................................................Rodney Garrett
Associate Professor .......................................................Keith Prendergast
Associate Professor .......................................................Jelle Roos
Associate Professor .......................................................Raymond Wolf
Associate Professor .......................................................Narla Zinermon
Assistant Professor .........................................................Caroline Dreyer
Assistant Professor .........................................................William Fisher
Assistant Professor .........................................................Todd Neuman
Instructor .................................................................Jennifer Ehrhardt O’Leary
Instructor .................................................................Julia Ruengert
Instructor .................................................................Vacant
Instructor .................................................................Vacant
Instructor .................................................................Vacant

Mathematics

District Department Head ...............................................Vicki Schell
Administrative Assistant ....................................................Teresa Jackson
Professor .................................................................Christine Bond
Professor .................................................................Lynn Cade
Professor .................................................................Mickey Settle
Professor .................................................................Sharon Spencer
Associate Professor .........................................................Delois Jones
Associate Professor .........................................................Mary Anne C. Petruska
Assistant Professor .........................................................Mary Benson
Assistant Professor .........................................................Peter Falzone
Assistant Professor .........................................................Virginia Lund
Assistant Professor .........................................................Dawn Sadir
Instructor .................................................................Gregory Bloxom
Instructor .................................................................Jennifer Brahier
Instructor .................................................................Jeremy Carr
Instructor .................................................................Chris Turne
Instructor .................................................................Vacant

Criminal Justice

Assistant Professor ........................................................Vicki Schell

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### Adult Basic Education

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<tr>
<td>District Department Head</td>
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<td>Brandi Bowen</td>
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<tr>
<td>Professor</td>
<td>Phyllis Hardaway</td>
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<td>Cheryl Sexton</td>
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<tr>
<td>Professor</td>
<td>Camilla Turberville</td>
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<tr>
<td>Professor/Counselor</td>
<td>Janie T. Watts</td>
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### Developmental Studies

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<td>District Department Head</td>
<td>Wanda Cook</td>
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<tr>
<td>Administrative Assistant</td>
<td>Erica Hilton</td>
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<tr>
<td>Learning Lab Supervisor, SAIL Pensacola</td>
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<td>Office Assistant, SAIL Pensacola</td>
<td>Charlene Hickman</td>
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<td>Learning Lab Assistant, Computer Classroom</td>
<td>Sarah Snyder</td>
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<tr>
<td>Learning Lab Supervisor, Reading, Pensacola</td>
<td>Christine Prendergast</td>
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<tr>
<td>Learning Lab Supervisor, Reading/Writing</td>
<td>Larry Bush</td>
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<td>Learning Lab Supervisor, SAIL Pensacola</td>
<td>Sarah Snyder</td>
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<td>Learning Enrichment Center</td>
<td>Clarence Manns</td>
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<tr>
<td>Professor, CP Math/Algebra</td>
<td>Pat Horacek</td>
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<td>Brenda Kelly</td>
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<td>Patty Northup</td>
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<td>Professor, English/Reading</td>
<td>Jean Roberts</td>
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<td>Tracy Peyton</td>
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<td>Associate Professor, English/Reading</td>
<td>Paula Ingram</td>
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<td>Diane Cole</td>
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<td>Peter Nash</td>
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<td>Assistant Professor, English/Reading</td>
<td>Ruth Becker</td>
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<tr>
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<td>S. Greg Hardin</td>
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<tr>
<td>Instructor, Math</td>
<td>Reginald Sanders</td>
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### Secondary Education

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<thead>
<tr>
<th>Position</th>
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<tbody>
<tr>
<td>Department Head</td>
<td>James E. Cantor</td>
</tr>
<tr>
<td>Coordinator Adult High School Evening Program</td>
<td>Vacant</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>Rosa Middleton</td>
</tr>
<tr>
<td>Office Assistant</td>
<td>Brandi Bowen</td>
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<tr>
<td>Office Assistant</td>
<td>Terra McCray</td>
</tr>
<tr>
<td>Coordinator, Student Services</td>
<td>Joseph Kyle</td>
</tr>
<tr>
<td>Associate Professor/Counselor, Student Services</td>
<td>Karen Atkins-Harris</td>
</tr>
<tr>
<td>Professor</td>
<td>Deborah P. Friedman</td>
</tr>
<tr>
<td>Professor</td>
<td>Joyce Hopson-Longmire</td>
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<tr>
<td>Professor</td>
<td>Marilyn Elaine Miller</td>
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<tr>
<td>Professor</td>
<td>Susan Morgan</td>
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<tr>
<td>Professor</td>
<td>Kathleen Shelton</td>
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<td>Professor</td>
<td>Kevin Slattery</td>
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<tr>
<td>Assistant Professor</td>
<td>Paige Anderson</td>
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<tr>
<td>Assistant Professor</td>
<td>Shirl Shaw</td>
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<tr>
<td>Assistant Professor</td>
<td>Charles F. Voltz</td>
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<tr>
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<td>Joyce Daniels</td>
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<tr>
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<td>K. Blaine Daniels</td>
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<tr>
<td>Instructor</td>
<td>Carla Williams</td>
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### Provost

<table>
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<tbody>
<tr>
<td>Jeffrey A. Cantor</td>
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192 Pensacola Junior College
DIVISION OF PROFESSIONAL STUDIES

Provision ................................................................. Jeffrey A. Cantor

Business
District Department Head ........................................Linda Bloom
Administrative Assistant ..............................................Sadiqa Ali
Professor ........................................................................Gary R. Gage
Professor ........................................................................Richard M. Irvine Jr.
Professor .........................................................................Francis S. Key
Professor .........................................................................Vance Q. Land
Professor .........................................................................Audrey Morrison
Professor .........................................................................Evelyn Pete
Professor .........................................................................Carla Rich
Associate Professor .....................................................James Hightower
Assistant Professor ........................................................Alan Ammann
Assistant Professor .....................................................Michelle E. Haggard
Assistant Professor ........................................................Natasha Simpson
Instructor .........................................................................Mary Lou Zimmerman
Instructor .........................................................................Vacant

Professional Service Careers
District Department Head ............................................Larry Gardner
Administrative Assistant ..............................................Janice Halstead
Culinary Technician ......................................................Jan Vantrease
Office Assistant ..........................................................Elaine Keating
Professor .........................................................................L.B. "Sandy" Southerland
Assistant Professor .....................................................Jacquelyn Knudsen
Instructor .........................................................................Travis Herr
Instructor .........................................................................Sharon Richards
Instructor .........................................................................Vacant

Assistant Provost ...........................................................................................Sue Halfhill

Computer Science
District Department Head ...........................................Wayne Horn
Administrative Assistant ..............................................Phyllis Berry-Bickham
Professor ..........................................................Michel Boillot
Professor .........................................................................Richard Cacace
Professor .........................................................................Stephen C. Jones
Professor .........................................................................Yin-Chieh Lemley
Professor .........................................................................Eris Reddoch
Instructor .........................................................................Richard Kirk
Instructor (Warrington Campus) ........................................Vai Kumar
Instructor .........................................................................Randolf Rose

Education and EPI
Department Head (acting) ........................................Sue Hafhill
Program Director, EPI ..............................................Hollace Craven
Administrative Assistant ..............................................Dana Leanne Major
Professor ........................................................................Jane Spruill
Professor ........................................................................Elizabeth Werre
Instructor .........................................................................Betty Persons

Technologies
District Department Head ........................................Robert Pierce
Administrative Assistant ..............................................Mishel Johnson
Professor ..........................................................Tim H. Bone
Professor .........................................................................James Drennen
Professor .........................................................................Fitzhugh Miller
Associate Professor .....................................................Michael Cannon
Associate Professor .....................................................Ernie Forester
Associate Professor .....................................................Lance Hall
Assistant Professor .....................................................Larry Ball
Electronics Technician ....................................................Winston Fish
**DIVISION OF THE SCIENCES**

Provost .................................................................................................................. Marcia Williams

---

**Biological Sciences**

District Department Head .......................................................... James A. Brady
Administrative Assistant .......................................................... Clara Ezell
Professor .......................................................................................... Conrad Brewer
Professor .................................................................................. Frances H. Duncan
Professor .................................................................................. Janet E. Levins
Professor .................................................................................. Margaret L. Olive
Professor .................................................................................. Jeffery S. Wooters
Associate Professor ................................................................. Gloria Gonzalez
Associate Professor ................................................................. Joyce B. Kaplan
Assistant Professor ................................................................. Amy Compton
Assistant Professor ................................................................. Valerie Walker
Instructor .................................................................................. W. Logan Fink
Instructor .................................................................................. Tiara Harms
Instructor .................................................................................. Mitzie Sowell
Instructor .................................................................................. James P. Williams
Science Lab Specialist .............................................................. Marty Foster
Science Lab Specialist .............................................................. Madeline Harper
Science Lab Specialist .............................................................. Shelley Martineau
Instructor .................................................................................. Jessica Petersen
Instructor .................................................................................. Vacant

**Physical Sciences**

District Department Head .......................................................... Edwin W. Stout
Administrative Assistant .......................................................... Kim LaFlamme
Professor .................................................................................. Lois A. Dixon
Professor .................................................................................. Thomas E. Grow
Professor .................................................................................. Danny A. Philips
Professor .................................................................................. John W. Wooten
Professor .................................................................................. Joseph M. Zayas
Assistant Professor ................................................................. Daniel T. Garber
Assistant Professor ................................................................. Thomas Gee
Instructor .................................................................................. Marguerite Moloney
Instructor .................................................................................. Vacant
Science Lab Specialist .............................................................. Neil A. Clark
## MILTON CAMPUS

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<tr>
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<tbody>
<tr>
<td>Provost</td>
<td>Martin Gonzalez</td>
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<tr>
<td>Executive Assistant</td>
<td>Dawn Loyed</td>
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<tr>
<td>Campus Academic Coordinator</td>
<td>Anthea Amos</td>
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<tr>
<td>Coordinator, Fitness Center and Student Leadership and Activities</td>
<td>Arthur Branch</td>
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<td>Computer Lab Technician</td>
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## Academic Program Support

