





**Student Academic Calendar 2017-2018**  
(Dates Subject to Change)

Academic Dates and Deadlines	Fall 2017 Semester (2018.1) Session				Spring 2018 Semester (2018.2) Session				Summer 2018 Semester (2018.3) Session			
	A Aug 21 – Dec 15	B Aug 21 – Oct 16	C Sep 12 – Dec 15	D Oct 17 – Dec 15	A Jan 8 – May 7	B Jan 8 – Mar 5	C Jan 30 – May 7	D Mar 6 – May 7	A May 14 – Aug 7	B May 14 – June 25	C June 12 – Aug 7	D June 26 – Aug 7
Registration Begins	April 3	April 3	April 3	April 3	Nov 1	Nov 1	Nov 1	Nov 1	April 2	April 2	April 2	April 2
Deadlines to Pay Fees See Details Below	Aug 7 Aug 14	Aug 7 Aug 14	Sept 5	Oct 10	Dec 11 Jan 3	Dec 11 Jan 3	Jan 23	Feb 27	May 10	May 10	June 5	June 19
Classes Begin	Aug 21	Aug 21	Sept 12	Oct 17	Jan 8	Jan 8	Jan 30	March 6	May 14	May 14	June 12	June 26
Schedule Adjustment (Drop/Add) Period Ends	Aug 25	Aug 22 Add Aug 25 Drop	Sept 15	Oct 18	Jan 12	Jan 9 Add Jan 12 Drop	Feb 2	March 7	May 15	May 15	June 13	June 27
Midterm	Oct 16	Sept 18	Oct 25	Nov 14	March 5	Feb 5	March 14	April 9	June 25	June 4	July 10	July 17
Last Day to Withdraw	Nov 7	Sept 28	Nov 15	Nov 29	Apr 3	Feb 15	Apr 10	Apr 19	July 12	June 12	July 23	July 25
Final Exams (Day)	See PSC web page for the final exam schedule <a href="http://www.pensacolastate.edu">www.pensacolastate.edu</a>				See PSC web page for the final exam schedule <a href="http://www.pensacolastate.edu">www.pensacolastate.edu</a>				See PSC web page for the final exam schedule <a href="http://www.pensacolastate.edu">www.pensacolastate.edu</a>			
Last Day of Semester	Dec 15	Oct 16	Dec 15	Dec 15	May 7	March 5	May 7	May 7	Aug 7	June 25	Aug 7	Aug 7
Commencement Ceremony	<b>Fall Commencement Ceremony December 17, 2017</b>				<b>Spring Commencement Ceremony May 6, 2018</b>				There is not a Summer Commencement Ceremony. Summer graduates are invited to attend the Spring or Fall Commencement Ceremony.			
HOLIDAYS (College Closed)	<ul style="list-style-type: none"> <li>Labor Day: Monday, September 4</li> <li>Veteran's Day: Friday, November 10</li> <li>Thanksgiving Holidays: Wednesday, November 22 – Sunday, November 26</li> <li>Winter Break: Wednesday, December 20 – Monday, January 1</li> </ul>				<ul style="list-style-type: none"> <li>Martin Luther King Jr. Day: Monday, Jan 15</li> <li>Spring Break: Monday, March 26 – Sunday, April 1</li> </ul>				<ul style="list-style-type: none"> <li>Memorial Day: Monday, May 28</li> <li>Independence Day: Wednesday, July 4</li> </ul>			

Fee Payment Details: fall and spring semesters have two fee payment deadlines. Registrations processed before the first deadline must be paid by the first deadline date. Registrations processed after the first deadline but before the second must be paid by the second deadline date. Registrations processed after the second fee payment deadline must be paid by the end of each day. The College will be open until 6 pm on all fee pay deadline days.

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**2017-2018**

**CATALOG AND STUDENT HANDBOOK**

Pensacola State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate degrees, associate degrees, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Pensacola State College.

Member of  
Association of Florida Colleges;  
Florida Association of Colleges and Universities;  
The College Board; and  
Association of Community College Trustees.  
VOLUME 60 NO. 1 August, 2017

DISTRICT OFFICE  
Pensacola Campus  
1000 College Boulevard  
Pensacola, Florida 32504-8998  
(850) 484-1000 (888) 897-3605  
[www.pensacolastate.edu](http://www.pensacolastate.edu)

Milton Campus  
5988 Highway 90  
Milton, Florida 32583-1798  
(850) 484-4400

Warrington Campus  
5555 West Highway 98  
Pensacola, Florida 32507-1097  
(850) 484-2200

Downtown Center  
418 West Garden Street  
Pensacola, Florida 32502-4731  
(850) 484-1374

Century Center  
440 East Hecker Road  
Century, Florida 32535-2819  
(850) 471-4622

South Santa Rosa Center  
5075 Gulf Breeze Parkway  
Gulf Breeze, Florida 32563-9334  
(850) 471-4630

Pensacola State College does not discriminate against any person on the basis of race, ethnicity, national origin, color, gender/sex, age, religion, marital status, pregnancy, disability, sexual orientation, gender identity or genetic information in its educational programs, activities or employment. For inquiries regarding Title IX and the College's nondiscrimination policies, contact the Associate Vice President of Institutional Diversity/Title IX Officer at (850) 484-1759, Pensacola State College, 1000 College Blvd., Pensacola, Florida 32504.

# PENSACOLA STATE COLLEGE

## PRESIDENT'S MESSAGE

Congratulations on choosing Pensacola State College! With a wide variety of programs, a dedicated faculty and staff, and affordable tuition, we are committed to preparing you for university transfer or providing training that can put you on the path to a rewarding career in a large number of technical fields.

Meeting industry needs with training and education for in-demand jobs is an important part of our mission. For example, students can complete PSC's state-of-the-art welding program in just three semesters and be prepared for a career with many possibilities along the Gulf Coast. In another response to workforce needs, we have expanded our outstanding cybersecurity associate degree program into an affordable bachelor's degree program and opened the door even more for high-wage jobs for our graduates.

We are committed to helping our students not only to attend college but also to graduate. In fact, Pensacola State is consistently listed in the Top 100 Associate Degree Producers in the nation. This ranking affirms that PSC is among the best at providing the programs, faculty, facilities, counseling, and financial aid needed for students to earn their degrees. Our associate degree students transferring to a university do as well or better in grade attainment than the native University student.

In the coming year, we hope you will explore the many avenues to become involved outside the classroom while you are here. We have more than 40 student organizations with plenty of opportunities for leadership, community service and lifelong friendships. Broaden your horizons! Our acclaimed Switzer Visual Arts Gallery and Lyceum Series bring in top artists, musicians, and performers from across the nation, and our student athletic programs are exciting to watch – and these events are free for students!

Education has the power to enrich and transform lives. We are delighted that you have chosen Pensacola State College as the place to pursue your professional and personal goals.

Sincerely,



Edward Meadows  
President



## **NOTICE REGARDING CHANGES TO POLICIES**

The provisions of this publication are not to be construed as a contract between the student and Pensacola State College. The College reserves the right to change any provision or requirement when such action becomes necessary. Each student is advised to work closely with a College counselor or advisor to verify the appropriateness of the course(s) for which he or she registers.

Each student is expected to become familiar with the rules and regulations of the College and will be held responsible for the observance of those rules and regulations.

## **EQUAL ACCESS/EQUAL OPPORTUNITY**

Without regard to race, color, ethnicity, sex, pregnancy, creed, age, religion, marital status, national origin, disability, sexual orientation or gender identity, Pensacola State College commits to the following:

1. Pensacola State 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, gender identity or genetic information and discrimination based upon religion and assures reasonable accommodation of religious observances, practices, and beliefs of individual students and employees in regard to admission, class attendance, scheduling of examinations, and work assignments.

Pensacola State College is in compliance with the Americans with Disabilities Act of 1990, as amended by the ADA Amendments Act of 2008, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, and the Genetic Nondiscrimination Information Act (GINA) of 2008.

Inquiries or complaints may be addressed to the Associate Vice President, Institutional Diversity/Title IX Officer, at (850) 484-1759, Pensacola campus, Administration Building 7, Room 705.

















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Santa Rosa Center. Online materials and services are available to students at these locations as well as phone, email, and Ask-A-Librarian research assistance.

*\*For holiday closures and extended hours call (850) 484-2001. For hours at the South Santa Rosa Center call (850) 471-4630. For hours at the Century Center call (850) 471-4622.*

### STUDENT JOB SERVICES AND COOPERATIVE EDUCATION

Student Job Services assists Pensacola State College students and alumni with their employment needs and offers Cooperative Education opportunities to qualifying students. Employers can use Pensacola State College employPSCstudents to post jobs and search for qualified applicants. Student job services reaches students and alumni either in person or virtually to provide services.

#### Job Placement

Employment assistance is provided to all students and graduates.

Full-time and part-time jobs are listed at [www.pensacolastate.edu/sjs](http://www.pensacolastate.edu/sjs). Pensacola State employPSCstudents allows students and graduates to search for jobs and post resumes and allows employers to contact applicants. Student Job Services assists students in creating resumes, preparing for job interviews, and developing employability and work effectiveness skills. Interested students should contact Student Job Services, Building 6, Room 641 on the Pensacola campus or call (850) 484-1654 for more information. Students should update their online student profile each term. Students may also access Career Coach which is a free tool that helps find a rewarding career by providing data on job postings, employment forecast, wages and education and training. Career Coach provides information on local employment and students can also create a resume on this site. It is a great online tool for High School and College students.

#### Cooperative Education

The Cooperative Education program is a planned, paid work experience in which a student is employed in a job directly related to his or her fields of study. The program offers both alternating and parallel work schedules. In the alternating schedule, the student works full-time one semester and is enrolled in classes full-time the following semester. In the parallel schedule, the student is enrolled in classes and works part-time each semester.

The program offers academic or vocational credits for each semester worked. The student must maintain a 2.5 GPA throughout the cooperative education experience. Each student must complete certain requirements before being sent on job interviews and must also complete specific objectives related to his or her program for each semester of employment. These requirements will ensure that the student participates in real life occupational experiences, which will enhance the educational experience through individualized, on-the-job situations.

The cooperative education program unites the College, the student, and the employer to provide each student with a well-rounded education and offers experience for the job market. Any interested student should contact the Student Job Services, Building 6, Room 641 on the Pensacola Campus or call (850) 484-1654 for more information.

Complete details on job placement and cooperative education services may be found at [www.pensacolastate.edu/sjs](http://www.pensacolastate.edu/sjs).

### TESTING AND ASSESSMENT

The Testing and Assessment Center administers a wide range of campus, state, and national examinations used in student advising, course placement, research, certification, licensing, and awarding of college credits. The Testing and Assessment Center is located in the Student Services Building, Building 6, on the Pensacola

campus. Testing services are also available in the Student Services offices on the Milton campus, Warrington campus, Century Center, and South Santa Rosa Center.

For questions about testing services on the various campuses, call:

Pensacola campus	850-484-1656
Milton campus	850-484-4410
Warrington campus	850-484-1076
South Santa Rosa Center	850-471-4630
Century Center	850-471-4622

#### ACT and SAT

Information about registration, test dates, fees, etc. may be obtained on the following websites:

**ACT:** [www.actstudent.org](http://www.actstudent.org); and

**SAT:** [www.collegeboard.com](http://www.collegeboard.com).

Information may be obtained from the Testing and Assessment Center, Building 6, Pensacola campus or from Student Services offices on district campus sites or centers. A prospective student may obtain application packets from area school guidance offices.

A prospective student is encouraged to take the ACT or SAT examination and have the scores forwarded to Pensacola State College. ACT and SAT scores, if appropriate, will be recognized for placement purposes.

#### Placement Testing and Developmental Education

Pensacola State College offers the Post-Secondary Education Readiness Test (PERT) to determine placement into college-level courses.

**Testing Exemption:** Due to a legislative change, a student may be exempt from the required placement testing and developmental education. Per the rule, a Florida public high school student who entered Grade 9 in the Florida public school system in the 2003-2004 academic year (or later) and earned the Florida Standard High School Diploma, shall not be required to take the common placement test and shall not be required to enroll in developmental education instruction in a Florida College System institution. Additionally, any active duty military service member shall not be required to take the common placement test and shall not be required to enroll in developmental education. After the successful completion and submission of the College's admission application, a student or active duty service member is encouraged to meet with an advisor to determine eligibility for testing exemption and discuss the process for opting out of testing and developmental education.

A student who is not exempt from placement testing and who wishes to enroll in college credit English or mathematics courses (Gateway courses) must satisfy placement requirements through testing. The following tests meet the State of Florida's Placement requirements and any of these scores (active scores less than 2-years old) are accepted for placement at Pensacola State College: ACT, SAT, CPT or Post-Secondary Education Readiness Test (PERT).

Transfer students may satisfy placement testing requirements through prior coursework and/or successful completion of an acceptable placement exam (ACT, SAT, CPT or PERT).

Special Students and Non-Degree Seeking Students are subject to placement testing requirements if enrolling in writing emphasis or mathematics courses.

A student whose placement scores indicate a need for skill review should enroll in developmental education courses in the first semester of enrollment. A student with test results indicating the need for 2 or more developmental education courses should also enroll in SLS1101 (College Success) even if this course does not satisfy a requirement for the intended degree. A student who tests into developmental education courses is required to enroll in these courses by the time they have attempted 12 credit hours. A student

must maintain continuous enrollment in at least one developmental course each semester until the requirements are completed. A student may take other credit courses along with the developmental education course as long as the developmental education course is not a prerequisite for the credit course. For additional information, please contact an advisor.

### Test of Adult Basic Education (TABE)

Pensacola State College offers the Test of Adult Basic Education (TABE) to determine skills assessment for participation in some Vocational Certificate programs.

A recent legislative change (see Placement Testing and Developmental Education) may apply to a student and his or her placement requirements for a certificate program. After the successful completion and submission of the College's admission application, a student or active duty service member is encouraged to meet with an advisor to determine eligibility for testing exemption and discuss the process for opting out of testing and developmental studies.

A student who meets the Developmental Education Exemption requirements (see Placement Testing and Developmental Education) is exempt from TABE requirements for the certificate programs. Also, a student who has earned an Associate Degree or higher is exempt from TABE requirements. In addition, a student who passes a state or national industry certification exam or licensure examination that is listed on "The Basic Skills Licensure Exemption List" is exempt from the TABE. And finally, a student who has 2014 GED passing scores less than 2 years old in Reasoning through Language Arts and Mathematical Reasoning is considered to have met the TABE requirement.

The TABE assessment is conducted before enrollment (or within the first 6-weeks of enrollment) at district campus sites. A student must meet the required skill levels in mathematics and communications before completion of the vocational program in which he or she is enrolled. A student should contact the program director or department head for additional information about the requirements.

### General Educational Development (GED) Test

The 2014 GED test is administered on computer throughout the year at the Testing and Assessment Center on the Pensacola campus and the Century Center campus. Information about registration, test dates, fees, etc. may be obtained on the following website: GED: [www.ged.com](http://www.ged.com). Additional information may be obtained from the Testing and Assessment Center, Building 6, on the Pensacola campus.

### 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. A student should consult with an advisor regarding his or her education plan prior to taking a CLEP examination. Credit awarded for the CLEP test is determined by the State Board of Education.

### Florida Comprehensive Assessment Test (FCAT)

The Florida Comprehensive Assessment Test (FCAT) is being phased out and replaced with the state-mandated Florida Standards Assessment (FSA). A high school student is expected to meet with a Collegiate High School advisor to determine the appropriate assessment(s) for his or her particular graduation requirements.

### Florida Standards Assessment (FSA)

FSA/ELA is the new assessment required by the Florida Dept. of Education. It replaces the FCAT. A student is expected to meet with a Collegiate High School advisor to determine which of these

tests is/are needed for graduation from the PSC Collegiate High School.

### Industry Certification Testing

Some Pensacola State College programs recommend that a student pursue industry certification testing. Information about available tests for industry certification may be obtained at the Testing and Assessment Center on the Pensacola campus, Building 6.

More detailed information about additional tests offered may be found on the Pensacola State College website at [www.pensacolastate.edu](http://www.pensacolastate.edu).

## STUDENT RESOURCE CENTER FOR ADA SERVICES

The Student Resource Center for ADA Services is located on the Pensacola campus in Building 6, Room 603, and can be reached by telephone at (850) 484-1637. A student with documented disabilities is enrolled in classes for inclusion in the educational experiences common to all students. A variety of services are provided:

1. Orientation to campus facilities;
2. Personal and vocational counseling;
3. Special classroom arrangements;
4. Information and assistance to faculty;
5. Coordination with local community services;
6. Referral to community agencies;
7. Braille and taped materials;
8. Adaptive computer software programs for reading materials;
9. Special testing accommodations;
10. Note taking assistance;
11. Interpreters for deaf and hard of hearing; and
12. Textbooks on tape.

When necessary, course substitutions can be made pursuant to Florida Statute 1007.264 and State Board of Education Rule 6A-10.041. Accommodations for the GED and other standardized tests are also available.

## DIVISION OF VOCATIONAL REHABILITATION

To serve each student with a disability who is attending the College under the auspices of the Division of Vocational Rehabilitation, the Department of Education has branch offices located on two of the College campuses.

Pensacola campus	Building 6, Room 659	(850) 484-1660
Milton campus	Building 4100	(850) 983-5340

## VETERAN SERVICES

Pensacola State College has served veterans and their families since 1948. The Veteran Services Office (VSO), located in Building 6 on the Pensacola Campus, assists students with Department of Veteran Affairs (DVA) and College VSO procedures. Veteran Services is part of the Student Financial Services Division of the College. The VSO assists a student with his or her DVA education claims and is responsible for meeting all institutional reporting requirements mandated by DVA regulations. A student using Veteran Benefits is required to follow both the academic policies and procedures for obtaining a degree or certificate at Pensacola State College and adhere to DVA policies and procedures. DVA determines the education benefits and amount to be paid to the eligible student. Both the College and the student must abide by DVA regulations. The College's VSO is a service of Pensacola State

College and not an affiliate of the United States Department of Veteran Affairs (DVA). Information for students receiving DVA benefits is found in this catalog and on the website: <http://www.pensacolastate.edu/financialaid/veterans.asp>. Resources are also available in the VSO. Pensacola State College's VSO is committed to providing resources online for students, limited and protected by concerns for privacy and security. A student should frequently consult the DVA website: <http://www.benefits.va.gov/gibill/> for updates.

#### **Advanced Payment (Chapter 30, 35 and 1606 only)**

A new student or one who has not received VA education benefits from any school within 30 days of the start of the semester may apply for a one month advance payment of his or her eligible education benefit. The properly completed application and certified documentation must be received by the DVA Regional Office no earlier than 120 days and no later than 30 days before the first day of class. A student should allow an average of four to six weeks after the VSO office submits enrollment certification for receipt of his or her first direct deposit of DVA education benefits. Visit <http://pensacolastate.edu/financialaid/veteransaffairsforms.asp> for more current information.

#### **Application**

A student anticipating the use of DVA education benefits for enrollment at Pensacola State College must submit his or her applications using the VONAPP (Veterans-On-line Application) website: <http://www.benefits.va.gov/gibill/apply.asp>.

Any student who has previously attended training or education after high school (including military education/training) is required by the DVA to have his or her training evaluated for applicable credit to programs of study, regardless of whether or not DVA assistance was previously received. The credit evaluation is processed by the Registrar's Office. Credits may then be applied toward the student's degree program at Pensacola State College. A copy of all DD-214's or Military Training Transcripts (Joint Services Transcript for Army, Navy and Marines; CCAF for Air Force) and official school transcripts must be submitted to the Admissions/Records Office at this College for their military/educational training evaluation. The Pensacola State College VA Certification Request is available via the student Spyglass account and must be accurately completed and submitted each term in order to receive DVA benefits.

#### **Certificate of Eligibility**

Upon favorable review of a benefits application, the DVA will issue a Certificate of Eligibility directly to the student. The student **MUST** then submit a copy of the Certificate to the VSO.

#### **Attendance Requirements**

A VA student may be withdrawn by his or her instructors when absences are excessive, as defined under the Attendance Policy described in this catalog. A student must verify his or her attendance on the last day of the month to initiate the release of the monthly benefit check if using CH 30 or 1606 education benefits. To verify attendance, please use the Web Automated Verification of Enrollment (WAVE) at <https://www.gibill.va.gov/wave/index.do>, or the toll free Interactive Voice Response (IVR) telephone line at (877) 823-2378 FREE.

#### **Calculation of Pay Rate**

Pay rate classifications are set by DVA for all GI Bill chapters. The rate calculation is based on the combination of credits enrolled and the length of the session in days of instruction. Pensacola State College has three semesters — fall, spring, and summer. Each semester has four sessions, A, B, C, and D. The sessions have varied lengths. It is important to remember that semester and session have different meanings and measurements. A student enrolled in 12 credit hours for fall semester, all in the A session is FULL TIME for the semester. Enrollment in two or more different sessions during the semester could result in changes in the calculation of the rate of pay over the semester. A student should go to

[http://www.benefits.va.gov/gibill/comparison\\_tool.asp](http://www.benefits.va.gov/gibill/comparison_tool.asp) for pay rate information.

#### **Certification**

All enrolled VA students should submit a VA Certification Request via Spyglass upon completion of registration if they wish to claim DVA benefits for the upcoming semester. **IMPORTANT:** Students should complete their registration and the necessary steps for certification as early as possible to ensure quick processing and DVA payment.

#### **Communications**

Official communications between Pensacola State College and a student is through PirateMail. It is each student's responsibility to regularly monitor this account. A student should submit correspondence to the VSO using [veterans@pensacolastate.edu](mailto:veterans@pensacolastate.edu). The student's name, Pensacola State College Student ID number, and chapter of VA benefits should always be included.

#### **Cooperative (CO-OP) Training**

Co-op training is approved for DVA benefits if the course is required in a student's program and meets DVA regulations for certification purposes. If the co-op course is verifiable 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 VSO to ensure the course is certifiable and to obtain the necessary paperwork.

#### **Courses for Which the VA Will Not Pay**

Any course that cannot be applied toward fulfilling graduation requirements in a student's DVA approved degree program at Pensacola State College cannot be certified to the DVA for 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 Pensacola State College graduation requirements. This includes courses transferred in whether DVA benefits were received or not.
2. Courses not listed under a student's DVA approved degree program; unless the course is a pre-requisite or co-requisite listed under the course descriptions in the current *College Catalog*, or a course substitution, processed and approved before the semester begins. A student should follow the Pensacola State College program outline listed in the *College Catalog* verified as the one under which the student plans to graduate.
3. Courses offered as open entry/open exit.
4. 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.
5. Remedial courses which are not required by placement test scores or under Florida State laws.
6. Courses taken to fulfill requirements at another institution unless an approved transient authorization is received.
7. Courses taken as audit, non-credit, CLEP, or exemption.
8. Any course in which a student's final permanent grade is non-punitive in nature, for example a W grade, unless DVA finds the student received the grade due to mitigating circumstances. See Grades Table elsewhere in the catalog.
9. Courses offered as independent study in a certificate program.

#### **Deferment**

Florida law provides for one deferment of tuition and fees (not including books) per academic year for a student receiving DVA benefits. The deferment is a legal promissory note between Pensacola State College and the student; therefore, the student is responsible for making full payment by the due date. All costs of collection including reasonable attorney fees will be the

responsibility of the student. The student's obligation to pay is not contingent on the student first receiving his or her DVA payment. This is an online process available via the veteran's SpyGlass logon for returning students in good standing academically with the College. Consult with the VSO staff for complete eligibility requirements and proper ID documents. Students receiving CH 33 benefits should review the Post 9/11 section for additional information.

### Dual Degree

DVA allows a student to concurrently pursue two degree programs. A student must first receive approval from Pensacola State College's Registrar. Then a student must request approval through Pensacola State College's VSO. The Dual Degree request should be submitted sixty business days prior to the start of the semester dual degree enrollment is desired. If a student changes one of the dual degree programs after approval, the approval is then voided. If a student submits a certification request with other than one of the approved dual programs, that certification will not be processed. Careful review of the dual request form should be done prior to submitting the request located at:  
<http://www.pensacolastate.edu/financialaid/veterans.asp>.

### DVA Resources

Pensacola State College's VSO does NOT have access to a student's DVA pay information; therefore, a student should consult the DVA's websites: <http://www.ebenefits.va.gov> and <http://www.benefits.va.gov/gibill/> to check on education benefits and payments. Specific questions regarding a student's education benefits and payments should be addressed directly to the DVA using the "Ask a Question" feature at the following address: [https://gibill.custhelp.com/app/utills/login\\_form/redirect/ask](https://gibill.custhelp.com/app/utills/login_form/redirect/ask) or by calling (888) 442-4551.

### DVA Vocational Rehabilitation

A student approved for DVA Vocational Rehabilitation (Chapter 31) is eligible to charge tuition, fees, books, and supplies as approved by his or her DVA case manager and as allowed by DVA regulations. The College's VSO must receive an authorized DVA Form 28-1905 from the case manager before charges can be made. Please allow at least five business days for changes to be made. For additional information, email [veterans@pensacolastate.edu](mailto:veterans@pensacolastate.edu).

### Educational Objective

In order to receive DVA Educational Assistance, a student must be pursuing an approved BAS, BSN, AA, AS, ATD or certificate at Pensacola State College. A student must follow the Catalog for the academic year the student began the program, unless the student takes longer than five years to complete the program. Please see the Effective Catalog Policy for complete details. Transient students must contact the VSO staff for additional requirements.

**NOTE:** DVA will not pay educational benefits for pursuit of a second AA degree if the student has already earned an AA or a bachelor's degree issued by the state of Florida.

### Graduating Semester

A VA student under Chapters 30, 33, 35, or 1606, may register in any college credit course, not part of their degree program, to achieve up to full-time enrollment during his or her graduation term. This exception is once per program.

### Name/Address/Program Changes

A student is to notify VSO and the Admissions/Registrar's office of change of name, address, or degree program. These changes can affect receipt of DVA education benefits.

### Non-College Degree (NCD) Programs

DVA sets specific standards for NCD programs. Based on the instruction/lab mix of the course, DVA designates the number of contact hours needed to qualify for full-time training rate. A student enrolled in Adult Basic Education (ABE) and Collegiate High School (CHS) programs is required by DVA to provide

monthly Attendance Sheets for EACH course enrolled. Attendance Sheets for the previous month must be received by Pensacola State College's VSO by the fifth business day of the next month. If the Attendance Sheets are not received by the deadline, the student will not be certified for payment until after the end of the term and all completed Attendance Sheets are received. Additional information will be provided to each student in an NCD program. Students in ABE and CHS may have his or her benefits terminated for excessive absences.

### Post 9/11 GI Bill-CH 33

A student using CH 33 will be allowed to request a VA Deferment each semester provided that the student has no unpaid debt to the College.

### Processing Time

New applications, program changes, and certification requests should allow a minimum of two weeks for the VSO to audit and submit to the DVA. Certifications are processed in date-received sequence.

### Shopping Sheet

The Veteran Financial Aid Shopping Sheet (PDF), automatically sent to veterans who apply to this college, is a consumer tool used to notify students of their potential financial aid package. Designed to simplify the information that prospective students receive about costs and financial aid, it is used to help a veteran make informed decisions about where to attend school.

### Repeating Courses

A student may repeat a course in which an F or a non-passing grade is received. The DVA will not pay for successfully completed courses unless a student is repeating a D grade in accordance with the Gordon Rule or Pensacola State graduation requirements.

### Reporting Requirements

It is the responsibility of a VA student to keep the VSO informed of all changes in their enrollment status by adhering to the following:

1. After registering for classes, a student should go to <http://www.pensacolastate.edu/> and in the Spyglass application, click on Degree Audit. Any course indicated as "The following credits are not used in this program" may not count toward enrollment for calculation of benefits. The VSO can help determine which courses are eligible for benefits. Submit an email to [veterans@pensacolastate.edu](mailto:veterans@pensacolastate.edu) with the student's name, Student ID number, chapter of VA benefits, and a statement confirming completion of registration.
2. A student under Chapters 30, 35, (clock hour programs only) and 1606 must certify their enrollment each month. Verification of attendance should be done on the last day of the month to initiate the release of the monthly benefits check. CH 30, 1606, and 1607 should use the Web Automated Verification of Enrollment (WAVE) at <https://www.gibill.va.gov/wave> or the toll free Interactive Voice Response (IVR) telephone line at (877) 823-2378 to verify enrollment. CH 35 students must call (888) 442-4551.
3. A student must e-mail [veterans@pensacolastate.edu](mailto:veterans@pensacolastate.edu) with his or her name, Student ID number, and chapter of VA benefits to report any changes in school enrollment or attendance.