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<tr>
<td>Campus Academic Coordinator</td>
<td>Anthea Amos</td>
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<td>Learning Lab Supervisor, Reading/Writing</td>
<td>Larry Bush</td>
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## Learning Resources Services

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<tr>
<td>Assistant Professor/Librarian</td>
<td>Dorothy Abbott</td>
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## Student Affairs

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<tr>
<td>Director, Student Services</td>
<td>Georgicana B. Bryant</td>
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<td>Suzanne Toye</td>
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<td>Student Services Representative</td>
<td>Terri Parker</td>
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<td>Financial Aid/Veterans Affairs Representative</td>
<td>Traci Jones</td>
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<tr>
<td>Coordinator, Student Success</td>
<td>Rosemarie Long</td>
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## Police Department

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<tr>
<th>Position</th>
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<tbody>
<tr>
<td>Police Officer</td>
<td>Terry White</td>
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<tr>
<td>Service Officer/Dispatcher</td>
<td>Fred Pack</td>
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## MILTON CAMPUS

<table>
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<tr>
<td>Provost</td>
<td>Jeffrey A. Cantor</td>
</tr>
<tr>
<td>Executive Assistant</td>
<td>Sharon Ward</td>
</tr>
<tr>
<td>Assistant Provost</td>
<td>Sue Halfhill</td>
</tr>
<tr>
<td>Senior Administrative Assistant</td>
<td>Janet Witt</td>
</tr>
<tr>
<td>Coordinator, Academic Computing</td>
<td>Mike Hual</td>
</tr>
<tr>
<td>Computer Lab Technician</td>
<td>Ferdinand Sapiera</td>
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## PENSACOLA CAMPUS

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<tr>
<td>Provost</td>
<td>Jeff Massey</td>
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<td>Coordinator, Academic Computing</td>
<td>Vacant</td>
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<td>Vacant</td>
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<tr>
<td>Computer Lab Technician</td>
<td>Vacant</td>
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WARRINGTON CAMPUS

Provost.................................................................Marcia Williams
Executive Assistant..............................................................Lisa Williams
Campus Academic Coordinator ..................................................Erin Spicer
Coordinator, Academic Computing..................................................Thomas Kuklish
Computer Lab Technician ..............................................................Harold Conklin
Admissions Specialist, Health Programs..............................................................Tim Shipman
Coordinator, Student and Program Outreach ..................................Jennifer Ponson

Academic Program Support
Campus Academic Coordinator ..................................Erin Spicer
Administrative Assistant ..............................................................Phyllis Evans
Office Assistant ..............................................................Diane Franklin
Learning Lab Supervisor, Math ..............................................................Naomi Ruth Hansen
Learning Lab Supervisor, Writing ..............................................................Elisabeth Clark
Science Lab Specialist ..............................................................Shelley Martineau

Student Affairs
Director ..............................................................................Vacant
Administrative Assistant ..............................................................Betty Perry
Professor/Counselor ..............................................................Judith Floyd
Assistant Professor ..............................................................Albert Huffman
Student Services Representative ..................................................Jere Jaillite
Switchboard Operator/Receptionist ..................................................Alicia White

Learning Resources Services
Professor/Librarian ..............................................................Dorothy Perry
Library Technician ..............................................................William Fitzgerald
LRC Circulation Technician ..............................................................Mary Trapp

Financial Aid/Veterans Affairs
Coordinator ..............................................................Patricia Johnson
Financial Aid/VA Representative ..................................................Vacant

Police Department
Police Lieutenant ..............................................................Gordon Melton
Police Officer ..............................................................James Wilburn Jr.
Police Officer ..............................................................Vacant
DELAINO, G. Thomas (1993)
President
B.S., M.A., Ph.D., University of Florida

ABBOTT, Dorothy D. (1993)
Assistant Professor/Librarian
Learning Resources Center, Milton Campus
A.A., Pensacola Junior College
B.A., University of West Florida
M.L.S., University of Southern Mississippi

ADSHEAD, Mindy (1985)
Professor of Dental Hygiene
Department of Dental and Emergency Services, Warrington Campus
Selected for Academy of Teaching Excellence in 1985
A.S., Broum Community College
M.S. University of Kentucky
M.Ed., Loyola University
R.D.H.

ALBAUGH, Stacey (1999)
Associate Professor of Speech Department of English/Communications
A.S., Jefferson Davis Junior College
B.A., M.A., University of West Florida

ALBRITTON, Carolyn G. (1999)
Program Director
Talent Search
A.S., Pensacola Junior College
B.A., University of West Florida
M.S.W., George Washington University

Assistant Professor
Department of Business
B.S., M.B.A., D.B.A., Mississippi State University

Campus Academic Coordinator
Academic Program Support, Milton Campus
A.A., Pensacola Junior College
B.A., University of West Florida
M.A., University of Southern Mississippi
M.A., Fort Hays State University

ANDERSON, Paige (1997)
Assistant Professor
Department of Secondary Education
B.A., M.A., Emory University

ANDERSON, Tonie E. (1991)
Professor/Counselor
Student Services, Milton Campus
A.A., Pensacola Junior College
B.A., Ed.S., University of West Florida
M.S., Troy State University

APP, Cynthia (2002)
Assistant Professor of Art
Department of Visual Arts
B.A. University of Michigan
M.A., Michigan State University
Ph.D., Indiana University

ARDIS, Mike (2002)
Assistant Professor/Coordinator
Criminal Justice Program
Department of History, Language and Philosophy
Selected as Outstanding New Faculty Member in 2004
B.A., M.A., University of South Carolina

ATKINS, John (1989)
Professor of Business
Department of Business
A.S., Central Carolina Technical College
B.S., University of North Carolina-Chapel Hill
M. of Econ., M.S., North Carolina State

ATKINS-HARRIS, Karen (1996)
Associate Professor/Counselor, Student Services
Department of Secondary Education
B.S., M.S., Troy State University

Human Resources Support Specialist
Human Resources
A.A., B.S., University of Maryland
M.S., Troy State University
Professional Human Resources (PHR) certification

BAGWELL, Diane (1995)
Program Director Welfare Programs
Department of Vocational Education
B.A., University of Florida
M.S., University of West Florida

BAILEY, Thomas L. (1981)
Professor of English
Department of English/Communications
Selected for Academy of Teaching Excellence in 1981
B.A., Emory University
M.A., University of Florida

Assistant Professor of Information Technology
Department of Technologies
A.A.A.S., Pensacola Junior College
B.S., University of West Florida

BANNOw, Steven W. (2005)
District Department Head, Allied Health Department
B.A. Albion College
M.A., PhD, University of South Carolina
J.D., Loyola University
LLM, George Washington University

BARNES, Lachandra (1998)
Job Developer
Department of Vocational Education
B.A., University of West Florida
M.S., Troy State University

BECK, Jamie (1995)
Senior Computer Systems Analyst
Department of Information Technology Services
A.A., Pensacola Junior College
B.S., M.S., University of West Florida

Associate Professor/Counselor Counseling P nascola Campus
B.S., M.A., University of Alabama

BECKER, Ruth (1993)
Assistant Professor of Reading and English Department of Developmental Studies
B.A., M.Ed., University of Hartford

BEDELL, Barbara A. (1978)
Associate Professor/Librarian
LRC Reader Services, P nascola Campus
B.A., University of Arizona
M.S.L.S., Florida State University

BELL, Dan (1987)
Associate Professor of English
B.A., M.A., Michigan State
M.A., California State University

BENSON, Mary (2002)
Assistant Professor of Mathematics
Department of Mathematics
B.A., La Salle University
M.S., Eastern Kentucky University

BICK, Deborah F. (1996)
Director, Educational Opportunity Center
A.A., Metro Community College
B.A., University of Missouri, Kansas City
M.S., Troy State University

BIXEL, Gil (1977)
Coordinator Cooperative Education
Student Job Services
A.A., Okaloosa-Walton Junior College
B.A., University of West Florida

BLOOM, Linda C. (1987)
District Department Head
Associate Professor of Business
Department of Business, P nascola Campus
Selected for Academy of Teaching Excellence in 1991
B.S., Mississippi College
M.S., Ph.D., University of Southern Mississippi

Mathematics Instructor
Mathematics Department
B.S., Shepherd College
M.S. University of West Florida

BOILLOT, Michel H. (1970)
Professor of Computer Science
Department of Computer Science
Milton Campus
B.A., M.S., University of Wisconsin
Ed.D., Nova University
BOLES, Michael F. (1980)
Professor of Art
Department of Visual Arts
B.S., M.F.A., Sam Houston State University

BOND, Christine Bachr (1981)
Professor of Mathematics
Department of Mathematics
B.S., Louisiana State University
M.S., University of West Florida
Ph.D., Florida State University

BONE, Tim H. (1986)
Professor of Engineering Technology
Engineering Technology Programs
B.S., Florida State University
M.S., University of West Florida

BONNIE, Gary G. (1973)
Professor of Psychology
Department of Behavioral Sciences
B.A., University of Wisconsin
M.S., Ph.D., Florida State University

BOTS福德, Thom (1986)
Department Head
Professor of English and Journalism
Department of English/Communications
B.A., M.A.C.T., Auburn University

Coordinator, Education and Training
Welfare Programs
A.A., University of Florida
B.A., University of West Florida
M.S., Troy State University

BRACKEN, Lawrence J. (1983)
Executive Director of Government Affairs
B.A., Arkansas Tech University
M.A., University of Arkansas at Little Rock

BRADLEY, Glen C. (1974)
Professor of Psychology
Department of Behavioral Sciences
Selected for Academy of Teaching Excellence in 1998
A.A., Pensacola Junior College
B.A., M.A., Ed.D. University of West Florida