### Tutorial Assistance

A DVA student enrolled in at least half-time status in a post-secondary program has potential entitlement to DVA tutorial assistance. Contact VSO for additional information and proper forms. Veterans under Chapter 31 should contact their DVA vocational rehabilitation counselor.

### Unsatisfactory Progress

When a student fails to meet Pensacola State College's standards of academic progress, the VSO is required to advise the DVA. A student must obtain a Pensacola State College Veteran Services Office Unsatisfactory Academic Progress Form and make an

appointment with an academic advisor to have the form completed. When completed, the form must state the reason for the unsatisfactory academic progress and steps a student should take to regain satisfactory academic progress. The completed form must be returned to the VSO in order to be certified for DVA benefits. If the student is on academic probation or suspension for two consecutive terms, his or her DVA benefits can be suspended for unsatisfactory academic progress. See STANDARDS OF ACADEMIC PROGRESS (p. 54) described in this Catalog.

#### **Work-Study**

A DVA student enrolled a minimum of three-quarter time may apply for the DVA Work-Study Program. The qualified and selected student is paid minimum wage (Florida or federal, whichever is higher) by the Department of Veteran Affairs. Work-Study pay is tax exempt and students may work a maximum of 425 hours over a fall or spring semester and 325 hours over the summer semester. For additional information, please contact [veterans@pensacolastate.edu](mailto:veterans@pensacolastate.edu).

#### **Military Credit**

Active duty service members and retired military personnel may request a review of military experiences for possible credit. Please see the NON-TRADITIONAL CREDIT (EXTERNAL CREDIT) (p. 44) section of this Catalog for detailed information and guidance.

### **TRIO FEDERAL GRANT PROGRAMS**

TRIO programs are federally funded by the US Department of Education and designed to encourage enrollment in postsecondary or high school education programs. The various TRIO programs serve those who are first-generation-in-college (neither parent possessing a bachelor's degree or higher), low income (Federal TRIO programs taxable income guidelines -- <http://www2.ed.gov/about/offices/list/ope/trio/incomelevels.htm>), veterans, or individuals with documented disabilities residing in Escambia or Santa Rosa counties.

#### **TRIO Programs include**

##### **Educational Talent Search (ETS)**

Designed to serve eligible students from disadvantaged backgrounds in grades 6-12 to increase high school completion rates and encourage enrollment in any accredited postsecondary institution in the country.

Services include but are not limited to: college tours, academic tutoring, career exploration, ACT/SAT test preparation, FAFSA submission, college application and admissions assistance, and student and family workshops.

Eligibility requirements include maintain a minimum 2.5 GPA, first-generation-in-college (neither parent possessing a bachelor's degree or higher), meet income levels established by the grant, desire to pursue a postsecondary education, and attend a participating middle or high school in the Escambia or Santa Rosa County Public School Systems. Please contact ETS at (850) 484-1620 for additional details.

##### **Educational Opportunity Center (EOC)**

Designed to serve eligible individuals who want to enroll in college at any accredited postsecondary institution in the country, whether it is enrolling for the first time or returning to college if they have stopped out for at least one semester (Fall or Spring); or transferring to a university.

Services include but are not limited to completing Admissions application, filing for financial aid (PELL Grant) or researching other financial aid options, and exploring educational and career options.

Eligibility requirements include first-generation-in-college (neither parent possessing a bachelor's degree or higher); meet income levels established by the grant; earned high school diploma or

GED; and resident of Escambia or Santa Rosa counties. Please contact EOC at (850) 484-1961 for additional details.

##### **Student Support Services (SSS)**

Designed to increase retention, graduation, and transfer rates of eligible participant students at Pensacola State College.

Services include but are not limited to tutoring, academic advising, college visits, cultural events, financial literacy, and peer mentoring.

Eligibility requirements include first-generation-in-college (neither parent possessing a bachelor's degree or higher) or low income or students with documented disabilities, and must have an academic need (e.g., tested into one or more developmental education classes). Please contact SSS at (850) 484-2028 for additional details.

##### **Veterans Student Support Services (VSSS)**

Designed to increase the academic success and the overall experience for eligible military veteran students enrolled at Pensacola State College. Primary services include tutoring, academic advising, life skills counseling, college visits, cultural events, financial literacy, and peer mentoring.

Eligibility requirements include veteran of US Armed Forces and first-generation-in-college or low income or a documented disability. Please contact VSSS at (850) 484-2047 for additional details.

##### **Veterans Upward Bound (VUB)**

Designed to motivate and assist eligible military veterans, National Guard and Reserve members of all ages in the development of academic and other requisite skills necessary for acceptance and success in a program of postsecondary education.

Services include free assessment and enhancement of basic skills through academic instruction in the core subject areas, counseling, peer mentoring, tutoring, cultural events, and college visits.

Eligibility requirements include veteran of US Armed Forces, first-generation-in-college or low income. Please contact VUB at (850) 484-2068 for additional details.

### **LYCEUM**

Pensacola State College's Lyceum series offers programs of cultural and educational value to the College as well as to the greater Pensacola community. Musical performances, theatre, dance, art exhibitions, and distinguished speakers are available at no charge to Pensacola State College students through the Lyceum series. Faculty, staff, PSC Senior Club members and PSC Alumni Association members and the general public are invited to attend for a nominal fee. For information regarding Lyceum events, please call the Performing Arts Department at (850) 484-1847 or visit the Lyceum website at [lyceum.pensacolastate.edu](http://lyceum.pensacolastate.edu) (p. 18).

### **TUTORING SERVICES**

#### **Math Lab**

Free face-to-face or virtual math tutoring is available to all Pensacola State College students currently enrolled in developmental education or college-level courses. No appointment is necessary. The Math Labs are located on the Pensacola, Milton, and Warrington campuses, and at the South Santa Rosa Center. Services include tutoring in all math and math-related courses, instruction for using graphing and scientific calculators, study tips, test-taking strategies, and textbooks and solution manuals for most Pensacola State College math courses. Computers with math tutorial software are also available. In addition, free virtual tutoring featuring live online help for all math courses is offered. For more information regarding these services, contact any of the Math Labs. Below are the locations and telephone numbers for each Math Lab:

- Pensacola campus Bldg. 1, Rm. 102 (850) 484-2003
- Milton campus Bldg. 4200, Rm. 4213 (850) 484-4425 or 484-4420
- Warrington campus Bldg. 3100, Rm. 3142D (850) 484-2378
- South Santa Rosa Center Bldg. 51, Rm. 5131A (850) 475-4851
- Century Center via Virtual Tutoring (850) 484-2003

### Writing Lab

Free writing tutoring is available to all Pensacola State College students currently enrolled in developmental education or college-level courses. No appointment is necessary. The Writing Labs are located on the Pensacola, Milton, and Warrington campuses, and at the South Santa Rosa Center. Tutoring is available at the Century Center via Skype. Services include assistance with writing assignments for any Pensacola State College course, grammar review, support for developmental reading courses, vocabulary development, and access to computers. Distance tutoring is available via Skype, and online paper reviews are provided via eLearning or PirateMail. In addition, free virtual tutoring featuring live online help is offered. For more information regarding these services, contact any of the Writing Labs. Below are the locations and telephone numbers for each Writing Lab:

- Pensacola campus Bldg. 1, Rm. 106 (850) 484-1451
- Milton campus Bldg. 4200, Rm. 4246 (850) 484-4403
- Warrington campus Bldg. 3100, Rm. 3142B (850) 484-2351
- South Santa Rosa Center Bldg. 41, Rm. 5131B (850) 475-4851
- Century Center via Skype or email (850) 485-14512003

### Virtual Tutoring

Free virtual tutoring featuring live online help is available for students enrolled in writing emphasis courses as well as many disciplines, including but not limited to mathematics, anatomy and physiology, and chemistry. For more information about virtual tutoring, access the Virtual Resource Center: <http://www.pensacolastate.edu/virtual-resource-center/>.

### ART GALLERY

The Visual Arts Gallery, housed in the Anna Lamar Switzer Center for Visual Arts, is located on the Pensacola campus, building 15, and is open to the general public, free of charge. Exhibitions of contemporary art are displayed throughout the academic year. Gallery tours for groups are available by appointment for each exhibition. For more information, please call the Visual Arts Department at (850) 484-2563 or the Gallery Director at (850) 484-2048, or visit [visualarts.pensacolastate.edu](http://visualarts.pensacolastate.edu).

### ATHLETICS

Pensacola State College is a member of the National Junior College Athletic Association, Region VIII, and a member of the Florida State College Activities Association. Varsity participation on a team is open to full-time students from any campus, but is limited to two years of participation. Full-time students in a vocational program may participate as long as the eligibility requirements of both the NJCAA and the FSCAA are met.

#### Athletic Scholarships

Athletic scholarships are available to students maintaining a satisfactory grade point average under present regulations. Interested students should contact the team coach.

#### Gymnastics Club

The College has an organized gymnastics club open to all area youth. Participants in the club register through the Continuing Education Office. Registration for club participation is available at <http://www.pensacolastate.edu/continuingeducation>.

### Intercollegiate Sports

On the intercollegiate level, Pensacola State College participates in men's and women's basketball, men's baseball, women's softball, and women's volleyball.

### Intramural Sports

The intramural program is under the direction of the Athletic Department and includes tournaments, leagues, and clubs in approximately forty sport activities. The program is open to all students attending Pensacola State College.

### WSRE

#### Vision

WSRE will positively influence the daily lives of all on the Gulf Coast through broadcast programming and educational outreach services that encourage us to engage more deeply in the world around us.

#### Mission

The mission of WSRE is to open doors to a larger world with quality programming and educational outreach services for every person on the Gulf Coast who desires to be more educated, informed and entertained. WSRE helps people make informed decisions with a better understanding of the community and world in which they live. As a community-supported, outreach service of Pensacola State College, WSRE brings forth culture and ideas that enhance the quality of life and promote the joy of discovery and learning.

WSRE was founded and first signed on the air September 11, 1967. WSRE is licensed to the District Board of Trustees of Pensacola State College, and is operated from its main studios in Pensacola as a service of Pensacola State College. WSRE offers four free, over-the-air digital channels 24/7 providing 35,040 hours of television each year, and on-demand viewing through [WSRE.org](http://WSRE.org) and [PBS.org](http://PBS.org) streaming. WSRE has garnered four regional Emmy® Award nominations and nine Telly Awards for original programming since 2008. WSRE's robust local production lineup includes *Conversations with Jeff Weeks*, *StudioAmped*, *Pensacola State Today*, *AWARE*, *In Your Own Backyard*, *Legislative Review*, *RALLY*, and various award-winning documentaries. WSRE's Educational Services and Literacy Outreach programs reach thousands of children every year and distribute free books and educational resources annually to children, parents, and teachers. PSC's Learning Lab/WSRE's Imagination Station (opened in April 2013), located at the Wahoos Stadium in Pensacola reaches thousands of parents and children in a fun, learning-rich environment that is free of charge.

For more information, please visit [www.wsre.org](http://www.wsre.org) or call (850) 484-1200.

### COLLEGE PUBLICATIONS

*The Corsair* is Pensacola State College's award-winning student newspaper, available in print and at [www.ecorsair.com](http://www.ecorsair.com). The paper is written and edited by a staff of student journalists and covers topics relevant to student life, the College, and the community. For more information or to inquire about joining the staff, call *The Corsair* office at (850) 484-1455 or send an email to [corsair@pensacolastate.edu](mailto:corsair@pensacolastate.edu).

*The Hurricane Review* is a nationally recognized literary journal published annually by the English and Communications Department. This journal is edited and formatted by Pensacola State College students under the direction of a faculty adviser. Submissions of short fiction and poetry are welcome. For additional information call (850) 484-1946 or (850) 484-1090, or send an email to [thehurricanereview@pensacolastate.edu](mailto:thehurricanereview@pensacolastate.edu).

*The Kilgore Review* is an annual student literary magazine published by The Literary Roundtable, a creative writing organization advised by a faculty member in the English and Communications Department. To join the group, submit work for consideration, or obtain additional information, call (850) 484-1433 or (850) 484-1400, or send an email to [literaryroundtable@pensacolastate.edu](mailto:literaryroundtable@pensacolastate.edu).

## PENSACOLA STATE COLLEGE WEBSITE

[www.pensacolastate.edu](http://www.pensacolastate.edu)

The Pensacola State College website serves as a gateway to student services, student activities, courses and workshops, degree and certificate programs, College news, and special events. Designed for interactivity, the Pensacola State College website supports traditional instruction, research, and distance learning. Remote students can access academic programs and support services easily through the Pensacola State College website.

## PIRATE MAIL

Pensacola State College provides every student an email account through the PirateMail system. **PirateMail is the primary method of communication with Pensacola State College credit seeking students.** The PirateMail account becomes available to the credit seeking student one business day after the application or re-application has been processed. Each student is responsible for activating the PirateMail account and accessing emails from the College. The expectation is that the student will access the PirateMail account at least once per week and more often during a registration period. Failure to access the PirateMail account and read communications from the College will not be grounds for an appeal of any action taken by the College or any requirement established by an instructor when that information has been communicated to a student by PirateMail. The PirateMail account will remain active throughout a student's enrollment and for three semesters after the last term of attendance.

## STUDENT ID

Each student ID card can be obtained in the Public Safety office on any campus. A student ID card is needed to access campus services such as the Library and the Testing Center. The first student ID card is free. There is a \$5.00 fee for a replacement card. Student IDs can be used for library access, testing purposes, and discounts in the community.

## ACADEMIC HONORS

The College recognizes student achievement in several ways, as indicated below.

### Semester Honors Lists

Two academic honors lists are published at the end of the fall and spring semesters of each academic year under the Current Students tab on the College's website. These honors lists recognize students who have achieved outstanding grade point averages for the semester. To be eligible for the lists, students must be in good academic standing at Pensacola State College as outlined in the Standards of Academic Progress (p. 54).

- **The President's List:** Full-time students (12 credit hours or more per semester of college level coursework) who earn an overall GPA of 4.0 for the semester.
- **Dean's List:** Full-time students (12 credit hours or more per semester of college level coursework) who earn an overall GPA of 3.5–3.9 for the semester.

## Graduation Honors

All students are eligible for academic achievement recognition during the appropriate Commencement Ceremony. Grade point averages are based on all credit hours attempted at Pensacola State College combined with transfer credits from other institutions attended including courses not used for the degree awarded. Baccalaureate and associate degree students will graduate with honors according to three honors categories:

- **Cum Laude** will be awarded to students with a cumulative GPA between 3.50–3.74.
- **Magna Cum Laude** will be awarded to students with a cumulative GPA between 3.75–3.99.
- **Summa Cum Laude** will be awarded to students with a cumulative grade point average of 4.0.

The determination of the three honors categories (Summa Cum Laude, Magna Cum Laude, and Cum Laude) for the commencement ceremony is based on the cumulative grade point average at the end of the student's last semester of enrollment prior to the semester of graduation. Students who have met the criteria for honors prior to their semester of graduation will be eligible for the honors cords at the graduation ceremony.

The transcript is the final and official record of a student's standing at the time of graduation. A student meeting the honors criteria at the time of graduation and after the official analysis of graduation eligibility will have the appropriate notation affixed to the official transcript and on the degree, certificate, or diploma awarded.

## Student Excellence Awards

At this annual honors ceremony, students are recognized as Departmental and Program Scholars and for Scholastic Achievement, Leadership, and Service.

1. Departmental and 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.
2. Scholastic Achievement Award recipients are selected by grade point averages. Recipients must have maintained a 3.9 GPA or better while completing at least 80% of the requirements for the degree they are seeking.
3. The Leadership Award is based upon participation in service clubs.
4. 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.
5. The Sigma Beta Delta Award is an International Honor Society in Business Administration and Management. Induction is offered to BAS students who have a 3.5 or above GPA after having taken 90 credit hours.

## PUBLIC SAFETY

The Pensacola State College Department of Public Safety is committed to the safety of students, employees, and visitors at all Pensacola State College campuses and centers. The Department of Public Safety takes a proactive stance in response to crime on campus and strives to identify problems and address issues before a crisis occurs. A student is encouraged to assist the Department of Public Safety by contacting the department when any of the following occur:

1. You are a victim of crime occurring on campus.
2. You are or may be a victim of domestic violence.
3. You are a victim of rape (including acquaintance rape).
4. You are being stalked.
5. You know of crimes occurring on campus.

6. You have been a victim of crime, on or off campus, and need information, counseling, or referral for further help.
7. You have questions about Florida laws or law-related issues.
8. You need help and do not know where to go or who to ask for information.
9. You need assistance starting your car.
10. You need car key assistance to enter your car.
11. You would like a police escort to ensure safety to or from your class.

### **Public Safety and Security Hours and Information**

The department operates 24 hours a day/7 days a week. Uniformed police officers patrol the campus by marked vehicle, foot patrol, buggy, and bicycle. Police officers carry firearms and have authority to make arrests. Additionally, uniformed public safety officers assist in situations that do not call for specific police action. If you have an on-campus emergency, please contact 484-2500.

Call public safety officers at

Milton Campus Police, Bldg. 4100, 484-4481

Pensacola Campus Police, Bldg. 5, 484-2500

Warrington Campus Police, Bldg. 3300, 484-2283

In case of an extreme emergency, dial 9-911 on campus telephones. This will connect you to a law enforcement operator of the jurisdiction where you are located. That agency will dispatch emergency help. It is important to stay on the line and tell them your location.

Additional information can be found by visiting <http://www.pensacolastate.edu/publicsafety/>.

## **OTHER SUPPORT SERVICES**

### **Snack Bar and 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. There are Subway restaurants on the Pensacola and Warrington campuses. Student scholarship funds are routinely enhanced through vending commissions, made possible through use of the College's vending operations.

### **College Bookstores**

The College has bookstores on the Milton, Pensacola, and Warrington campuses. These bookstores provide textbooks and supplies for sale to students, faculty, staff, and the community. Commissions from the bookstore operations fund scholarships for many Pensacola State College students. Books and supplies required for each course are kept in the College bookstores, as well as imprinted notebooks and clothes, and a large selection of College outlines and preparation and reference books. Textbooks may also be purchased via the website at [www.efollett.com](http://www.efollett.com).

Books and supplies may be purchased by cash, check, Visa, MasterCard, Discover, American Express, or by authorization from the Financial Aid Office or other certifying 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 or state identification card is required.

For bookstore services at the South Santa Rosa Center, please call (850) 471-4630, and for bookstore services at the Century Center, please call (850) 471-4622.

### **Refunds**

A full refund is given if books are returned in the same condition as when purchased, as long as books are returned within 7 days from

the first day of class and the student has proof of purchase via sales receipt.

### **Textbook Buy-Back**

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.

### **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 nurse is needed at the scene of an accident or emergency illness, the Public Safety Office should be contacted at (850) 484-2500. The Health Clinic is located in the Lou Ross Health/ Sports Center. Services are provided free of charge. Hours of operation are Monday through Friday 7:30 a.m. to 4 p.m. during the fall and spring semesters and Monday through Thursday 7 a.m. to 5 p.m. during the summer semester.

### **Alcohol and 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 Student Leadership and Activities (850) 484-1503.

## **AIDS INFORMATION**

Information related to acquired immune deficiency syndrome (AIDS) education may be obtained from the Center for Disease Control and Prevention at <http://www.cdc.gov/hiv/>. Confidential testing is available to the College community on various dates and locations; please see the College Event Calendar for current information.

## **ACTIVITIES AND SPECIAL PROGRAMS**

### **Student Leadership and Activities Office**

The Student Leadership and Activities Offices provide 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 on the Pensacola campus at 484-1501, on the Milton campus at 484-4491, or on the Warrington campus at 484-2293.

### **Posting Student Notices and Use of Bulletin Boards**

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 advertise rooms for rent, search for roommates, etc.

### **Student Organizations**

All organizations, except honor societies, are open to all students with a GPA of 2.0 or above. Membership in an honor society is by invitation only. Students interested in joining a Pensacola State College 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 Department Organizations**

- Band & Jazz Ensembles
- Barber Club
- Biology Club
- Brain Bowl
- Cheerleading
- Chorale
- Cosmetology Club
- *Corsair* (student newspaper)
- Earth Science Club
- Education Club
- Engineering Club
- Forestry Club
- Guitar Ensemble
- Health Occupations Students of America (HOSA)
- Hospitality Management Association
- Humanities Club
- Literary Round Table
- Medical Assisting Club
- Phi Beta Lambda—Business
- Philosophy Club
- Physics Club
- Pensacola State College Entertainers
- Pre-Physical Therapy Assisting
- Radiography Club
- Respiratory Club
- Senior Classical League
- SkillsUSA
- Student American Dental Hygienists' Association (SADHA)
- Student Dental Assisting Association (SDAA)
- Student Nurses Association
- Student Practical Nurses Association
- Student Speech Association
- Students for a Multicultural Society
- Swim Club

### **Honors Organizations**

- Kappa Delta Pi - Education
- Phi Beta Lambda - Business
- Phi Theta Kappa - General Academic
- Psi Beta - Psychology
- Sigma Beta Delta - BAS Supervision and Management

### **Religious Organizations**

- Baptist Collegiate Ministry

### **Social Service Organizations**

- African American Student Association
- Jared Sparks Historical Society
- Outdoor Recreation
- Student Government Association

### **Student Ambassador Program**

The mission of the Pensacola State College Ambassador program is to promote Pensacola State College. Student Ambassadors serve as official hosts and hostesses, representing the College at campus visits and tours, commencements, Alumni Association and Foundation activities, and general recruiting initiatives. The Pensacola State College Student Ambassador program is an opportunity for a student to develop leadership and communication skills while conveying Pensacola State College's Mission of "maximizing educational opportunities that develop the academic, career, personal, and aesthetic capabilities of individuals for the benefit of themselves and the global community."

Ambassadors are selected for their demonstration of leadership, academic achievement, community involvement, and display of pride and ownership of Pensacola State College.

To be eligible for consideration, a student

1. Must be a Florida or Alabama high school senior applying as a first-time student who intends to enroll in classes during the forthcoming Fall and Spring semesters or a current Ambassador in good standing academically who has maintained adequate participation.
2. Must enroll in at least 6 credit hours per semester.
3. Must be at least 18 years old prior to the August Training Session.
4. Must be in good academic standing with a minimum 3.0 cumulative GPA.
5. Must demonstrate prior leadership experience.
6. Must be able to participate in ambassador activities including evening and weekend commitments (hours will vary based on assigned activities, i.e., registration periods, college fairs, orientations/tours).
7. Must commit to serving as an Ambassador for at least one academic year, renewable for a second year upon verification of participation.

### **Specific Discipline Honors Organizations**

Outstanding academic performance is recognized by honors organizations for students in the respective discipline. These honors organizations are open to Pensacola State College students with high academic performance and afford a variety of activities and opportunities or recognition and service.

### **Student Organization Guidelines**

Pensacola State College recognizes student organizations that exist to promote the social and educational well-being of their members. Recognition for 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 Vice President, Academic and Student Affairs. Organizations seeking affiliation with other organizations outside the jurisdiction of Pensacola State College must first have the approval of the Vice President, Academic and Student Affairs, or his or her designee. The Student Leadership and Activities Office is available to organizations for counsel and assistance on all campuses. Responsibility for the 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 policies of the District Board of Trustees, as well as national, state, and county laws.

### **Student Membership**

Membership is open to any student who meets one of the following:

1. A current cumulative GPA of 2.0 or higher at Pensacola State College.
2. A cumulative GPA of 2.0 or higher from the previous college or university (if a new transfer student).
3. Any first time college student entering from high school will have a one semester grace period to earn a college GPA.

### Obtaining Campus Charters

To obtain a campus charter, representatives of a student organization must first consult with the campus Student Leadership and Activities office. Students on the Century or South Santa Rosa centers should contact the Student Leadership and Activities office on the Pensacola campus. The students must also provide the following:

1. Statement of purpose.
2. A proposed constitution.
3. Bylaws incorporating the College's anti-hazing policy (see anti-hazing policy in this *College Catalog*).
4. Name of advisor(s), approved by the supervisor.
5. List of prospective members who must be Pensacola State College students.

The advisor will then present the charter request to the respective campus Student Leadership & Activities office. The charter and the proposed constitution will be forwarded to the Vice President of Academic and Student Affairs, or his or her designee, for review and approval.

### Common Responsibilities

1. Secure one or more approved advisors who either attend meetings or approve the meeting's agenda in advance. An advisor should be present at all meetings held after 5 p.m. An advisor may be any individual employed at Pensacola State College 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. 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 Pensacola State College.
3. Furnish to the Student Leadership and Activities office a complete list of officers and members. Also, within two weeks from the beginning of the spring and fall terms, furnish the times and places of meetings as well as the name(s) 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. Limit membership to current Pensacola State College students maintaining a minimum 2.0 semester grade point average. Students joining a club or organization directly from high school will be given a one semester grace period to establish college GPA.
5. Drop any member who fails to maintain the required 2.0 semester GPA.
6. Furnish a report of the names, addresses, and telephone numbers of officers for the coming year along with a list of major activities engaged in during the previous year. This report is to be filed in the Student Leadership and Activities Office three weeks prior to the end of the spring term.
7. Refrain from any type of hazing. See Anti-Hazing Policy.
8. Submit a detailed outline of any activity to the appropriate campus Student Leadership and Activities coordinator no later than two weeks in advance of the event or activity. Each activity is to be approved by the Student Leadership and Activities coordinator, the club sponsor, and the department

head with oversight of the facility being used (if held on campus). The Student Leadership and Activities coordinator will meet with the sponsoring organization to discuss the proposed plans and assist with ideas or suggestions to help insure the success of the activity. Activity forms are available in the Student Leadership and Activities Office.

9. 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 each fall and spring term and meet all other obligations set forth by the Student Leadership and Activities Office.

### 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 members' right to participate in other campus activities or organizations;
7. Trial of officers or members suspected of violating the Pensacola State College Honor Code; and
8. Any penalty as set forth in the College statement on student rights and responsibilities. Penalties may be prescribed for organizations by the Vice President of Academic and Student Affairs for infractions of a minor nature in accordance with procedures outlined in the College statement on student rights and responsibilities.

### Organization Activities

Registered social functions may be held on the campus or at a place approved in advance by the Student Leadership and Activities Office. Any request for approval of a location should be submitted one week prior to the planned date of the activity.

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 the office. If a club or organization enters into a contractual agreement with any group that will be using Pensacola State College facilities, a copy of the contract must be filed in the Student Leadership and Activities Office and reviewed before approval will be given to the activity.

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.

All registered social functions, either on or off campus, are required to have chaperones in attendance. The chaperones may be an advisor and spouse, or any couple, one of whom is employed by the College as an instructor, an administrator, or a member of the professional staff. Only employees of the College may receive student activity per diem expenses. Chaperones shall exact appropriate conduct from attending students and shall affect proper regard for College regulations at social functions. Instructions for chaperones, outlining their responsibilities, are available in the Student Leadership and Activities Offices.

### Student Government Association

Pensacola State College provides an opportunity for experience in self-government on each campus. A student may hold any office in the Student Government Association (SGA), 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 State College and 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 interests 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 foster 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 Pensacola State College 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.

The Student Government Association is responsible for the following:

1. Budgeting student leadership and activities fund;
2. Informing the organizations of the necessity of compliance with all organizational regulations;
3. Recommending changes necessary for the successful and proper functioning of organizations;
4. Encouraging various student publications to publish such notices as it deems necessary for the information of the student body;
5. Informing students of its role, of the students' roles, and of the necessity of student participation in maintaining effective student government and the democratic process;
6. Promoting, endorsing, and continually striving to improve the honor system described in Article IV of the Constitution;
7. Expressing choices and making recommendations for speakers and entertainers for the Pensacola State College Lyceum series;
8. Participating in the formulations of policies regulating student conduct through representation on committees charged with drawing up codes of conduct;
9. Requesting appropriate changes in College policy not directly under the control of the SGA, such as changes in curriculum, to the appropriate faculty committee or administrative official;
10. Receiving petitions from students who wish to express their opinions or suggest changes to College policy; and
11. Establishing special committees to study particular problems.

Actions of the SGA shall be subject to review by officials authorized to do so by Constitution or by the College President.

# STUDENT HANDBOOK

## STUDENT RESPONSIBILITIES

### Office of Student Conduct

The Office of Student Conduct, located on the Pensacola campus, assists students by 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 Pensacola State College Code of Conduct and/or state law, and providing drug education information and referrals.

### Basic Student Responsibilities

#### 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 State 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 Pensacola State College. 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.