Department Head, Reader Services
Assistant Professor, Librarian
LRC, Pensacola Campus
B.S., Florida A&M University
M.L.S., Florida State University

District Department Head
Department of Biological Sciences
A.B., Cornell University
M.S., John Carroll University

BRAHIER, Jennifer (2005)
Mathematics Instructor
Mathematics and Developmental Studies Department
M.S. University of West Florida

Coordinator, Fitness Center and Student Leadership and Activities, Milton Campus
Selected for Academy of Teaching Excellence in 1996
A.A., Pensacola Junior College
B.S., M.S., University of West Florida

Capital Outlay Accountant
Comptroller’s Office
A.A., Pensacola Junior College
B.S.B.A., M.Acc., University of West Florida

BREWER, Conrad (1989)
Coordinator, Forestry Technology Program
Professor of Forestry
Department of Biological Sciences
Selected for Academy of Teaching Excellence in 1995
B.S.E., M.S., University of Georgia
Ph.D., Louisiana State University

BREWER, Dale (1988)
Professor of Medical Assisting and Office Administration
Department of Allied Health
Warrington Campus
B.S., M.Ed., University of West Florida

BRIGHAM, Isaac (1991)
Senior Vice President for Planning and Administration
B.S., M.S., Ph.D., Southern Illinois University

Assistant Professor of Diagnostic Medical Sonography
Allied Health Department, Warrington Campus
Selected for Academy of Teaching Excellence in 2004
B.S.N., University of Missouri
RDM: Abdomen, OB/GYN.
Neurosonomy Certifications
RDCS: Adult Echocardiography
RVT: Vascular Technology

BRONSON, Anita (2000)
Job Developer, Welfare Programs
B.A., University of West Florida

BROOKS, Reda F. (1996)
Assistant Professor of Early Childhood Education
Department of Behavioral Sciences
B.S., Mississippi State University
M.Ed., Mississippi State University

BROXTON, Randall (1995)
Learning Lab Supervisor
Student Support Services
Selected for the Academy of Teaching Excellence in 1998
B.S., University of South Alabama
M.S., Troy State University

Instructor/Librarian
LRC Technical Services
B.A., Indiana University at South Bend
M.L.S., Indiana University

BRYANT, Georgianna B. (1985)
Student Services Director, Milton Campus
A.A., Tallahassee Community College
B.A., M.S., Ph.D., Florida State University

Buchanan, Morris
Mathematics Instructor, Department of Developmental Studies
B.S., University of Southern Mississippi
M.S., University of West Florida
Th.M., Gulf Coast Baptist Institute and Seminary

Burkhardt, Joan (1996)
Instructor of Mathematics
Department of Developmental Studies
B.S., University of South Alabama

Busch, William (2001)
Case Manager
B.S., Idaho State University

Learning Lab Supervisor
Department of Developmental Studies
B.A., M.A., Florida State University

Butcher, Lynne (1998)
Student Services Specialist
Education Talent Search
A.A., Pensacola Junior College
B.S., University of West Florida

Cacace, Richard N. (1996)
Professor, Computer Science
Department of Computer Science
Selected for Academy of Teaching Excellence in 2004
B.S., U.S. Naval Academy
M.S., University of West Florida

Cade, Lynn B. (1988)
Professor of Mathematics
Department of Mathematics,
A.A., Bishop State Junior College
B.S., Alabama State University
M.A., University of West Florida

Calloway-Schledt, Kimberly (2005)
Student Services Specialist
Talent Search-TRIO
A.S., A.A., Pensacola Junior College
B.S., University of West Florida
M.P.A., Troy University

Campbell, Ella (1987)
Coordinator, General Accounting
Comptroller’s Office
A.A., Pensacola Junior College
B.S.B.A., University of West Florida

Cannon, Michael (1992)
Instructor of Engineering Technology
Department of Technologies
B.S., East Tennessee State University

Cantor, Jeffrey A. (2005)
Protost, Pensacola Campus
B.S., M.A. New York University
Ph.D., Florida State University

Carr, Jeremy (1996)
Instructor of Mathematics
Department of Mathematics
B.S., M.S., University of South Alabama

Carrier, Brenda (1993)
Finance Coordinator
Bursar’s Office
B.A., University of West Florida

Carson, Vicki (1980)
Instructor of Human Performance and Recreation
Department of Behavioral Sciences
B.S.E., University of Arkansas
M.A., University of Alabama

Carter, LaRita (2005)
Activities Coordinator
Dance, Cheerleading and Fitness Center
B.S., University of West Florida

Cashwell, Joe (2000)
Instructor/Counselor
Student Services
B.A., University of the State of New York
M.S., Troy State University

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CAUGHEY, Martha F. (1969)
Registrar
Admissions/Registration
A.A., Pensacola Junior College
B.S., University of West Florida

CAUSEY, Rebecca J. (1989)
Dean, Continuing Education
B.S., M.S., Ph.D., University of Southern Mississippi

CESARETTI RAY, Sandra (1995)
General Manager, WSYE-TV
A.A., Miami-Dade Community College
B.S., Florida State University
M.S., Troy State University

CHANCY, James L. (1974)
Associate Professor of History
Department of History, Languages and Philosophy
A.A., Tallahassee Community College
B.S., Florida State University
M.S., Eastern Kentucky University

CHANEY, Paul (2001)
Senior Internet Systems Analyst
Microcomputer Resources
A.S., Pensacola Junior College
B.E.A., Atlanta College of Art

CHEN, Xiaolun (1998)
Associate Professor, Director of Choral Activities
Department of Music and Theatre
B.A., The Central Conservatory of Music, Beijing, China
M.M., Eastman School of Music, University of Rochester

CLARK, Elisabeth (2001)
Learning Lab Supervisor, Writing Academic Program Support
Warrington Campus
B.A., M.A. University of West Florida

Science Lab Specialist
Department of Physical Sciences
A.S., Pensacola Junior College
B.A., State University of New York
M.A., University of West Florida

CLOVER, William (1966)
Professor of Art
Department of Visual Arts
A.A., Santa Monica City College
B.A., Long Beach State College
M.F.A., Cranbrook Academy of Art

Professor of Philosophy
Department of History, Languages, and Philosophy
A.A., Young Harris College
B.A., M.A., University of Georgia

COE, Connie A. (1976)
Director, Software Development
Department of Information Technology Services
B.S., University of West Florida
M.S., Troy State University

COKER, Barrow M. (1998)
Computer Systems Analyst
Department of Information Technology Services
A.S., Phillips College
A.A., Pensacola Junior College
B.S., M.S., University of West Florida

COLE, Diane (1997)
Associate Professor, Reading
Department of Developmental Studies
B.A., M.Ed., Western Illinois University
M.S., St. Thomas University

COLLINWOOD, Cheryl (1998)
Employability Skills Specialist, Welfare Programs
A.A., B.S., University of New Mexico

COLLEY, Suzanne S. (1987)
Supervisor
Health Occupations Learning Lab, Multisensory Lab
Department of Nursing
Warrington Campus
B.S., Alderson Broaddus College
M.S.N., University of South Alabama

COMPTON, Amy (1999)
Coordinator, Landscape and Horticulture Management
Assistant Professor, Landscape Technology Department of Biological Sciences
B.S., Guilford College
M.S., North Carolina State University

COOK, Wanda (2000)
District Department Head
Department of Developmental Studies
B.A., University of West Alabama
M.A., M.S., University of Alabama

COSO, Marilyn (1986)
Professor of Radiography
Allied Health Department
Warrington Campus
A.S., Reading Area Community College
B.S., Salem College
R.T., Eastern Suffolk School of Radiologic Technology
M.Ed., Ed.D., University of West Florida

CRAGO, Ralph E. (2002)
Systems Support Analyst
Department of Information Technology Services
B.A., University of West Florida

CRANNO GOOD, Alice (2005)
Public Information Specialist
Marketing and College Information
B.A., University of West Florida

CRAVEN, Hollace (2005)
Academic Program Director
Education and Educator Preparation Institute
B.A., M.A. Florida State University
Ph.D., University of Florida

CRUM, Amy (1998)
Assistant Professor of Massage Therapy Coordinator, Massage Therapy Program
Department of Professional Service Careers
A.S., Stark Technical College
B.A., University of West Florida

DANIELS, Joyce (2001)
Instructor
Department of Secondary Education
B.S., Florida State University

DARNELL, Margaret (1991)
Student Services Specialist
Educational Talent Search
B.S., Campbell University

DAVIS, Sandra L. (1981)
District Department Head, Reader Services
Learning Resources Center
Pensacola Campus
B.A., Arizona State University
M.S.L.S., Catholic University
Ed.D., Florida State University

DEAN, Michelle D. (1996)
Computer Systems Analyst
Department of Information Technology Services
A.A., Pensacola Junior College
B.S., University of West Florida

DELARGE, David (1993)
Computer Systems Analyst
Department of Information Technology Services
A.S., Pierce Junior College

DIAMOND, Joseph E. (1980)
Professor of Emergency Medical Technology
Dental and Emergency Services, Warrington Campus
E.M.T., Paramedic
A.S., Pensacola Junior College

DICKEY, Jennifer (2000)
Case Manager, Welfare Programs
B.S., University of Kentucky

Professor of Chemistry
Department of Physical Sciences
A.A., Pensacola Junior College
B.S., University of West Florida
M.A., Duke University
Ph.D., University of Florida

DOUMA, Deborah (1999)
Grants Coordinator
A.A., Irvine Valley College
B.A., M.A., University of West Florida

DRENNEN, James D. (1982)
Professor of Information Technology
Department of Technologies
CCNP, CCNA, CDSP, CISSP
Certified Electronics Technician
A.S., Pensacola Junior College
B.S., MSA, University of West Florida

DREYER, Caroline (2002)
Assistant Professor of English
Department of English/Communications
B.A., University of West Florida