#### Learning Outcomes

1. Students participating in the conduct process will demonstrate increased knowledge of College policies and procedures.
2. Students participating in the conduct process will understand the impact of their decisions and behaviors on themselves and the College community.
3. Students participating in the conduct process will develop a plan for success at the college following their interaction with the Office of Student Conduct.

#### College Authority Regarding Student

1. Under the authority of Section 1001.64, Florida Statutes, the District Board of Trustees of Pensacola State College is authorized to establish policies and procedures governing the behavior and discipline of students.
2. The authority of the College to impose penalties will be asserted when the Code of Conduct is violated. The authority

also carries to restricting students from registration and returning to class until conduct violation hearings are resolved.

3. When activities of the student 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.
6. The College is not required to postpone hearings for violations of the Code of Conduct or College policies if there are also criminal proceedings. In some cases, the College will allow the investigation of law enforcement and criminal proceedings to take place prior to a conduct hearing with a student or Recognized Student Organization.

#### Code of Student Conduct

Any student or recognized student organization found to have committed or to have attempted to commit the following misconduct is subject to disciplinary sanctions through the student conduct process. Expulsion, suspension, or any lesser penalty may be imposed upon any student or recognized student organization who participates in any of the following:

1. **Abuse or Endangerment:** Physically harming or abusing, assaulting, battering, intimidating, harassing, coercing, bullying, verbally abusing or threatening harm to any person, intentionally or recklessly, or causing reasonable apprehension of such harm, or creating a condition that endangers the health and safety of one's self or others. Abuse also includes but is not limited to fighting, the use of a knife, gun, or other weapon, or restraining or transporting someone against his or her will.
2. **Abuse of Computer Resources:** Theft, improper use or other abuse of computer facilities and resources, including but not limited to:
  - a. Use of College computers and/or technology resources to send, receive, or view obscene or sexually explicit messages or pictures.
  - b. Any violation of the College Acceptable Use Policy which governs all use of College information technology services.
  - c. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
  - d. Unauthorized transfer of a file.
  - e. Use of another individual's identification and/or password.
  - f. Use of computing facilities and resources to interfere with the work of another student, faculty member, or College Official.
  - g. Use of computing facilities and resources to send obscene or abusive messages.
  - h. Use of computing facilities and resources to interfere with normal operations of the College computing system.
  - i. Use of computing facilities and resources in violation of copyright laws.
3. **Abuse of the Student Conduct System:** Abuse of the Student Conduct System, including but not limited to:
  - a. Failure to obey the notice from the disciplinary board, the Director of Student Conduct, or any College Official to appear for a meeting or hearing as part of the Student Conduct System.

- b. Falsification, distortion, or misrepresentation of information before a Student Conduct staff member or a disciplinary board.
  - c. Disruption or interference with the orderly conduct of any disciplinary hearing.
  - d. Knowing completion and filing of a false incident report.
  - e. Attempting to discourage an individual's proper participation in, or use of, the student conduct system.
  - f. Attempting to influence the impartiality of a member of the disciplinary board or the Hearing Administrator prior to, or during the course of, a student conduct informal or formal hearing.
  - g. Harassment (verbal or physical) or intimidation of a witness, complainant, member of the disciplinary board or the Hearing Administrator prior to, during, or after a student conduct hearing.
  - h. Failure to comply with the sanction(s) imposed at the resolution of an informal or formal hearing.
  - i. Influencing or attempting to influence another person to commit an abuse of the student conduct system.
4. **Academic Misconduct:** The receipt or transmission of unauthorized aid on assignments or examinations, including, but not limited to, copying, plagiarism, fabrication of information or citations, facilitation of acts of academic dishonesty by others, unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, and tampering with the academic work of other students. Disciplinary actions for academic misconduct shall be administered by the Division of Academic Affairs.
  5. **Alcohol:** Possession, use, manufacturing or distribution of alcoholic beverages on any College property, during college-sponsored student travel, or any College-sponsored event off campus. Exceptions to this policy will occur at special events expressly approved by an act of the College's Board of Trustees where persons twenty-one (21) years of age or over are permitted to consume alcohol.
  6. **Destruction of Property:** Malicious destruction, damage, vandalism, defacing or misuse of College property, including library materials, or any property belonging to others on campus.
  7. **Dishonesty:** Acts of dishonesty include but are not limited to the following forms of deceit:
    - a. Cheating, plagiarism, or other forms of academic dishonesty.
    - b. Furnishing false information (written or oral) to any Pensacola State College official, faculty member, or office representative.
    - c. Forgery, alteration, or misuse of any Pensacola State College document, record, or instrument of identification.
  8. **Disorderly or Indecent Conduct:** Conduct that is disorderly, lewd, indecent, a breach of peace, or an unlawful assembly such as unauthorized occupation of any College facility, or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by the College. Disorderly and indecent conduct includes, but is not limited to the following:
    - a. Unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his or her prior knowledge, or without his or her effective consent when such a recording is likely to cause injury or distress.
    - b. Taking unauthorized pictures of another person in a gym, locker room, or restroom.
    - c. Exhibitionism in the form of nudity.
    - d. Lewd and lascivious conduct.
    - e. Indecent exposure of the person.
    - f. Obscenity or public profanity.
  9. **Disruptive Behavior (Disruption of Operations):** Disruption of any function of the College, including but not limited to:
    - a. Conduct which disrupts the learning environment of any class while in session and/or failure to comply with the directives of an instructor.
    - b. Interference with academic freedom or freedom of speech of any member or guest of the College.
    - c. Participating in, or leading or inciting others to participate in, any activity which disrupts, obstructs, or interferes with the normal operation of the college, including any classroom instruction, meetings, administrative functions, student events, athletic events, student services, disciplinary proceedings, public service activities, or any other College function or event of any kind, on or off campus, or any authorized non-college activities being conducted on campus.
    - d. Interference with the freedom of movement of any member or guest of the College to enter, use or leave any College facility, service, or scheduled activity, to carry out their normal functions or duties, or the obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.
  10. **Drugs:** Possession, use, manufacturing or distribution of narcotics, marijuana, sedatives, tranquilizers, stimulants, hallucinogens or any other controlled substances under Federal or State law, except as expressly permitted by law.
  11. **Drunkness (Intoxication):** Intoxication on campus, whether resulting from consumption on or off campus, when a person is intoxicated to the degree that the person may endanger himself or herself, other persons, or property, or disrupt persons in the vicinity.
  12. **Electronic Devices:** Failure or refusal to turn off electronic devices such as, but not limited to, cell phones, cameras, iPods while attending a class or lyceum program, unless use of such device in class has been approved by the instructor.
  13. **Failure to Comply:** Failing to comply with reasonable directives from College or other officials related to the performance of their official duties when directed to do so. Failure to provide identification or to report to the Director of Student Conduct or any administrative officer, or when reasonable cause exists, failing to leave College-controlled premises or dangerous situations when directed to do so by properly authorized persons including public safety personnel or other College staff. Failing to complete sanctions as part of the conduct process.
  14. **Fire Safety Violations:** Tampering with fire or other safety equipment or setting unauthorized fires. Exhibiting behaviors that risk the health and safety of one's self or others during a fire related incident. Burning candles, incense, or other items in athletic dormitories or other College facilities, whether attended or unattended.
  15. **Harassment:** Engaging in behavior that is sufficiently severe or pervasive so as to threaten an individual or substantially interfere with the individual's employment, education or access to College programs, activities or opportunities, if such behavior would detrimentally affect a reasonable person under the same circumstances. Harassing behavior includes but is not limited to threats, intimidation, coercion, bullying and/or other conduct which threatens or endangers the mental or physical health or safety of any person or causes reasonable

apprehension of such harm. Behaviors that are considered harassment also include, but are not limited to, the following:

- a. Directing physical conduct, or verbal, written, or electronic communication towards an individual because of the individual's age, race, color, ancestry, national origin, religion, creed, service in the uniformed services, veteran status, sex, sexual orientation, marital or family status, pregnancy, physical or mental disability, gender identity, genetic information or political ideas.
  - b. Subjecting a person or group of persons to unwanted physical contact or threat of such.
  - c. Engaging in a course of conduct, including following the person without proper authority (e.g., stalking) under circumstances which would cause a reasonable person to fear for his or her safety or the safety of others or to suffer emotional distress.
  - d. Engaging in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of devices or electronic or written communication directed at a specific person (e.g., cyber stalking), causing substantial emotional distress to that person and serving no legitimate purpose.
16. **Hazing:** Participation in hazing (see anti-hazing policy)
  17. **Retaliation:** Taking adverse or hostile action against any individual or group on the basis of a good faith report made or complaint filed by such individual or group, or on the basis of an individual's participation in an investigation, hearing, or inquiry by the College or an appropriate authority, or the individual's participating in a court proceeding relating to suspected wrongful conduct. Retaliation against any person or group making a complaint is in many cases prohibited by law, and in matters such as sexual assault or sexual violence, retaliation by the accused offender or someone associated with the accused offender is a serious offense.
  18. **Sexual Harassment or Sexual Misconduct:** Engaging in sexual misconduct or sexual harassment of an unwelcome sexual nature that is sufficiently severe or pervasive so as to substantially interfere with the individual's employment, education, or access to College programs, activities, and opportunities, and that would detrimentally affect a reasonable person under the same circumstances. Sexual harassment may include, but is not limited to, verbal or physical conduct of a sexual nature, sexual advances, requests for sexual favors, sexual exploitation, and stalking. Sexual misconduct is a form of sexual harassment and refers to attempted or completed unwanted or non-consensual sexual activity, including but not limited to rape, sexual assault, sexual battery, forcible sodomy, sexual penetration with an inanimate object, intercourse without consent, sexual touching and fondling, the touching of an unwilling person's intimate parts (defined as genitalia, groin, breast or buttock, or clothing covering those intimate parts), forcing an unwilling person to touch another's intimate parts, sexual exploitation, domestic violence, dating violence, and sexual coercion.
  19. **Smoking:** Violating College policies against smoking indoors, including the use of e-cigarettes (vape).
  20. **Theft or Possession of Stolen Property:** Actual or attempted theft, larceny, stealing, embezzlement, or taking of property owned by the College, a member of the College community, or any other person, on or off campus. Being in possession of property belonging to another individual or entity without the express permission of the owner of such property. Taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
  21. **Unauthorized Entry or Use:** The College has the right to control all use and entry into facilities for reasons of security, safety or protections of property and may close facilities at specified times. It should be recognized that an open or unlocked door is not an invitation to enter and use facilities. Unauthorized entry or use may include but it not limited to:
    - a. Unauthorized entry into or use of College property or facilities including buildings, offices, classrooms, athletic dormitory rooms, College property leased to private entities or individuals, computers, computer networks, and any other restricted facilities.
    - b. Remaining on College property against the directive of a College police officer or public safety officer after the cessation of all classes and closure of all College offices, facilities, and libraries at night.
    - c. Unauthorized possession, duplication or use of keys to any College premises.
    - d. Infringing upon the rights of any member of the College community to privacy in offices, laboratories, athletic dormitories, or College property leased to private entities or individuals.
    - e. Infringing upon the rights of any member of the College community to maintain the confidentiality of their personal papers, records and effects.
  22. **Violation of College Policies:** Any violation of a written College Policy, rule, procedure, administrative directive, or contract between the student and the College. Complicity in any violation by another person of this Code of Conduct, a College Policy, rule, procedure or administrative directive by being present at, or having advance knowledge of, such violation and taking any action that constitutes support, assistance, or an act in furtherance of the violation.
  23. **Violation of the Law:** Committing any criminal act prohibited by, or otherwise violating, any federal, state or local law, including applicable county and city ordinances.
  24. **Weapons, Explosives and Dangerous Items:** Possessing on a person or in a vehicle, discharging or exhibiting any sword, sword cane, firearm, electric weapon or device, destructive device, razor blade, box cutter, pellet gun, air rifle, or other weapons as defined under section 790.115, Florida Statutes, at a College sponsored event or on any College property, or using any weapon, even if legally possessed, in a manner that harms, threatens or causes fear to others. Sworn FDLE certified law enforcement officers attending class on a College campus may carry a weapon if required to do so by the policies of the law enforcement agency by which such officers are employed.

### Conduct Process

1. The Pensacola State College Code of Student Conduct is published in the College Catalog. A student or recognized student organization accused of violating the Pensacola State College Code of Student Conduct shall be entitled to certain procedural rights outlined below. Students attending Pensacola State College are expected to abide by the Pensacola State College Code of Student Conduct.
2. In some instances student conduct off campus can also be reviewed by Pensacola State College. The primary goal of the review process is to educate the student of the value to adhering to the established Pensacola State College Code of Student Conduct.
3. In the event the Director of Student Conduct and/or the Vice President of Administrative Services determines that the continued presence of a student on the campuses of Pensacola State College poses an imminent threat to the student and/or the campus community, the Director of Student Conduct and/or the Vice President of Administrative Services of Pensacola State College shall have the authority to immediately remove the student from the campus without the immediate

entitlement of due process for the student. The student may request the initiation of due process only when the Director of Student Conduct and/or the Vice President of Administrative Services determine that the student no longer poses a threat to himself or herself or others in the College community.

### Informal Hearing Process

The Director of Student Conduct or his or her designee shall attempt to informally resolve the alleged violation of the Pensacola State College Code of Student Conduct with the student or recognized student organization. The purpose of the informal hearing process is to review with the student or recognized student organization the alleged code of conduct violations, the hearing forum options, the conduct process, possible sanctions, and to answer questions. During the informal hearing, the student or recognized student organization will be given the opportunity to accept responsibility for the alleged violations. If the student or recognized student organization accepts responsibility, a disciplinary sanction may be implemented. Disciplinary sanctions will be agreed upon by the Director of Student Conduct or his or her designee and the student or recognized student organization involved. The resolution associated with this process is final and cannot be appealed. In the event resolution to the alleged violation of the Pensacola State College Code of Conduct cannot be reached during the informal hearing process, the matter will be referred to the formal process for resolution.