DUNCAN, Cookie (2000)
Network Systems Analyst, Computer Services/Telecommunications
Department of Information Technology Services
B.S., William Carey College
<table>
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<tr>
<th>Name</th>
<th>Title/Role</th>
<th>Department/Institution</th>
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<tr>
<td>DUNCAN, Frances H.</td>
<td>Professor of Biology</td>
<td>Department of Biological Sciences</td>
<td>B.S., M.S., Troy State University</td>
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<td>DUNCANS-BURNETT, Wilma</td>
<td>Professor, Allied Health Department, Warrington Campus</td>
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<td>DUNN, Richard</td>
<td>Employment and Follow-up Specialist, Welfare Programs</td>
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<td>DUPRE, Genie</td>
<td>Program Specialist</td>
<td>Department of Technologies</td>
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<td>ELLEDGE, Elaine K.</td>
<td>Director Testing</td>
<td>Department of Behavioral Sciences</td>
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<td>EMOND, Gean Ann</td>
<td>Vice President for Business Affairs</td>
<td>Department of Behavioral Sciences</td>
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<td>Certified Public Accountant</td>
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<td>EMORY, Sandra K.</td>
<td>Instructor of Sociology</td>
<td>Department of Behavioral Sciences</td>
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<td>ESSLINGER, Mary V.</td>
<td>Coordinator, Dual Enrollment</td>
<td>Department of Behavioral Sciences</td>
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<td>M.Ed., Auburn University-Montgomery</td>
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<td>EUBANKS, Bryan</td>
<td>Network Administrator</td>
<td>Department of Technologies</td>
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<td>EVANS, Earl</td>
<td>Dean Student Affairs</td>
<td>Department of Behavioral Sciences</td>
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<td>M.S., Troy State University</td>
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<td>FALZONE, Pete</td>
<td>Assistant Professor of Mathematics</td>
<td>Department of Mathematics</td>
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<td>Science Lab Specialist</td>
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<td>Department of Visual Arts</td>
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GIACIN, Robin (1997)  
Student Services Specialist  
Educational Opportunity Center  
B.S., M.S., Troy State University  

GILBERT, Herb (1997)  
Assistant Director of Engineering and Operations  
WSRE-TV

GILBERT, Michael W. (1989)  
Assistant Professor of Political Science  
Department of History, Languages and Philosophy  
A.B.D., Vanderbilt University  
B.A., M.A., University of Southern Mississippi

GILL-BROWN, Latricia (1995)  
Professor of History  
Department of History, Languages and Philosophy  
Selected for Academy of Teaching Excellence in 2002  
Selected as Outstanding New Faculty  
Member in 1997  
B.A., Trinity College  
M.A., University of Wisconsin-Madison

GOMEZ, Liz (1999)  
Director, Networking and Microcomputer Resources  
Certified Novell Engineer, Instructor  
Microsoft Certified System Engineer, Trainer

GONZALEZ, Gloria (1997)  
Coordinator, Dietetic Technician Program  
Associate Professor of Nutrition  
Department of Biological Sciences  
B.S., Ouachita Baptist University  
M.S., Mississippi University for Women

GONZALEZ, Martin (1988)  
Provost, Milton Campus  
A.A., Northwest Mississippi Junior College  
B.S., M.B.A., Delta State University  
Ph.D., University of Mississippi

GOODNIGHT, Bridget (2005)  
Assistant Athletic Coach

GRAM, Peter C. (1973)  
Professor of Psychology  
Department of Behavioral Sciences  
B.A., University of Virginia  
M.Ed., Memphis State University  
Ph.D., University of Georgia

GRANT, James E. (1978)  
Department Head  
Associate Professor of Secondary Education  
Department of Secondary Education  
B.S., M.Ed., South Carolina State College  
Ed.D., University of Illinois

GRAVES, G. Mary (1993)  
Computer Systems Analyst  
Department of Information Technology Services  
A.A., Pensacola Junior College  
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Professor of German and Humanities  
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A.A. Pensacola Junior College  
B.E.A., M.A., University of West Florida

GRIFFIN, Gayle (1997)  
Associate Professor of Nursing  
Department of Nursing  
B.S.N., University of West Florida

GROW, Thomas E. (1988)  
Professor of Chemistry  
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Selected for Academy of Teaching Excellence in 1995  
A.A., Pensacola Junior College  
B.S., University of West Florida  
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Computer Systems Analyst  
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A.A., Pensacola Junior College  
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HAGGARD, Michelle E. (1999)  
Assistant Professor  
Department of Business  
B.A., M.A., University of West Florida  
Certified Public Accountant

HALFHILL, Carol S. (2002)  
Assistant Provost, Pensacola Campus  
A.A., Pensacola Junior College  
B.A., Florida State University  
M.S., University of West Florida  
Ed.D., University of Central Florida

HALL, Lance A. (2000)  
Assistant Professor of Information Technology  
Department of Technologies  
A.S., Pensacola Junior College  
CCAI, CCNP, CCDA

HALL, Sommer (2000)  
Job Developer, Welfare Programs  
B.A., University of West Florida

HAMILTON, Bill (1990)  
Athletic Director  
Coach, Men's Baseball  
B.A., Huntingdon College  
M.Ed., Columbus College

HAMILTON, Melinda (1991)  
Assistant Professor of Nursing  
Department of Nursing  
Warrington Campus  
B.S.N., University of West Florida  
M.S.N., University of South Alabama

HANSEN, Naomi Ruth (2005)  
Learning Lab Supervisor, Math Academic Program Support  
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B.A., M.Ed., University of West Florida

HARDAWAY, Phyllis M. (1976)  
Professor of Adult Basic Education  
Department of Adult Basic Education  
Selected for Academy of Teaching Excellence in 1986  
A.A., Washington Junior College  
B.A., Huston Tillotson  
M.S., Troy State University

HARMON, Cena (1997)  
Assistant Professor, Physical Therapist Assistant Program  
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A.A., Pensacola Junior College  
B.S., University of South Alabama  
D.P.T., A.T. Still University of Health Sciences

HARMON, Sharon (1990)  
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Selected for Academy of Teaching Excellence 2005-2006  
Department of History, Languages and Philosophy  
B.A., Wittenberg University  
M.A., University of West Florida

HARMS, Tiara (2005)  
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B.S., Nebraska Wesleyan University  
M.S., University of Nebraska

HARPER, Madeline (2004)  
Science Lab Specialist  
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B.S., M.S.T., University of West Florida

HARRELL, Bill (2005)  
Director, Development for WSRE-TV  
B.A., University of Mississippi  
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HARRINGTON, Todd (1988)  
Director, Facilities Planning  
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HARRIS, Anthony L. (1986)  
Professor/Counselor  
Department of Student Services  
B.S., M.S., Alabama State University

HARRIS, Sandra (2006)  
Assistant Comptroller  
Comptroller's Office  
B.S., Southern Illinois University  
M.Acc. University of West Florida  
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Instructor of Philosophy  
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HARTLEY, Sandra (1999)  
Interim District Department Head  
Dental and Emergency Services  
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A.A., Florida Community College  
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HATTABAUGH, Marie (2001)  
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Allied Health Department, Warrington Campus  
A.A.S., Southern Maine Technical College
HAYSE, Michael J. (2006)  
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Facilities, Planning and Construction  
B.A., Texas Tech University

HEMMYE, Carol (1989)  
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Excellence in 1997  
B.A., University of Puerto Rico  
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HENDERSON, Richard M. (2001)  
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A.A., A.S., Pensacola Junior College  
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HENDERSON, Tammy R. (1994)  
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B.A., Marshall University  
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HERNANDEZ, Erin (1988)  
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HERINGTON, Deedra (1994)  
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A.A., St. Petersburg Junior College  
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HERR, Travis (2001)  
Instructor of Culinary Management  
Coordinator, Culinary Management Program  
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B.S., B.A., University of Florida  
M.S.M., Florida State University

HEWES, Elizabeth (2005)  
Director, Marketing and College Information  
B.A., Western Michigan University

HIGHTOWER, James (2000)  
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Coordinator, Legal Assisting Program  
Department of Business  
B.A., J.D., University of Alabama

HILL, Wayne (1998)  
Computer Systems Analyst  
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A.S., Daytona Beach Community College  
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HILLEKE, Kenda (2003)  
Annual Fund and Alumni Affairs  
Development Coordinator  
PJC Foundation  
B.S., University of Florida

HINDS, David S. (1983)  
Professor of Art  
Department of Visual Arts  
B.F.A., Edinboro State College  
M.Ed., Bowling Green State University

HINES, Jim (1998)  
Coordinator, Microcomputer Support  
Microcomputer Resources  
A.S., Pensacola Junior College  
CompTIA Network+ Certification  
CompTIA A+ Certification

HOBBIS, Lynn (2000)  
Business Manager, PJC Foundation  
B.S., Auburn  
M.B.A., Troy State University  
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HOLT-HILL, Shirley A. (1980)  
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ANCC Clinical Specialist Gerontology  
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D.N.S., Louisiana State University

HOPSON-LONGMIRE, Joyce M. (1977)  
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Excellence in 1999  
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Community College Specialist in Business Education, Arkansas State University  
Ph.D., University of Missouri at Columbia

HORACEK, Patricia A. (1987)  
Professor of Mathematics  
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Excellence in 1994  
B.S., M.S., Pensacola Christian College  
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HORIGAN, Carol Jean (1974)  
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Department of Visual Arts  
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Excellence in 2003  
B.A., Purdue University  
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HORN, Lister Wayne (1969)  
Professor of Computer Science  
District Department Head, Computer Science  
B.S., M.Ed., University of Arizona  
M.A.S., Southern Methodist University  
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HORTON, Michelle (2006)  
Recruitment Specialist  
B.S., University of West Florida