### Formal Hearing Process

1. The student shall receive written notification of the alleged violation of the Pensacola State College Code of Student Conduct along with the date, time, and location of the hearing. The written notification will be provided to the student or recognized student organization within five class days by the Office of the Vice President of Administrative Services or his or her designee. The written notification will be delivered via PirateMail and serves as constructive notice of the hearing.
2. The Office of the Vice President of Administrative Services shall convene the hearing of the Student Judicial Review Board. The Student Judicial Review Board shall consist of two members of the faculty, one member of the College staff, and two members of the student body.
3. The Director of Student Conduct or his or her designee shall present the evidence associated with the alleged violation of the Pensacola State College Code of Student Conduct. The college representative may also call witnesses as part of the presentation of evidence. The student or recognized student organization will be able to hear all evidence and may question any witnesses presented by the college.
4. The student or recognized student organization shall be entitled to appear in person and to present his or her defense to the Student Judicial Review Board and may call witnesses on his or her behalf. Students or recognized student organizations may bring an advisor to the hearing. If the student or recognized student organization does not appear, and has not provided satisfactory justification to the Director of Student Conduct for non-appearance, the hearing shall be held in the student's or recognized student organization's absence.
5. A recording of the hearing shall be made and retained by the Office of the Vice President of Administrative Services. All decisions of the Student Judicial Review Board are based upon the preponderance of evidence standard.
6. Following the hearing, the Student Judicial Review Board will convene and will determine if the student or recognized student organization is responsible for the alleged conduct violations. If a student or recognized student organization is found responsible, the Student Judicial Review Board will recommend disciplinary sanctions. The Student Conduct Office can either accept the recommendation, reject the

recommendation, request the Student Judicial Review Board to reconvene to further review the evidence in the case, or modify the recommendation of the Student Judicial Review Board.

7. The Student Conduct Office will officially notify the student or recognized student organization of the determination of responsibility and the nature of sanctions.

### Conduct Appeal Process

1. The student or recognized student organization will have the right to appeal any decision or sanction imposed by the Judicial Review Board.
2. The student may appeal the decision in writing to the Vice President of Administrative Services within 5 class days of the notification of the decision.
3. The Vice President of Administrative Services or designee will review the appeal without a hearing. The written appeal of the student or recognized student organization will be reviewed along with the recording of the hearing and all documents submitted at the hearing. Grounds for appeal are limited to the following:
  - a. procedural rights were violated in the hearing process
  - b. new information is discovered that was not available at the time of hearing
  - c. information presented does not support the decisions; or
  - d. sanctions imposed were not appropriate for the violation.
4. If the decision is overturned, the Vice President of Administrative Services or designee may modify the decision and/or disciplinary sanctions or may remand the case to the Student Judicial Review Board for reconsideration or a new hearing.
5. If the decision is upheld by the Vice President of Administrative Services, the sanctions will remain in place and the decision is considered final and binding.

### Sanctions

The following sanctions may be imposed upon any Student or Recognized Student Organization found to have violated the Code of Conduct or other College Policies. More than one (1) of the sanctions below may be imposed for any single violation. Any sanction not completed by the deadline may result in additional sanctions. Sanctions include, but are not limited to:

1. *Class Removal or Reassignment:* Removes a student from a class or requires a student to move into a different class or section. Students may also be instructed not to return to class until they have met with the Director of Student Conduct.
2. *Community Service:* Requires a student or Recognized Student Organization to complete hours of service to Pensacola State College or the Pensacola Community.
3. *Counseling:* Requires a student to meet with counseling services until it is deemed that student understands College policies and is able to act in a way that does not harm self, others, or the community.
4. *Educational Sanctions:* Includes but is not limited to the requirement of the completion of an educational assignment or assessment such as a research paper, program presentation, or attendance at a College event.
5. *Expulsion:* A permanent separation of the student from Pensacola State College.
6. *Fines/Restitution:* An amount of money applied to the student account for the violation of a policy or compensation for loss, damage, or injury to the college or another individual.
7. *Leadership Restriction:* Students will not be able to serve in leadership positions for academic and co-curricular

organizations and may not participate in College sponsored travel.

8. *Loss of Privileges:* A denial of specified privileges for a designated period of time such as restriction from certain buildings, inability to hold events, restrictions on student travel etc.
9. *Loss of Recognized Student Organization Status:* A loss of all privileges including Pensacola State College recognition as a student organization for a specified period.
10. *Probation:* Probation for a designated period that includes the probability of more severe disciplinary sanctions if the Student or Recognized Student Organization is found to violate any College policies during the probationary period.
11. *Suspension:* A separation of the student from Pensacola State College for a definite period of time, after which the student may be eligible to return.
12. *Withholding Degree:* A withholding of the awarding of a degree otherwise earned until the completion of the process set forth in the Code of Conduct.
13. *Written Warning:* A formal or informal notice in writing to the student or Recognized Student Organization indicating a violation of College policies.

### Records Retention

The non-academic records of any student charged with an alleged violation of the Pensacola State College Code for Student Conduct and applicable appeals shall be maintained in the Office of Student Conduct. The records will be maintained and purged in accordance with state-approved records retention schedules.

### Classroom Policies

#### Classroom Activity

1. The instructor, 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. The student 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. He or she are responsible, however, for learning the content of any course of study for which he or she are enrolled.
3. The student should be evaluated through orderly procedures. The student is 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

Each student is expected to dress and maintain a personal appearance in a manner which will not endanger his or her 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 Pensacola State College 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.

### Plagiarism and Academic Cheating

1. 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 the appropriate Dean.
2. Plagiarism involves presenting the work, words, or ideas of another student or writer without proper citation, even if unintentionally. Presenting someone else's work as your own, even if in your own words, is plagiarism. It is plagiarism if the work you present is derived from the work of any other person, including, among others, any other student or College faculty member. It is plagiarism if the work you present is derived from any work, including among other things, any work of a literary, musical, dramatic, pictorial, graphic, sculptural, motion picture, sound recording, audiovisual or architectural nature, and regardless of the medium in which it is fixed, whether written, stored electronically, or in any other form by which it can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device. Presenting plagiarized work as your own may also constitute infringement under Federal copyright laws (Title 17 U.S.C.).

### Anti-Hazing Policy

No student or other person associated with Pensacola State 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 Pensacola State College. 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 Pensacola State College organization is directly or indirectly conditioned shall be presumed to be a "forced" activity, the willingness of an individual to participate in such activity notwithstanding.

Any student or other person associated with a Pensacola State College organization who engages in any hazing activity, on or off campus, may be subject to the following penalties: fine up to \$100, withholding of diploma or transcript pending payment of any fine imposed, and/or 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 Pensacola State College organization who engages in such hazing activities may be suspended or dismissed. Any Pensacola State College 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 Pensacola State College 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 Pensacola State College 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.

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.

### Guests and Children on Campus

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

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.

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

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.

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 State College adheres to Florida law addressing the crime of trespassing. Although, as a state college, Pensacola State College is 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:

F.S.S. 810.08 Trespass in Structure or Conveyance;

F.S.S. 810.09 Trespass on Property Other than Structure or Conveyance;

F.S.S.810.095 Trespass on School Property with a Firearm or Other Weapon Prohibited;

F.S.S.810.097 Trespass Upon the Grounds of a School Facility.

Florida State Statutes are accessible through the following website: [www.flsenate.gov/statutes/index.cfm](http://www.flsenate.gov/statutes/index.cfm). Additionally, an individual may be removed from campus for violation of any applicable Board Policy and Procedure.

### Student Motor Vehicle Regulations

1. All students and employees operating motor vehicles on any Pensacola State College campus must register their vehicles at the time of class registration or upon employment. Register in the Pensacola State College Public Safety Department on any Pensacola State College campus.
2. Registered vehicles will be issued a Pensacola State College 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. 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 is invalid due to expiration, it is the student's or 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 Pensacola State College Public Safety Department for additional information.

### 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 Pensacola State College employees are permitted to operate on campus sidewalks, as are vehicles for disabled persons. Pedestrians will always have the right of way.
3. Every operator and passenger of a motorcycle or motor scooter shall wear a DOT approved safety helmet 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 are prohibited on any Pensacola State College 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 or driving areas may be restricted.
8. Bicycles are not allowed to be brought inside Pensacola State College buildings at any time.

#### **Student Motor Vehicle and Parking Violations**

1. A student may appeal a motor vehicle and parking ticket violation through the Public Safety Office on the appropriate campus.
2. The student must appeal the ticket violation within ten (10) class days after receiving the ticket. Any appeal received after this time will not be considered.
3. There must be justifiable reasons for the appeal process to be initiated. The Director of Public Safety will review the appeal.
4. The Director of Public Safety will either uphold the issuance of the ticket or recommend that the ticket be rescinded. This decision is final.

#### **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 non-consumable 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, unless expressly authorized by the President or his or her designated representative. In the event that any controversy arises over whether a particular project is designed to raise funds for activities or causes unrelated to the local college community, or whether any item is improper for sale, the President or his or 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 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 campus dean or the dean'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 or 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 Pensacola State College 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 Pensacola State College 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 thereafter referred to as his or 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 ten 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 or 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 or 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;
  - b. The willful damage or destruction, or seizure and subversion of the institution's buildings or other property;
  - c. The forcible disruption or impairment of, or interference with, the institution's buildings or other property;
  - d. The physical harm, coercion, intimidation or other invasion of lawful rights of the institution's officials, faculty members or students;
  - e. Other campus disorders of a violent nature.

In determining the existence of a clear and present danger, the President or his or 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 or her authorized designee, obtain a hearing within two days following the filing of its appeal before the Student/Faculty Hearing Panel for a de novo consideration of the request. The matter may be referred to the District Board of Trustees of Pensacola State College if the Student/Faculty Hearing Panel believes that the request was improperly denied by the President. Any sponsoring organization aggrieved by the action of the Student Faculty Hearing Panel 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.

- When the request for an outside speaker is granted and the speaker accepts the invitation, the sponsoring organization shall inform the President or his or her authorized designee in writing immediately. The President or his or 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**

- 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 south side of the west entrance to Building 3600. On the Milton campus, it is just to the North of the entry to the covered walkway to building 4200. At the South Santa Rosa Center it is at the north entrance of the campus and the Century Center it is located along the drive at the east entrance to the campus.
- Although no prior request for use of the area need be made for extemporaneous expression, individuals reserving the use of the area have priority.
- 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 on the Milton, Warrington, and Pensacola campuses and the Student Services offices at the Century and South Santa Rosa Centers.
- 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.
- 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 campus dean or his or 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 or 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 or 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 or her authorized designee, obtain a hearing within two days following the filing of the appeal before the Student/Faculty Hearing 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.

- On the Pensacola, Milton, and Warrington campuses, all postings must be approved by the Student Leadership and Activities Office and at the Century and South Santa Rosa Centers by the Student Services Offices.
- Posting includes the following: posters, small banners, sheet banners hung between trees, stake signs, changeable signs, table tents, flyers, rolling signs, easel signs, and commercial advertisements.
- Posting may be done two weeks prior to any club/ organization or Pensacola State College sponsored event including athletics, intramurals, homecoming, mid-term, organization week, and various elections.
- 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.
- No posting will be allowed on doors or glass or on building walls other than the gymnasium interior walls.
- Any posting should be removed within one school day after the event has taken place. It is the responsibility of those putting up the posting to take it down.

**Rights of Students and Recognized Student Organizations**

Every Pensacola State College student and recognized student organization is entitled to certain procedural rights and guarantees in the student conduct process. The rights outlined below are not exhaustive, but serve as guidelines to ensure that all students and recognized student organizations are treated fairly.

- A student or recognized student organization is entitled to be notified of an alleged Student Code of Conduct violation as soon as reasonably possible. In most cases, the student or recognized student organization will be notified within 5 class days. Notifications of an alleged violations will be sent to the PirateMail address of the student or recognized student organization. Sending such an email shall be deemed constructive notice.
- The Office of Student Conduct will give written notice of an informal hearing to the alleged student or recognized student organization. The notice shall include the date, time, and location of the hearing and will be given at least 3 class days prior to the hearing. This notice will be sent via PirateMail and sending such an email shall be deemed constructive notice.

3. A student or recognized student organization may inspect their conduct file upon request to the Office of Student Conduct in advance of the conduct hearing.
4. The alleged student or recognized student organization have the right to meet with staff from the Office of Student Conduct to discuss their incident and be informed of the entire student conduct process
5. The alleged student or recognized student organization has the right to utilize the Student Advocate/Student Ombudsman at no cost. The use of the service of the Student Advocate/Student Ombudsman is to be determined by the student. The Student Advocate/Student Ombudsman can provide guidance and advice regarding the student conduct process.
6. An advisor may accompany the alleged student, recognized student organization, complainant, and victim/survivor of an incident at any time during the student conduct process. Advisors will only be allowed to confer with their advisees (alleged student, recognized student organization, complainant, and victim/survivor). The advisor will not be allowed to directly participate in the student conduct process on behalf of any party or as a spokesperson, advocate, or expert witness.
7. The student or recognized student organization will be given the opportunity to participate in a fair and impartial hearing. The student or recognized student organization will not be forced to give self-incriminating testimony, may inspect all documents before the hearing, may hear and question all adverse witnesses who participate in the hearing, and may present information and call witnesses on the behalf of the student or recognized student organization.
8. The college is not required to postpone any disciplinary proceedings pending the outcome of any criminal proceedings.
9. A written decision will be sent to the alleged student or recognized student organization within 5 class day following the hearing. This time may be extended for cases in which additional time is needed for deliberations. If additional time is needed, the student or recognized student organization will be notified.
10. The student or recognized student organization has the right to appeal the decision of a Judicial Review Board Hearing in writing to the Vice President of Administrative Services within 5 class days of the date of the decision letter. Grounds for appeals are limited to the following:
  - a. Student's or recognized student organization's procedural rights were violated in the student conduct process
  - b. New information is discovered that was not available at the time of the hearing
  - c. Information presented does not support the decision
  - d. Sanction(s) imposed were not appropriate for the violation

## STUDENT RIGHTS

### Basic Student Procedural Due Process Rights

Pensacola State 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. A student pursuing either a non-academic or academic complaint or grievance may use Pensacola State College's Student Advocate/Student Ombudsman at no cost or obligation. The use of the services of the Student Advocate/Student Ombudsman is to be determined by the student. In addition, students who feel their grievance has not be resolved by the College may seek guidance from the Florida Department of Education at <http://www.fldoe.org/schools/higher-ed/fl-college-system/about-us/complaints.stml>.

### Grievances Alleging Discrimination

Pensacola State College prohibits discrimination and harassment of any kind. The College's Policy of Nondiscrimination clearly prohibits discrimination based on race, ethnicity, national origin, color, gender/sex, pregnancy, age, religion, marital status, disability, sexual orientation, gender identity or genetic information (6Hx20-1.007). A student with a complaint regarding issues of discrimination or harassment, including Title IX, Section 504 or discriminatory conduct in the form of sexual misconduct/sexual harassment, should immediately notify the Associate Vice President, Institutional Diversity/Title IX Officer. This includes allegations of discrimination or harassment, whether the alleged discriminatory act occurs on or off campus, in an academic environment or non-academic environment or involves a College sanctioned program, service, or activity. The Associate Vice President, Institutional Diversity is located in the Administration Building #7, Room 705, on the Pensacola Campus, 1000 College Blvd., Pensacola, FL 32504. The phone number is (850) 484-1759.

In addition, Pensacola State College prohibits retaliation. At no time should a student be penalized, threatened, intimidated, or otherwise be discouraged from filing a discrimination complaint if the student in good faith made allegations of discrimination or believes he or she has been subjected to discriminatory conduct.

### Appeals Available to Students

#### Non-Academic Appeals

1. Student Motor Vehicle Regulations: A student who wishes to dispute an alleged violation of the Student Motor Vehicle Regulations may submit an appeal to the Public Safety Office on the appropriate campus.
2. Code of Conduct Violations: A student accused of violating a section or sections of the Pensacola State College Code of Conduct shall be entitled to certain procedural rights. See the Student Code of Conduct Violations in the Non-Academic Appeals Procedure section of the College Catalog.

#### Academic Appeals

1. Grade Grievance Procedure: A student who disputes a final 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 Student Grade Grievance Procedure (p. 33) and no other administrative remedy or campus option is available.
2. Graduation Policy Exception: A student who wishes an exception to an existing graduation policy may appeal to the Student Academic Appeals Committee.
3. 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.
4. Late Withdrawal: A student who wishes to withdraw from a class after the established withdrawal deadline may petition the Student Academic Appeals Committee.
5. 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 to the Student Academic Appeals Committee.

### 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 section 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 or 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 or 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. For extenuating circumstances where the student cannot meet the 10 day deadline, the student should contact the appropriate academic Department Head or Dean for an extension of time. The student should be prepared to present appropriate documentation to explain the need for the extension.

### **Informal Process**

1. Within 10 working days of when the student's final grade is posted on the Pensacola State College Student Information System (SpyGlass), the student shall meet with the faculty member and present data to support his or her assertion.
2. Within 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 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 appropriate Dean and present data to support his or her assertion in the dispute. The Dean must then meet and discuss the dispute with the faculty member and Department Head. The Dean must then attempt to resolve the dispute within 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 Process**

Within 10 working days of when the student is notified of the Dean's response, the student may begin the formal grievance process by outlining the grievance in writing and presenting the petition to the Dean. A one-time panel will be assembled 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, Academic Affairs. Following the hearing, the

Chair will submit the panel's recommendation to the Vice President, Academic Affairs, for a final decision.

## **Formal Student Grievance Procedure**

### **Formal Student Grievance Procedure**

The purpose of the formal student grievance procedure is to provide a means to mediate a fair and equitable solution to any complaint other than grades, and discrimination or harassment that a student may have with a college employee, office or policy. The first process to resolve student grievances should be an informal resolution of complaints with the individual(s) involved when possible.

If a student wishes to submit a formal student grievance the appropriate form located on the forms page of the Pensacola State College website should be completed. The form should be submitted to the appropriate office for review. Academic complaints, other than grade grievances, should be submitted to the Vice President, Academic and Student Affairs. Complaints related to disability services, public safety, or the help desk should be submitted to the Vice President, Administrative Services. Financial complaints, including financial aid issues, should be submitted to the Vice President, Business Affairs. Complaints involving enrollment, registration, advising, and other student related services should be submitted to the Dean, Student Services.

Once the Formal Student Grievance Form has been submitted to the appropriate office, the complaint will be investigated. Any student who submits a Formal Student Grievance Form will be notified of the resolution. Every effort will be made to resolve the complaint within 14 business days, however, time may be extended by mutual consent of the parties concerned.

## **Student Advocate/Student Ombudsman**

Reflecting Florida Statute 1006.51, K-20 Education Code, Pensacola State College has created a Student Advocate/Student Ombudsman, who is accountable to the Vice President, Student Affairs.

A student pursuing either a non-academic or academic complaint/grievance may utilize Pensacola State College's Student Advocate/Student Ombudsman at no cost or obligation. The use of the services of the Student Advocate/Student Ombudsman is to be determined by the student.

The Coordinator of Student Activities and Leadership Development on each campus shall serve as the Student Advocate/Student Ombudsman for his or her respective campus. The Pensacola campus Student Advocate/Ombudsman shall serve in this capacity for the South Santa Rosa Center, Century Center, Downtown Center, and for eLearning students. The Student Advocate/Ombudsman can assist with the following:

1. Guidance and advice regarding the informal and formal processes associated with complaints and grievances including academic and non-academic issues.
2. Assistance in seeking a mutually agreeable resolution of the complaint.
3. Assistance throughout the informal and formal processes associated with complaints and grievances.
4. Comprehension of existing policies and procedures of the College.
5. Serving as an advisor to the student during academic and non-academic appeal or hearing procedures.
6. Referring the student to the Associate Vice President, Institutional Diversity for guidance and assistance if the academic or non-academic complaint relates to alleged discrimination and harassment issues.

# ADMISSIONS, REGULATIONS, FINANCIAL AID, AND GRADUATION

## ADMISSIONS

### General Information

In general, Pensacola State College is an open-door institution. However, depending on the applicant's intended program of study, certain admissions criteria must be met. An applicant may obtain admissions information and required forms on any campus or center. The application is also available online in the Apply Now menu at [www.pensacolastate.edu](http://www.pensacolastate.edu).

Each admitted student is provided an institutional email account called PirateMail. PirateMail is the official method of communication to the student from the College. The student should activate the PirateMail account within a week of admission and is expected to check the PirateMail accounts at least once per week, more often during a registration period. See complete details regarding PirateMail (p. 20) in this Catalog.

An applicant may be denied admission or be admitted with restrictions if evidence indicates that he or she has participated in activities that violate the Pensacola State College Code of Conduct. See the Student Rights and Responsibilities section (p. 33). Falsification of information or failure to furnish correct information on any admission form will subject the applicant to denial of admission.

### Accreditation

Pensacola State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate degrees, associate degrees, and certificates.

Verification of accreditation may be obtained from the Commission on Colleges at 1866 Southern Lane, Decatur GA 30033-4097 or by telephone to 404-679-4500.

### Social Security Number Collection and Usage Notification

In compliance with Section 119.071(5), Florida Statutes, Pensacola State College issues this notification regarding the purpose for the collection and use of an applicant's or a student's social security number (SSN). The SSN is collected and used only to perform the College's duties and responsibilities. To protect the identity of each student, Pensacola State College will maintain the privacy of the student's SSN and never release it to unauthorized parties in compliance with federal and state laws. The College assigns each student a unique student identification number, which is used for associated educational purposes at Pensacola State College including the access of College records.

### Pensacola State College may collect and/or use a student's SSN for the following purposes:

1. Federal legislation relating to the Hope Tax Credit requires that all postsecondary institutions report student SSNs to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for Pensacola State College to collect the SSN of every student. A student may refuse to disclose his or her SSN for this purpose, but he or she may be subject to IRS penalties.
2. The Florida public school system (K-12) uses the SSN as a student identifier. It is beneficial to have access to the same information for purposes of tracking and assisting students in the transition from one educational level to the next, linking all levels of the state education system. The intent is to establish a comprehensive management database of information which

will co-reside with the Division of Public Schools Information Database and the State University System Database to provide integrated information at the state level for educational decision making.

3. SSNs appear on official transcripts and are used for business purposes in accordance with parameters outlined by the United States Department of Education.

### Federal and State Regulations

1. Tracking uses are authorized by SBE Rule 6A-10955(3)(c); 1008.386, FS and the General Education Provisions Act (20 USC 1221(c-1));
2. Hope/Lifetime Tax Credit uses are authorized by 26 USC 6050S and Federal Register, June 16, 2000/IRC Section 25A;
3. Registration uses are authorized by 119.071(5), FS;
4. Issuance of Form 1098T for tuition payment reports are authorized by 26 UWSC 3402, 6051.

### Basic Steps in Applying for Admission to the College

Several programs at Pensacola State College have additional admissions requirements to those listed here. The applicant is responsible for reviewing specific requirements for the chosen program of study listed in this Catalog or provided through the academic department with oversight responsibility for the program. A student who is interested in any health-related program is encouraged to seek admissions assistance from the appropriate department.

1. Complete an Application for Admission and a Residence Statement. Applications are available in the admissions office on any campus or center as well as on the web site at [www.pensacolastate.edu](http://www.pensacolastate.edu).
2. Request official transcripts to be sent to the Records Office at Pensacola State College. A high school transcript showing graduation, a GED score report, or a Home School Affidavit will document basic eligibility to the College. Official transcripts from each institution attended must be submitted.
3. Submit placement test scores or determine if you meet the requirements for the Developmental Education Exemption (see Placement Testing and Developmental Education for a complete description). ACT or SAT scores that are no more than two years of age will be accepted for a student who is not exempt from placement testing. A student who has not taken the ACT or SAT, or whose ACT or SAT scores are more than two years of age, may contact a test center on any campus or center to take the Postsecondary Education Readiness Test (PERT). Test scores are used for placement in reading, writing, and mathematics courses. The scores are not used for admission purposes. A transfer student who has completed college-level English courses with grades of C or better and college-level mathematics courses with grades of C or better will not be required to submit placement test scores. However, if the official transcript is not on file and evaluated by the time of the second term of registration, placement testing will be required.
4. Attend orientation and meet with an advisor or the program director for the specific program to which admission is requested. Contact Admissions and Information or any Student Services office for information regarding orientation sessions. The College web site offers an online orientation for a new student who is unable to schedule an orientation session on a campus or center.

5. Register for classes. In most instances, students will be provided an opportunity to register for classes upon conclusion of the orientation session. It will be at this time that new students will be provided information regarding online registration through SPYGLASS, the online student records system.

### Steps for Readmission to the College (Returning Students)

Any student who has attended Pensacola State College previously but not been in attendance within the previous 12 months must reapply. The reapplication process may be completed in an admissions office on any campus or center. The reapplication may also be completed online at [www.pensacolastate.edu](http://www.pensacolastate.edu). The reapplication process will require updated contact information, names of any additional colleges attended, and the Residence Statement. Transcripts from colleges attended since prior enrollment at Pensacola State College must be submitted during the first term of re-enrollment. Returning students will not be reassessed the application fee.

### Baccalaureate Degree Program Admission

Pensacola State College offers the Marjan Mazza Bachelor of Applied Science (BAS) degree in Business and Management (p.72) with seven areas of concentration: Graphic Design Management, Health Care Management, Human Resources Management, Law Enforcement Administration, Organizational Administration, Project Management, and Public Safety Management. The College also offers a Bachelor of Applied Science in Cybersecurity (p. 68) and a Bachelor of Science in Nursing (BSN). The baccalaureate degrees are designed to provide career ladder options for the student who has completed an associate degree (or at least 60 semester credit hours) and who wishes to pursue an education at the baccalaureate level.

An applicant for admission to the Marjan Mazza BAS in Business and Management degree program will be admitted with the following:

1. Completion of the Pensacola State College baccalaureate admission form and Residence Statement. See the Residency Classification (p. 40) section of this Catalog for information.
2. Submission of all college transcripts with documentation that the applicant has earned an associate degree or earned credit in no less than 60 semester hours from regionally accredited institutions.
3. Completion of entry-level placement testing unless the applicant's transcript reflects grades of C or better in general education English or mathematics. Applicants whose test scores indicate the need for remediation (developmental education or college preparatory courses) will not be admitted into the baccalaureate program or baccalaureate courses until the required developmental education courses are satisfactorily completed.

As applicant for admission to the BAS in Cybersecurity will be admitted with the following:

1. Completion of the Pensacola State College baccalaureate admission form and Residence Statement. See the Residency Classification (p. 40) section of this Catalog for information.
2. Submission of all college transcripts with documentation that the applicant has earned an associate degree or earned credit in no less than 60 semester hours from regionally accredited institutions. Note that the preferred academic pathway into this program is the Associate in Science in Cybersecurity or a closely related field. The student from a different academic background will be required to complete lower level cybersecurity coursework before enrolling in baccalaureate level courses.

3. Completion of entry-level placement testing unless the applicant's transcript reflects grades of C or better in general education English or mathematics. Applicants whose test scores indicate the need for remediation (developmental education or college preparatory courses) will not be admitted into the baccalaureate program or baccalaureate courses until the required developmental education courses are satisfactorily completed.

An applicant for admission to the BSN degree program will be admitted with the following:

1. Completion of the Pensacola State College baccalaureate admission form and Residence Statement. See the Residency Classification (p. 40) section of this Catalog for information.
2. Submission of all college transcripts with documentation that the applicant has earned an associate degree in registered nursing or a nursing diploma from a regionally accredited institution or a nationally accredited nursing program.
3. Possession of a current and unrestricted registered nursing license.
4. Completion of entry-level placement testing unless the applicant documents earning grades of C or better in general education English or mathematics. Applicants whose test scores indicate the need for remediation (developmental education or college preparatory courses) will not be admitted into the baccalaureate program or baccalaureate courses until the required developmental education courses are satisfactorily completed.

**Foreign Language Requirement:** Each student in a baccalaureate program must meet the foreign language requirement. The foreign language requirement may be met with two sequential credits in high school foreign language, successful completion of a post-secondary language II course (the second course in a foreign language sequence), or other means as specified in institutional policy.

### Associate Degree Program Admissions

#### First Time in College

An applicant for admission to any associate degree program must be a high school graduate with one of the below-listed credentials. In most cases, the awarding of financial aid is dependent upon receipt and validation of the high school credential.

1. **Standard High School Diploma**
  - a. A Florida public high school graduate must have earned a standard high school diploma or the CPT-Eligible Certificate. The standard high school diploma or the CPT-Eligible Certificate must be designated on the official high school transcript.
  - b. A student who has graduated from a regionally-accredited high school in any other state must have an official transcript submitted to the College.
  - c. A student who has graduated from a non-regionally-accredited high school will be considered for admission provided the high school transcript documents courses taken and grades earned in a classroom environment. A student who has completed his or her high school education through a non-regionally-accredited high school should contact the Records Office for review of the secondary education transcript. NOTE: A high school diploma issued on the basis of an assessment test may not be recognized for admission into an associate degree program. A high school diploma or transcript purchased for a fee without any instruction received will not be recognized for admission. A student who has earned the Certificate of Completion (other than the CPT-Eligible Certificate) or the Special Diploma from a Florida public

school will not be considered a high school graduate for admission purposes.