HUAL, Mike (1981)  
Coordinator, Academic Computing  
Academic Computer Center  
A.A., Pensacola Junior College  
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HUBBS, Karen Jill (1996)  
Coordinator, Educational Services and Outreach  
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A.A., Pensacola Junior College  
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HUFFMAN, Albert (1992)  
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INGLE, Janice (2004)  
Director, Department of Nursing  
Warrington Campus  
B.S.N., Medical College of Georgia  
M.S.N., D.S.N., University of Alabama

INGRAM, Paula (1998)  
Assistant Professor of Reading and English  
Department of Developmental Studies  
Selected for Academy of Teaching  
Excellence in 2003  
B.S., University of Illinois  
M.A., University of West Florida  
Ed.S., University of West Florida

Professor of Business  
Department of Business  
A.A., Pensacola Junior College  
B.A., M.B.A., University of West Florida  
Certified Public Accountant

JACK, Debra S. (1975)  
Coordinator, Follow-up and Placement  
Student Job Services  
A.S., Pensacola Junior College  
B.A., University of West Florida

JERNIGAN, Richard (1993)  
Assistant Professor of Music  
Department of Music and Theatre  
Selected for Academy of Teaching  
Excellence in 2006  
A.A., Pensacola Junior College  
B.A., University of West Florida  
M.M., Louisiana State University

JETER, Catharine (1997)  
Case Manager, WIA  
B.S., Florida State University

JOHNSON, Patricia L. (1982)  
Coordinator, Financial Aid/Veterans Affairs, Warrington Campus  
A.S., Pensacola Junior College

JONES, Angie (2004)  
Director, Purchasing and Auxiliary Services  
B.S., Florida State University

JONES, Charles (Bill) (1978)  
Telecommunications Network Analyst, Computer Services/Telecommunications  
Department of Information Technology Services  
CCNA

JONES, Delois Saltar (1981)  
Associate Professor of Mathematics  
Department of Mathematics  
B.S., University of West Florida  
M.S., Michigan State University

JONES, Holly (2001)  
Instructional Technologist  
Department of Distributed Learning  
B.A., Lynchburg College  
B.A., M.Ed., University of West Florida

JONES, Patricia (1995)  
Instructor of Nursing  
Department of Nursing, Warrington Campus  
B.S.N., University of West Florida  
M.S.N., University of Miami
Professor of Computer Science
Department of Computer Science
B.A., B.S., Athens College
M.A.E., University of Birmingham
Ph.D., Nova Southeastern

JORDAN, Julius (1993)
Network Systems Analyst, Computer Services/Telecommunications
Department of Information Technology Services
M.S., Certified Novell Administrator (CNA)

JUSTICE, Pamela (1984)
Coordinator of Services
Student Support Services
A.A., Pensacola Junior College
B.A., M.A., University of West Florida

KAPLAN, Joyce B. (1997)
Director, Zoo Animal Technology Program
Associate Professor of Biology
Department of Biological Sciences
Selected for Academy of Teaching Excellence in 2000
Selected for Academy of Teaching Excellence in 2004
B.S., Cornell University
M.S., University of Idaho

KELLY, Brenda K. (1996)
Associate Professor of English
Department of Developmental Studies
Selected for Academy of Teaching Excellence in 2003
B.A., Spring Hill College
M.A., Ed.D., University of West Florida

KESSLER, Karen (2001)
Interim Director, Financial Aid/Veterans Affairs
B.A., Belhaven College

KEY Jr., F. Scott (1976)
Professor of Business
Department of Business
B.S., Florida A&M University
M.B.A., University of West Florida

KING, Jason (2001)
Web Administrator
Department of Microcomputer Resources
A.A., Pensacola Junior College
A.S., Okaloosa-Walton Community College

KING, Russell (2000)
Assistant Professor of Nursing
Assistant Director, Department of Nursing
BSN, University of Memphis
MSN, Arkansas State
A.S., LaSalle University

KIRK, Richard R. (2001)
Instructor, Computer Science
Department of Computer Science
B.S., Clemson University
M.S., University of West Florida

Program Specialist
Student Job Services
A.S., Palm Beach Junior College
B.S., Southern Illinois University

KNUDSEN, Jacquelyn B. (1988)
Assistant Professor of Cosmetology
Coordinator, Barbering, Cosmetology, Facial Speciality, and Nails Specialty Programs
Department of Professional Service Careers
A.A., A.S., Pensacola Junior College
A.S., LaSalle University

KORINCHAK, Shirley A. (1977)
Coordinator, LRC Technical Services
B.S., Austin Peay State University
M.S., University of Alabama

KOUCZYNSKI, Mary C. (1993)
Professor of Adult Basic Education
Department of Adult Basic Education
Selected for Academy of Teaching Excellence in 1997
B.A., Daemen College
M.A., University of West Florida

KUMAR, Vai (2003)
Instructor of Computer Science
Department of Computer Science
B.S., University of Madras
M.S., University of West Florida

KYLE, Joseph V. (1993)
Coordinator, Student Services
Department of Secondary Education
A.A., Pensacola Junior College
B.S., Florida A&M University
M.S., Troy State University

LAGERGREN, Amelia S. (1995)
Case Manager, Welfare Programs
B.S., Livingston University

LAMBERT, Linda L. (1990)
Professor of Dental Hygiene
Department of Dental and Emergency Sciences, Warrington Campus
B.S., Thomas Jefferson University
M.S., University of West Florida
R.D.H.

LAND, Vance Q. (1982)
Professor of Business Administration
Department of Business
A.A., Pensacola Junior College
B.A., M.A., University of West Florida
M.S., Troy State University
D.P.A., University of Alabama
Certified Public Accountant (Florida)
Certified Government Financial Manager

LAYFIELD, Marsha (1998)
Coordinator, Career Center
Career Planning and Counseling
B.S., Columbus College
M.S., Troy State University

LEMLEY, Yin-Chieh (1986)
Professor of Computer Science
Department of Computer Science
B.A., National Chung Hsing University
B.S., M.S., M.Ed., University of West Florida

LEVINS, Janet E. (1980)
Professor of Nutrition
Department of Biological Sciences
B.S., Florida State University
M.P.H., Tulane University
Ph.D., University of Southern Mississippi

LIBBEY, Margaret A. (1993)
Coordinator, Payroll
Comptroller’s Office
B.S., Florida State University

LIEN, Krist (2006)
District Department Head
Department of Visual Arts
B.F.A., Auburn University
M.F.A., University of Alabama

LIKELY, Rhonda (1982)
Human Resources Support Specialist
Human Resources
A.S., Pensacola Junior College
B.S., University of West Florida
Certified Records Manager

District Department Head
Department of Behavioral Sciences
B.S., Mississippi State College for Women
M.U.R.P., University of Mississippi
Ph.D., Mississippi State University

LONG, Loretta (1999)
Case Manager, Welfare Programs
A.A., Okaloosa-Walton Community College
B.A., University of West Florida

LONG, Rosemarie (1999)
Coordinator, Student Success
Student Services
Selected for Academy of Teaching Excellence in 2002
B.A., University of Washington
M.B.A., Seattle University

LOONEY, Victor (2001)
Student Services Specialist
Educational Opportunity Center
B.S., The Citadel
M.Ed., University of Central Oklahoma

LOUIE, Deborah (1995)
Case Manager, Welfare Programs
A.A., Pensacola Junior College
B.A., University of West Florida

LUCAS, Teresa (2002)
Coordinator of Dental Assisting
Department of Dental and Emergency Sciences, Warrington Campus
A.A., Pensacola Junior College
CDAA

Assistant Professor of Mathematics
Department of Mathematics
B.S., Florida Atlantic University
M.S., University of Florida

LYNER, Jana (2005)
Instructor of Nursing
Department of Nursing, Warrington Campus
BSN, Jacksonville State University

LYNN, Dorinda (1980)
Professor of Business Administration
Academic Programs, Milton Campus
Selected for Academy of Teaching Excellence in 1988
A.A., Pensacola Junior College
B.A., M.B.A., University of West Florida
Certified Public Accountant
MAHOOD, Emily (2005)  
Coordinator  
Rape, Risk Reduction and Education

MANNs, Clarence (2000)  
Learning Lab Supervisor  
Department of Developmental Studies  
A.A., Pensacola Junior College  
B.S., University of West Florida

MARQUER, Twila (1997)  
Quality Control Specialist  
Welfare Programs  
B.A., University of West Florida

Vice President, Student Affairs  
B.A., Western Carolina University  
M.Ed., University of Virginia  
Ph.D., Bowling Green State University

MARTIN, Tracey (2003)  
Graphic Artist/Graphic Design Specialist  
WSRE-TV  
A.A., Pensacola Junior College

MARTINEAU, Shelley (1994)  
Science Lab Specialist  
Department of Biological Sciences  
A.A., Pensacola Junior College  
B.S., University of West Florida

MAYES, Margaret  
Case Manager, Welfare Programs  
B.A., University of Southern Mississippi

Professor of English  
Department of English/Communications  
Selected for Academy of Teaching Excellence in 1993  
B.A., M.A., University of Northern Colorado

McARTHUR, Robin (2002)  
Public Television Information Specialist  
WSRE-TV  
A.A., Pensacola Junior College  
B.S., University of West Florida

McCarthy, Sandi (2005)  
Instructor of Nursing  
Department of Nursing  
Warrington Campus  
A.S., Mississippi Gulf Coast Comm College  
B.S.N., M.S.N., University of South Alabama

Senior Computer Systems Analyst  
Department of Information Technology Services  
A.A., Jefferson Davis Junior College  
B.S., Troy State University

McLEOD, Katie (1967)  
Professor  
Department of Behavioral Sciences  
B.S., M.S., University of Alabama  
Ed.D., Florida State University

Director, Institutional Research and Effectiveness  
A.B., Pfeiffer College  
M.S., Appalachian State University  
Ed.S., Ed.D., University of Florida

Director, Computer Services and Telecommunications  
Information Technology Services  
A.A., B.S., University of West Florida

MELTON, Gordon (1973)  
Coordinator, Campus Police,  
Warrington Campus  
A.S., Pensacola Junior College

MERRITT, Bert (1986)  
Director, MIS Support  
B.S., University of West Florida

MERRITT, Kathryn (1991)  
Assistant Professor of Mathematics  
Department of Developmental Studies  
Selected as Outstanding New Faculty Member in 1993  
A.A., Pensacola Junior College  
B.S., Florida State University

MERTINS, Robin (1998)  
Coordinator, Art and Graphics  
Marketing and College Information  
B.A., Florida State University

MILLER, Fitzhugh L. (1974)  
Professor of Drafting and Design  
Department of Technologies  
Bachelor of Architecture, University of Florida  
Registered Architect

MILLER, Marilynn Elaine (1993)  
Professor of Secondary Education  
Department of Secondary Education  
Selected for Academy of Teaching Excellence in 1999  
A.A., Pensacola Junior College  
B.S., University of West Florida  
M.S., University of Mississippi

MILLER, Timothy (1999)  
Program Specialist, Job Services and Placement  
Student Job Services  
A.A., Florida Community College  
B.A., University of West Florida

Surgical Technology Instructor  
Department of Nursing  
Warrington Campus  
A.A.S., Elizabethtown Community College  
B.S., Palmer Chiropractic College

MINOR, Cindy (1996)  
Director, Student Support Services  
B.A., M.A., University of West Florida  
M.S.M., Troy State University

MOLONEY, Marguerite (2005)  
Instructor of Geology  
Department of Physical Sciences  
B.A., M.A., Illinios State University

MOORE, Sandy (2005)  
Instructor of Dental Assisting  
Department of Dental and Emergency Services  
Warrington Campus  
Certified Dental Assistant

MORGAN, Susan (1989)  
Professor of Social Studies  
Department of Secondary Education  
Selected for Academy of Teaching Excellence in 1996  
B.A., Berry College  
M.A., University of West Florida

MORRISON, Audrey (1980)  
Professor of Business  
Department of Business  
B.A., M.A., University of West Florida  
Certified Public Accountant

MOSLEY, Susan (2005)  
Instructor of Nursing  
Department of Nursing,  
Warrington Campus  
B.S.N., Texas Woman's University  
M.S.N., University of South Alabama  
Family Nurse Practitioner

NASH, Peter E. (1981)  
Associate Professor  
Department of Developmental Studies  
Selected for Academy of Teaching Excellence in 1989  
A.A.S., Dental Lab, Greenville Tech.  
B.S., Ferris State College  
M.Ed., University of West Florida  
C.D.T.s, University of North Carolina,  
Chapel Hill and Atlanta College of Medicine and Dentistry

NELSON, Tanya (2000)  
Assistant Professor of Reading  
Department of Developmental Studies  
Selected for Academy of Teaching Excellence for 2006  
B.A., University of California  
M.Ed., Loyola University

NEUMAN, Todd (2000)  
Assistant Professor of English  
Department of English/Communications  
Selected as Outstanding New Faculty Member in 2002  
A.A., Pensacola Junior College  
B.A., M.A., University of West Florida

NEWLAND, NANCY A. (1994)  
Director, Campus Police/Chief Campus Police  
A.A., Pensacola Junior College  
B.A., University of South Florida  
M.S., Troy State University

NGUYEN, Anh (1996)  
Coordinator, Student Accounting and Collections  
Bursar's Office  
A.A., Wharton County Junior College  
B.A., University of West Florida

NICKLES, James L. (1993)  
Director, Disability Support Services/ADA  
B.S., M.S., Eastern Montana College  
Ed.D., University of Northern Colorado

NILES, Daula (1999)  
Internet Content Programmer  
Microcomputer Resources  
A.A., Pensacola Junior College  
B.S., Southern Illinois University

NORTHROP, Jennifer (2004)  
Grant Accountant  
Comptroller’s Office  
A.A., Pensacola Junior College  
B.A., B.S.B.A., University of West Florida

NORTHUP, Patricia (1991)  
Professor of English  
Department of Developmental Studies  
B.A., M.A., M.B.A., University of West Florida
O'LEARY, Jennifer Ehrhardt (2004)
Instructor of Speech
Department of English/Communications
B.A., M.A., University of West Florida

OLIVE, Margaret (1993)
Professor of Biology
Department of Biological Sciences
B.S., M.S., Frostburg State College

PADILLA, Jackie (1996)
Comptroller
Comptroller's Office
A.A., Pensacola Junior College
B.S., M.A., University of West Florida

PARDONNER, Rachel
Coordinator
Transfer Services

PARKER, Madonna (1999)
Computer Systems Analyst
Department of Information
Technology Services
A.A., Pensacola Junior College

PARKER, Tyce (1998)
Computer Systems Analyst
Department of Information
Technology Services
A.A., Hillsborough Community College

PENA, Brenda (1997)
Coach, Women's Softball
A.A., Pensacola Junior College

PENA, Pedro "Pete" (1999)
Coach, Women's Volleyball
A.A., Pensacola Junior College

PERRY, Dorothy E. (1983)
Professor/Librarian
LRC, Warrington Campus
A.A., Miami-Dade Junior College

Instructor of Early Childhood Education
Department of Education/EPI
Selected as Outstanding New Faculty Member in 2006
B.A., M.Ed., University of West Florida

PETE, Evelyn (1978)
Professor of Business
Department of Business
B.S., University of West Florida

PETERSEN, Jessica (2006)
Instructor, Biology Science
Department of Biological Services
B.S., Auburn University

PETERSON, Sheila (1982)
Professor
Allied Health Department
Warrington Campus
A.S., R.R.T., Pensacola Junior College
B.S., University of Central Florida

PETRUSKA, Mary Anne C. (1996)
Associate Professor
Department of Mathematics
Selected for Academy of Teaching Excellence in 2006
A.A., Pensacola Junior College

PEYTON, Tracy A. (1997)
Assistant Professor of English
Department of Developmental Studies
Selected as Outstanding New Faculty Member in 1999
A.S., Jefferson State Junior College

Professor of Chemistry/Hazardous Materials Management
Department of Physical Sciences
Selected for Academy of Teaching Excellence in 1996
B.A., Loyola University

PHILLIPS, Carolyn (1973)
Chief Information Officer
Department of Information Technology Services
B.S., University of West Florida

PHILLIPS, Roland (1998)
Director, Engineering and Operations WXRE-TV

PIERCE, Robert (1998)
District Department Head, Technologies
A.S., Pensacola Junior College

Business and Administration Manager WXRE-TV
B.S., University of Alabama

PRENDERGAST, Christine (2003)
Learning Lab Supervisor
Department of Developmental Studies
A.A., Brevard Community College

Associate Professor of English
Department of English/Communications
A.A., Okaloosa-Walton Junior College
B.A., M.A., University of West Florida

QUILLEN, Kathryn (2001)
Coordinator, Testing, Assessment, and Orientation
B.A., University of the South

REDDOCH, Eris (1985)
Professor
Department of Computer Science
Selected for Academy of Teaching Excellence in 1990

REPPENIAGEN, Patricia A. (1993)
Professor of Art
Department of Visual Arts
B.S., M.F.A., Portland State University

RESCH, Judith (1967)
Professor of Business
Department of Business
Selected for Academy of Teaching Excellence in 1994

REYNOLDS, Dennis (1997)
Coordinator
Student Leadership and Activities
A.A., St. Petersburg Junior College

RICH, Carla L. (1983)
Professor of Business
Department of Business
B.A., University of West Florida

RICH, Linda (1996)
Assistant Professor of Nursing
Department of Nursing, Warrington Campus

Instructor of Cosmetology
Department of Professional Service Careers
A.A., A.S., Pensacola Junior College

RIGBY, Chanda (2005)
Coach
Intercollegiate Athletics

RILEY, David (2000)
Job Developer, Welfare Programs
A.A., Pensacola Junior College

RILEY, Georgia (1990)
Systems Coordinator
Department of Information Technology Services
A.A., Pensacola Junior College

2006–2007
RIMMERMAN, Stacey L. (2001)  
Assistant Professor of Art  
Department of Visual Arts  
B.A., M.Ed., Ed.D., University of West Florida

RITCHIE, Debbie (2006)  
Director  
Institute of Workforce and Economic Development, PJC Institute  
B.S., Florida State University

RIZZO, Dick (2005)  
Director, Program Operations  
WSRE-TV  
B.A., W. Illinois University  
M.A., The University of Texas at Austin

ROBERTS, Jean (1988)  
Professor of English  
Department of Developmental Studies  
Selected for Academy of Teaching  
Excellence in 1992  
B.A., Metropolitan State College  
M.A., University of Colorado at Denver  
Ed.D., University of West Florida

ROBLES, Melissa P. (2002)  
Assistant Professor of Reading  
Department of Developmental Studies  
B.A., M.Ed., University of West Alabama

ROE, Melissa P. (1993)  
Professor, Dental Hygiene and Dental Assisting  
Department of Dental and Emergency Sciences  
Warrington Campus  
Selected as Outstanding New Faculty Member in 1995  
Selected for Academy of Teaching  
Excellence in 2000  
Certiﬁed B.S., M.S., University of North Carolina at Chapel Hill  
R.D.H., CDA

ROGERS, Douglas K. (1987)  
Coordinator of Intramurals  
A.A., Pensacola Junior College  
B.S., M.S., University of West Florida

ROOS, Jelle (1980)  
Associate Professor of English  
Department of English/Communications  
A.A., Miami-Dade Junior College  
B.A., Florida-Atlantic University  
M.S., Florida State University

ROSE, Randolph (2000)  
Instructor, Computer Science  
Department of Computer Science  
Computer Science  
A.A., Pensacola Junior College  
B.S., M.S., University of West Florida

ROSS, Melinda (1975)  
Coordinator  
Training and Development  
Downtown Center  
A.A., Pensacola Junior College  
B.S.W., University of West Florida  
M.S.W., Florida State University

ROWE, Patrick M. (1983)  
Professor of Art History  
Department of Visual Arts  
B.A., Florida-Atlantic University  
M.A., Ph.D., Florida State University

RUCKER, Brian (1996)  
Associate Professor of History  
Department of History, Languages, and Philosophy  
Selected for Academy of Teaching  
Excellence in 2000  
A.A., Pensacola Junior College  
B.A., M.A., University of West Florida  
Ph.D., Florida State University

RUENGERT, Julie (2003)  
Instructor of English and Journalism  
Department of English/Communications  
B.S., Harris-Stowe State College  
M.A., University of Arkansas

Assistant Professor of Mathematics  
Department of Mathematics  
B.S., Ph.D., Central Michigan University

SANTONI, Virginia M. (1971)  
Coordinator, Scholarships, Training/Development and Data Systems  
Department of Financial Aid/Veterans Affairs  
A.S., Pensacola Junior College  
B.A., University of West Florida  
M.S., Troy State University

SANDERS, Pat (2000)  
Case Manager, Welfare Programs  
A.S., Pensacola Junior College  
B.A., University of West Florida  
M.S., Troy State University

SANDERSON, Lynn (2000)  
Job Developer, Welfare Programs  
A.A., Norwalk Community College  
B.S.W., University of West Florida

SCHILLING, Vicki (2003)  
District Department Head  
Department of Mathematics  
B.S., Davis and Elkins College  
M.A., Northeast Missouri State University  
Ph.D., Northern Illinois University

SCHLIER, Charlie (1990)  
Professor  
Department of History, Languages and Philosophy  
B.A., Florida State University  
M.A., University of California, Los Angeles  
Ph.D., Florida State University

SELLERS, James (2005)  
Instructor, EMS/Paramedic  
Department of Dental and Emergency Services  
A.A.A.A.S., Pensacola Junior College

SETTLE, Mickey G. (1975)  
Professor of Mathematics  
Department of Mathematics  
B.A., University of West Florida  
M.A., Ph.D., Florida State University

Television Producer/Director  
WSRE-TV

SHEFFER, Linda C. (1991)  
Coordinator, Disability Support Services  
B.S., University of Texas at Austin

SHUGAR, Kenneth B. (2001)  
Director  
Student Job Services  
B.S., University of Virginia  
M.A., University of West Florida

SHUMWAY, Donna (2000)  
Assistant Professor of Health Information Management  
Alied Health Department, Warrington Campus  
A.A., Brevard Community College  
B.S., University of Central Florida

Assistant Professor of Business  
Department of Business  
B.A., Florida A&M University  
J.D., Florida State University

Instructor of Sociology  
Department of Behavioral Sciences  
B.A., Millsaps College  
M.A., University of Southern Mississippi

SLATTERY, Kevin (1986)  
Professor  
Department of Secondary Education  
B.A., Loyola University  
M.A., University of West Florida

SMITH, Tim (1975)  
Systems Coordinator  
Department of Information Technology Services  
B.S., University of West Florida
SNOWDEN, Donald L. (1987)  
Department Head  
Assistant Professor  
Director of Bands  
Department of Music and Theatre  
B.S., Livingston University  
M.Ed., University of Southern Mississippi

SOUTHERLAND, Ann (1975)  
Assistant Vice President  
Academic Affairs and Career Education  
Professor of Early Childhood/Child Care  
B.S., Florida State University  
M.A., University of West Florida  
Ed.D., Florida State University

SOUTHERLAND, L.B. “Sandy” (1989)  
Professor of Hospitality Management  
Coordinator, Hospitality Management  
Department of Professional Service Careers  
Selected for Academy of Teaching Excellence 1999  
A.A., Pensacola Junior College  
A.O.S., Culinary Institute of America  
B.S., Florida International University  
M.B.A., University of West Florida

SOWA, Margaret (1997)  
Case Manager, Welfare Programs  
B.A., William Patterson University

SOWELL, Mitzie (2004)  
Instructor of Biology  
Department of Biological Sciences  
B.S., University of Southern Mississippi  
M.Ed., NorthWestern State University  
M.S., M.Ed., University of South Alabama  
A.B.D., Auburn University

SPENCER, Sharon A. (Jo) (1987)  
Professor of Mathematics  
Department of Mathematics  
Selected for Academy of Teaching Excellence in 1993  
B.S., Mary Washington College  
M.A., University of West Florida

SPIRER, Erin (2005)  
Campus Academic Coordinator  
Academic Program Support  
Warrington Campus  
B.S., M.S., Ph.D., Auburn University

SPIEGEL, Rebecca B. (1997)  
Learning Lab Supervisor; SAIL Lab  
Department of Developmental Studies  
B.S., Auburn University

SPRUILL, Jane C. (1990)  
Professor  
Department of Education/EPI  
Selected for Academy of Teaching Excellence in 2000  
B.S., M.S., Texas Tech University

Professor of Classical Guitar  
Department of Music and Theatre  
Selected for Academy of Teaching Excellence in 1995  
B.S., M.M., Western Kentucky University  
D.M.A., Arizona State University

STEWART, Janie (2005)  
Manager, Business and Community Partnerships/Special Events  
WSRE-TV

STEWART, Wayne (1970)  
Director, Systems Support  
Department of Information Technology Services  
B.S., University of West Florida  
Certified Data Processor (CDP)

STINSON, Carol (1992)  
Associate Professor of Nursing  
Department of Nursing, Warrington Campus  
B.S.N., Loma Linda University  
M.S.N., University of South Alabama

District Department Head  
Professor of Chemistry  
Department of Physical Sciences  
B.S., University of New Orleans  
Ph.D., Florida State University

STRAUS, Jacinta F. (1987)  
Campus Coordinator  
Student Leadership and Activities  
Warrington Campus  
A.A., Pensacola Junior College  
B.A., University of West Florida  
M.Ed., University of Missouri

SUAREZ, Stanley V. (1981)  
Director, Reading Services  
WSRE-TV  
A.A., Pensacola Junior College  
B.S., University of West Florida

SUAREZ-CONNOR, Marta (2003)  
Instructor of Nursing  
Department of Nursing, Warrington Campus  
B.S.N., M.S.N., University of Miami

SULLIVAN, Vincent J. (1974)  
Professor  
Department of Behavioral Sciences  
Selected for Academy of Teaching Excellence in 1994  
B.S., Spring Hill College  
M.A., University of South Alabama  
Ed.D., Florida State University

SUTTON, David T. (1985)  
Coordinator  
Veteran Affairs  
B.A., University of West Florida

SWANSON, Paul D. (1997)  
Coach, Men's Basketball  
B.S., Iowa State University  
M.A., Northwestern University

SWEENEY, Charlotte M. (1990)  
Professor/Library  
Department of Information Technology Services  
Pensacola Campus  
B.S., University of South Alabama  
M.L.S., University of Southern Mississippi

THOMAS, Drucilla (2006)  
Coordinator, Student Support  
Department of Nursing  
Warrington Campus  
A.S., Pensacola Junior College  
B.S., M.S., Florida Agriculture and Mechanical University

THOMPSON, Warren W. (1968)  
Professor of Art  
Department of Visual Arts  
B.S., M.E.A., Florida State University

TODD, Belinda (1996)  
Coordinator, WIA  
B.S., Troy State University

TOYE, Suzanne C. (1992)  
Associate Professor/Counselor  
Student Affairs  
Milton Campus  
A.A., Pensacola Junior College  
B.A., University of West Florida  
M.S.W., Florida State University

TULLOS, William Rhae (1993)  
Learning Lab Supervisor; SAIL Lab, Pembina Campus  
Department of Developmental Studies  
B.S.E., Memphis State University  
M.S., Troy State University

TURBERVILLE, Camilla A. (1979)  
Professor of Adult Basic Education  
Department of Adult Basic Education  
Selected for Academy of Teaching Excellence in 1994  
B.A., Samford University  
M.Ed., University of West Florida

TURNER, Chris (2005)  
Instructor of Mathematics  
Department of Mathematics  
B.S., M.S., Arkansas State University

TURNER, Mary (1997)  
Instructor of Nursing  
Department of Nursing, Warrington Campus  
B.S.N., M.S.N., St. Louis University

Professor/Library  
LRC, Reader Services, Pensacola Campus  
B.A., University of West Florida  
M.L.S., University of Alabama

VANDER-HAY, Tammy (2003)  
Computer Systems Analyst  
Department of Information Technology Services  
B.S., University of West Florida

VILLINES, Kathleen (2006)  
Graphic Design Specialist  
Marketing and College Information  
A.A., Merced College  
B.F.A., LA Tech University

VOLTZ, Charles F. (1996)  
Assistant Professor of Sciences  
Department of Secondary Education  
B.S., M.S., University of Wisconsin at Madison

WALKER, Valerie (2001)  
Assistant Professor of Biology  
Department of Biological Sciences  
B.S., M.S., University of West Florida

WALL, Barbara S. (1994)  
Coordinator, Tech Prep  
B.S., Barry College  
M.S., Florida International University

Instructor of English  
Department of Secondary Education  
B.A., M.Ed., William Carey College

2006–2007  
College Personnel  
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WARD, Jeffrey H. (1999)
Internet Systems Coordinator
Microcomputer Resources
A.A., Pensacola Junior College
B.A., B.S., M.S., University of West Florida

WARD, Keith (1998)
Network Administrator
Microcomputer Resources
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Certified Novell Administrator (CNA)

WARD, Margaret (1986)
Professor of Radiography
Allied Health Department
Warrington Campus
B.S., Old Dominion University
R.T., Norfolk General School
of Radiologic Technology
M.Ed., University of West Florida

WARD, Zeida (1991)
Professor of Spanish
Department of History, Languages and Philosophy
Selected for Academy of Teaching Excellence in 2000
B.A., M.A., University of West Florida
M.A., University of California, Berkeley

WATTS, Janie T. (1978)
Professor
Department of Adult Basic Education
A.A., Booker T. Washington Junior College
B.S., Florida A&M University
M.A., North Carolina Central University
Ed.D., Nova University

WERNICKE, Marian (1988)
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Department of English/Communications
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M.A., University of West Florida

WERRE, Elizabeth (1988)
Professor of Education
Department of Education/EPI
Selected for Academy of Teaching Excellence in 2001
B.S., M.S., University of North Dakota

WOLF, Meridith (2005)
Director
Development/Alumni Affairs
B.A., Catholic University of America

WHALEY, James M. (1975)
Professor/Librarian, Automated Systems
LRC Technical Services
B.A., University of West Florida
M.S.L.S., Florida State University

WHATLEY, Rodney (2005)
Director of Theatre
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M.F.A., Lindenwood University
Ph.D. candidate at Florida State University
(Dramatic Theory and Criticism)

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PJC Foundation
A.A., Pensacola Junior College
B.A., University of West Florida

WOLF, Raymond H. (1989)
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Ph.D., Florida State University

WOODCOCK, Donna (1998)
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WOOTEN, John Wayne (1974)
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Department of Physical Sciences
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WOOTERS, Jeffrey S. (1990)
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Computer Graphics/Multimedia Specialist
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ZAYAS, Joseph M. (1977)
Professor of Physics
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B.S., Iona College
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ZEIGLER, Carolyn J. (1973)
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Counseling, Pensacola Campus
B.S., University of Rochester
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ZENG, Guangping (1993)
Professor of English
Department of English/Communications
Selected for Academy of Teaching Excellence in 2002
B.A., M.A., Shanghai International Studies University
Ph.D., Indiana University of Pennsylvania

ZIEL, Joan (1971)
Dean
Student Success and Enrollment Management
R.D.H., A.S., Pensacola Junior College
B.S., M.Ed., University of West Florida
Ed.D., Florida State University

ZIMMERMAN, Mary Lou (1998)
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B.A., University of Connecticut
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M.B.A., Rutgers University

ZINERMON, Narla (1995)
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M.Ed., University of West Florida

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CAULEY, Elizabeth
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M.Ed., University of North Carolina
Ed.D., Nova University

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(1994) Faculty Emeritus in Mathematics
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(deceased)

KLEINMAN, Robert M.
(1996) Faculty Emeritus in Philosophy
Selected for Academy of Teaching Excellence in 1988
B.A., New York University
B.A., Pennsylvania State University
M.A., Ph.D., Columbia University

McMANUS, Winifred
(1994) Faculty Emerita in English
Selected for Academy of Teaching Excellence in 1987
B.A., Huntingdon College
M.A., Arizona State University

NEZ, Martha M.
(1995) Faculty Emerita in Biological Sciences
B.S., Birmingham Southern College
M.S., Vanderbilt University
Ph.D., Florida State University

ROSS, Louis A.
(1996) Faculty Emeritus in Social Sciences
B.A., M.A., Florida State University

TEAGLE, Louise L.
(1994) Faculty Emerita in Secondary Education
B.A., Huntingdon College

2005-2006 ACADEMY OF TEACHING EXCELLENCE INDUCTEES

REBECCA ADKINS
Adjunct
Sign Language

SHARON HARMON
History

RICHARD JERNIGAN
Music

TANYA NELSON
Reading

BETTY PERSONS
Outstanding New Faculty
Early Child Education

MARY ANNE PETRUSKA
Mathematics
1. Baars Building
   Wing A: Rooms 100-107
   Wing B: Rooms 111-119
   Wing C: Rooms 120-125
   Wing D: Rooms 131-137
   Wing E: Rooms 140-149
   Wing F: Rooms 41-45
   1st Floor: Fitness Center, Rm. 108
   2nd Floor: Rooms 185-191
2. Registration Center
   2A - Hagler Auditorium
3. Louis A. Ross Health and Sports Center
4. Allen Liberal Arts Building
5. Student Center
6. Student Affairs Building/Student Job Services
7. Barfield Administration Building
8. Ashmore Fine Arts Center
9. Facilities and Operations
10. Business Education
11. Adult High School
12. Cosmetology
13. Management Information Systems
14. Behavioral Sciences
15. Visual Arts
16. Microcomputer Resources
17. Baroco Center for Science and Advanced Technology, East Wing
18. Industrial Technology
19. Gymnasium
20. Learning Resources Center
21. Baroco Center for Science and Advanced Technology, West Wing
22. Kugelman Center for Telecommunications:
    WSRE-TV
    Development/Alumni Affairs
    Marketing and College Information
23. Child Care Center
24. Mechanical, South
25. Equipment Storage
26. Central Stores
27. Fertilizer Storage
28. Construction Building
29. College Centre:
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</table>
WHOM TO SEE ABOUT WHAT

**SUBJECT** | **PERSON OR PLACE** | **ROOM** | **EXT.**
---|---|---|---
Academic Information | Advising Center | 512 | 484-1630
Admissions Information | Admissions/Registration | 219 | 484-1600
Advising Services* | Advising Center | 512 | 484-1630
AIDS Information | Director, Student Life | 510 | 484-1689
Books and Supplies | Bookstores (see below) | | |
Business Matters | Bursar's Office | 208 | 484-1782
Career Connection | Career Connection | 512 | 484-1768
Career Information | Student Job Services | 610 | 484-1654
Catalogs | Admissions/Registration | 219 | 484-1600
Change of Major (Field) | Advising Center | 512 | 484-1630
Change of Name or Address | Admissions/Registration | 219 | 484-1600
Class Absences | Advising Center | 512 | 484-1630
Class Schedules | Admissions/Registration | 219 | 484-1600
CLEP | Testing and Assessment Center | 636 | 484-1656
College Reach Out Program (CROP) | CROP Office | 658 | 484-2158
Continuing Education | Continuing Education Office | 961 | 484-1797
Cooperative Education | Student Job Services | 610 | 484-1653
Course Advising | Advising Center | 512 | 484-1630
Credit by Exam (Dept) | Admissions/Registration | 219 | 484-1600
CTE Student Resources | CTE Student Resources Office | 641 | 484-2163
Director of Testing | Testing and Assessment Center | 635 | 484-2145
Disability Support Services | Disability Support Services Office | 605 | 484-1630
Dropping or Adding a Class | Advising Center | 512 | 484-1630
Dual Enrollment | Dual Enrollment Office | 274 | 484-1406
Emergency Calls | Campus Police | 519 | 484-2500
Enrollment Services | Enrollment | 272 | 484-1547
Equal Access-Equal Opportunity | Office of Institutional Diversity | 705 | 484-1759
Fees and Bills | Bursar's Office | 208 | 484-1782
Financial Aid | Financial Aid Office | 254 | 484-1600
Graduation Information | Advising Center | 512 | 484-1630
I.D. Cards | I.D. Center | 232 | 484-1783
Illness or First Aid | Health Clinic | 301 | 484-1122
International Student Information | Admissions/Registration | 219 | 484-1600
Intramurals | Department of Physical Education | 322 | 484-1517
Job Placement | Student Job Services | 610 | 484-1654
Loans and Grants | Financial Aid Office | 254 | 484-1600
Lost and Found | Campus Police | 519 | 484-2500
NAS Classes | Warrington Academic Coordinator | 5420 | 484-2536
Publicity | Marketing and College Information | 707 | 484-1790
Recruitment/Retention | Recruitment/Retention | 272 | 484-1547
Refunds | VP Student Affairs | 671 | 484-1690
Registration and Records | Admissions/Registration | 219 | 484-1600
Scholarships | Financial Aid Office | 257 | 484-1634
Student Activities | Student Life | 502 | 484-1501
Student Organizations | Student Life | 502 | 484-1501
Student Orientation | Enrollment Services | 272 | 484-1547
Student Parking | Campus Police | 519 | 484-2500
Student Rights | Student Life | 510 | 484-1689
Testing | Testing and Assessment Center | 635 | 484-1656
Traffic Appeals Court | Student Public Defender | 510 | 484-1502
Transcript Evaluation | Admissions/Registration | 219 | 484-1600
Transcript and Grades | Admissions/Registration | 219 | 484-1600
Tutoring | (See below) | | |
Veterans Affairs | Veterans Affairs Office | 234 | 484-1670
Vehicle Registration | Campus Police | 519 | 484-2500
Withdrawal from the College | Advising Center | 512 | 484-1630
Women in Transition | Women in Transition Office | 650 | 484-2151

*Advising Center Locations:
1. Pensacola Campus Advising Center | 512 | 484-1630
   Degree and Certificate Programs
   Adult High School | 1113 | 484-2177
2. Warrington Campus (All programs) | 5616 | 484-2200
   3. Milton Campus (All programs) | 4202 | 484-4410
   4. Downtown Center | 418 West Garden St. | 484-1574

Tutoring Services Locations:
Disability Support Services | Student Services | 605 | 484-1637
Learning Enrichment Center | 151 | 484-2003
Phi Theta Kappa | Dr. Jeff Wooters | 1750 | 484-1160
Student Support Services | Student Support Services Office | 620 | 484-2028
Veterans | VA Office | 254 | 484-1670

Bookstore:
Books and Supplies | Pensacola Campus | 550 | 484-1515
   Milton Campus | 4241 | 484-4445
   Warrington Campus | 5602 | 484-2233

FOR ASSISTANCE AT THE MILTON AND WARRINGTON CAMPUSES:
Milton Campus | Director of Student Services | 4202 | 484-4410
Warrington Campus | Director of Student Services | 5615 | 484-2270

FOR ASSISTANCE AT OTHER LOCATIONS:
Downtown Center • 418 West Garden St. • 484-1374

PENSACOLA CAMPUS: (850) 484-1000
MILTON CAMPUS: (850) 484-4400
WARRINGTON CAMPUS: (850) 484-2200
TOLL FREE: 1-888-897-5605