2. **GED Equivalency Diploma:** A student who has received the General Education Diploma (GED) will be admitted. An official GED score report from the Department of Education in the state the GED was earned is required for admission.
3. **Home Educated Students:** A student who has completed a home education program (home school) must submit the Home School Completion Affidavit. The affidavit must be completed by a parent or legal guardian affirming that the student completed a home education program meeting State of Florida high school requirements. Documentation from the public school district will be required to ensure the home education program complied with state requirements for secondary education. The Home School Completion Affidavit is available in any admissions office on any campus or center.
4. **Foreign Educated Students:** A student who has completed secondary school education in another country will be admitted provided the level of education is equivalent to high school graduation in the United States. Determination of equivalency is made by the College Registrar utilizing resources provided by recognized credentials evaluators and through best practices of admissions offices in the nation.
5. **Conditional Admission to Summer Classes for Graduating Seniors:** Pensacola State College provides an opportunity to the high school senior with an anticipated high school graduation allowing summer enrollment in classes that begin before the actual high school graduation date. Under this conditional admission, the graduating high school senior may enroll at his or her own expense in courses during the summer semester of the year graduation is anticipated. Federal aid and scholarship opportunities are usually not available to the student admitted under this condition.

### Entry-Level Testing

Each associate degree student is required to satisfy college placement test requirements or provide proof of exemption status. (Refer to page 2 of the Testing and Assessment section; Placement Testing and Developmental Studies.)

Placement tests do not determine admission; they are used to determine the appropriate placement in college-level English, writing-intensive, and mathematics courses. A student may provide scores from either the SAT or the ACT, but the test scores must not be more than two years old. No student, including a non-degree student, will be permitted to enroll in any college credit English, writing-emphasis, or mathematics course or any course having an English, mathematics, or reading prerequisite without meeting the state-mandated minimum scores on the placement test or verifying proof of exemption status.

An applicant who has not taken the SAT or ACT is required to take the Postsecondary Education Readiness Test (PERT) through a testing center on any campus or center.

**Requirement for SLS1101 College Success:** A student whose placement test scores indicate the requirement for enrollment in two or more developmental education/college preparatory courses must also enroll in SLS 1101 College Success. Enrollment in SLS1101 will be required even if the course is not a part of the curriculum for the student's degree plan. Enrollment in the required developmental education/college preparatory courses should begin in the first semester of attendance but must begin before the 12th credit hour is attempted. Enrollment in other college-level courses is permitted provided the student is also enrolled in at least one of the required developmental education/college preparatory courses.

### Requirement for Developmental Math I and II:

Mathematics remediation, determined by placement test scores, will be required of any student following a curriculum leading to the associate of science degree even if a college-level mathematics

course is not specified in the curriculum for the degree. The associate degree will not be awarded until the student has demonstrated readiness for a college-level algebra course.

A transfer or baccalaureate applicant should review testing information in the appropriate admissions section below.

**Transfer Students:** A student is admitted as a transfer student if he or she has previously attended a college or university accredited by one of the six regional accrediting associations. The transfer student must request official transcripts to be sent directly from the issuing institutions to the Records Office at Pensacola State College. Transcripts marked issued to student will not be accepted. All college transcripts must be received and evaluated by the time the transfer student registers for his or her second term of enrollment.

**Financial Aid:** Financial aid is dependent upon receipt and evaluation of transcripts from all previously attended institutions. Transcripts must be received and evaluated by the student's second semester of enrollment. A student anticipating financial aid eligibility who has attended a non-regionally accredited institution will be required to have official transcripts from that institution submitted to the College, even though the College may not require those transcripts for admission purposes.

**A transfer student with grade of C or better** in a course determined to be equivalent to ENC1101C English Composition I will not be required to take the reading/writing portion of the placement test. A transfer student with a grade of C or better in a course determined to be equivalent to MAT1033C Intermediate Algebra (or a higher-level mathematics course) will not be required to take the mathematics/algebra portion of the placement test. A transfer student who does not document placement testing exemption with transfer courses and grades as indicated here will be required to take the placement test.

All credits attempted at the freshman and sophomore levels 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 State College course. 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 notified by Pirate Mail when the evaluation is complete. Credits accepted and the manner in which those credits meet degree requirements may be viewed by the student through his or her Spyglass records (unofficial transcript and degree audit). A student admitted to a baccalaureate program will have transcripts reviewed for possible transfer of junior and senior level courses. See Baccalaureate Program Admission (p. 36).

Remedial course work from non-Florida colleges or universities will not be accepted in lieu of placement test scores.

Grades of D or 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 Pensacola State College may be subject to review as equivalent courses for transfer purposes.

**Credits from Non-Regionally-Accredited Colleges:** A student who has completed course work at a college or university that does not hold accreditation from one of the six regional accrediting agencies will not be required to submit transcripts from those institutions for admission purposes. However, the transcripts may be required for the determination of financial aid eligibility. A student who wishes to pursue the awarding of transfer credit for course work completed at a non-regionally-accredited institution should consult with the Records Office or an advisor regarding the procedure in place for seeking transferability of courses. The course must be equivalent to a course offered at Pensacola State College and must meet the criteria established by one of the six regional accrediting agencies in regard to faculty credentialing, course competencies, textbook utilization, course length, etc.

**Credits from Institutions in Other Countries:** A student who has completed college-level courses in another country will not be required to submit transcripts. However, if the student wishes to have credit earned in another country 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. Pensacola State College will not be involved in the fees charged by the credentials evaluation agency.

The recommendations made by the credentials evaluation agency will be reviewed, and coursework may be accepted provided the courses are comparable to courses taught at Pensacola State College.

College credits for English composition courses will not be accepted unless the student's placement test scores indicate readiness for ENC1101C English Composition I. English courses taught in the English as a Second Language format will not be considered equivalent to either ENC1101C or ENC 1102.

### **Certificate and Applied Technology Diploma Program Admission**

An applicant to a college credit certificate program, vocational credit certificate program, or applied technology diploma program is subject to admissions requirements as indicated above. Placement testing will not be required unless the program contains an English course or a mathematics course. Some vocational credit certificate programs do not require the high school diploma. Please review specific admissions requirements for the program. Basic admissions information follows:

1. An individual who has graduated from high school is eligible for enrollment in a vocational credit program.
2. An individual who has not graduated from high school but is at least 16 years-of-age and legally withdrawn from a regular school system may be admitted into a certificate program provided the specific program does not require high school graduation.
3. Unless required for admission into the particular program or for financial aid eligibility requirements, transcripts are not required. An application for admission and Residence Statement is required. See the Residency Classification section (p.40) of this Catalog for information.

### **Limited Access Programs**

#### **Limited Access Program Admission**

Certain Pensacola State College programs carry additional admission requirements so that the College and its students are able to meet certification and licensing requirements as well as specific program accreditation standards. Any individual interested in a limited access or selective admission program should contact the department with oversight of the program. The limited access programs include, but are not limited to, the following: Dental Hygiene, EKG Technician, Emergency Medical Technician, Health Information Management, Health Unit Coordinator, Massage Therapy, Medical Assistant, Paramedic, Pharmacy Technician, Physical Therapist Assistant, Practical Nursing, Radiography, Registered Nursing, Sonography, Surgical Technology and Veterinary Technology. See the Programs of Study section of this *College Catalog*.

### **International Students**

Individuals who have been granted legal permanent resident status will be required to submit the same admissions documents as a United States citizen to include the establishment of residence for tuition purposes.

Individuals who plan to attend Pensacola State College while in the United States on a visa other than the F-1 Student Visa should

contact the Registrar's Office to determine eligibility. Several visa categories will permit enrollment in college courses during the temporary stay in the United States.

Undocumented aliens will be permitted to enroll at Pensacola State College but will not be able to declare a status as resident for tuition purposes. The undocumented alien will not be eligible for any financial assistance.

Individuals who will require the F-1 Student Visa, including those who are transferring the F-1 Visa from another institution to Pensacola State College, must present the documentation listed below.

Official copies of all documentation are required. 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 College encourages non-citizen students seeking the F-1 Student Visa to begin the application process at least four months in advance of anticipated enrollment. Required application papers and credentials include the following:

1. **International Student Application for Admission** The International Student Application is available in an admissions office or on the web site at [www.pensacolastate.edu](http://www.pensacolastate.edu).
2. **Secondary School Records** Official transcripts of secondary school records are required. Transcripts in languages other than English must be translated with certified translations provided. The secondary school record documents of an applicant who has completed his or her secondary education in a foreign country are evaluated in accordance with the general regulations governing admission of freshman students as well as guidelines established by the American Association of Collegiate Registrars (AACRAO) and the National Association of Foreign Student Advisors (NAFSA).
3. **College Transcripts** International students who have attended colleges in the United States must have official transcripts sent to Pensacola State College. Students who have completed college-level work at institutions outside of the United States and wish to receive transfer credit will be required to seek the services of recognized credentials analyst. See Transfer Students from Other Countries.
4. **Financial Support Documentation** An official statement from the applicant's (or sponsor's) bank or other financial institution is required and must verify the availability of sufficient funds for tuition, matriculation, books, and living expenses. All monetary amounts must be indicated in United States dollars. If the international student will be provided funding through his or her home country's government or some other agency, documentation verifying the availability of sufficient funds for tuition, matriculation, books, and living expenses, etc., must be submitted.
5. **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 Registrar's Office; Pensacola State College's school code for this purpose is 5535. Student copies of the TOEFL score report will not be accepted. 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 Registrar's Office from the testing agency or the institution offering the ELS program. No exceptions will be made to these requirements for language proficiency.

6. **Medical/Health 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.
7. **The Immigration Form I-20:** When all required documents and credentials are received, Pensacola State College will issue the Immigration Form I-20 recorded through the Student and Exchange Visitor Information System (SEVIS) of the United States Department of Immigration and Customs Enforcement. The admitted international student will be responsible for establishing an appointment with the appropriate Embassy and paying any fees associated with the process to receive the F-1 Student Visa.

### Dual Enrollment

The Dual Enrollment program provides college-level instruction to the qualified high school student and is administered in accordance with State Board of Education Regulation 6A-10.0241 Articulation Plans for College Level Instruction for High School Students.

Eligibility criteria and enrollment procedures comply with Florida Law and State Board of Education regulations as well as the Inter-Institutional Articulation Agreements agreed upon by the school districts, eligible private schools, or eligible home education students, and Pensacola State College.

A student who achieves minimum placement scores on state-approved placement exams, meets additional eligibility requirements as stated in the Inter-Institutional Articulation Agreement, who is in grade six through twelve, and who meets the minimum grade point average requirements is eligible for admission into the Dual Enrollment program.

A Dual Enrollment student is exempt from direct payment of tuition, matriculation, and laboratory fees. A public school student participating in dual enrollment may have books provided by the high school. Each private school or home educated student is responsible for purchasing his or her own textbook(s).

#### Admission

The Dual Enrollment student must meet the eligibility criteria established by state rules and specified in the applicable Inter-Institutional Articulation Agreement.

The following documents must be submitted to the assigned College Advisor:

1. Dual Enrollment Application.
2. Dual Enrollment Approval form signed by principal or designee indicating the course(s) to be taken through Pensacola State College.
3. Placement test scores that are not more than two years of age.
4. The Dual Enrollment Approval form completed by the high school will be required each semester of enrollment.

Each area high school is assigned a College Advisor for Dual Enrollment purposes. Any interested student should ask the guidance office at the high school for information on the dual enrollment program or may contact the College's Advising Center for information.

### Collegiate High School

#### Collegiate High School Admission

The Collegiate High School program, housed in the Hobbs Center on the Pensacola Campus, is designed to provide students an opportunity to earn the high school diploma. Each student is assessed \$30 per semester regardless of the number of courses being taken. Any student enrolled in Collegiate High School courses is responsible for purchasing his or her own textbooks.

#### Eligibility for the Collegiate High School is as follows:

The applicant must be at least 16 years of age and not currently enrolled in any K-12 school system.

The applicant must not have earned a high school diploma or the GED diploma in any state.

Admission documents required include the following:

1. **Collegiate High School Application Form:** Available at the Collegiate High School located in Building 11 on the Pensacola Campus or a registration center on any campus or center.
2. **Registration Information:** Including beginning dates for semesters and sessions may be obtained from the High School or any registration center.
3. **Parent Agreement Form:** Any applicant under the age of 18 must have the agreement of a parent or legal guardian for enrollment in the Collegiate High School. The agreement form is included on the application for admission.
4. **Transcript:** Official copies of transcripts from previously attended high schools must be on file before registration in a second term will be permitted. Each applicant is encouraged to bring a personal copy of the high school record with him or her for advising purposes. The official transcript must be sent directly from the issuing high school to the Records Office.
5. **Home Education (Home School) Credits:** A student who has been enrolled in a home 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 Collegiate High School record.

#### Escambia County (FL) and Santa Rosa County Applicants:

Additional admission requirements are in place for the student who is enrolling with the Collegiate High School after withdrawing from a school in Escambia or Santa Rosa County. The applicant must present the official withdrawal form as well as a statement of eligibility to return.

**Co-enrollment from a District High School:** A high school student in an area public school may be required to co-enroll in a course offered through the Collegiate High School. Co-enrollment is limited to two courses per academic year, and no fees will be assessed to the students.

### Adult Education

#### Adult Education Admission

The Adult Education Department offers non-credit classes for adults who want to improve basic academic skills, prepare for the GED examinations, or learn English. Eligibility requirements are as follows:

1. Applicants must be at least sixteen years of age.
2. Individuals anticipating enrollment in any Adult Education class must submit the Admission/Registration Form and a Residence Statement.

Students will be assessed \$30 per semester regardless of the number of courses being taken.

See the Adult Education section of the Catalog for course offerings and contact information.

#### Non-Degree Seeking Student

##### Non-Degree Students

An applicant who does not wish to earn a degree or certificate from Pensacola State College and who wishes to take credit courses may not need to provide high school or college transcripts. However, an individual requesting non-degree seeking classification and

enrolling in courses having prerequisites, courses with placement testing requirements, or other admissions requirements may be required to provide evidence of prior educational course work. Pensacola State College understands that many individuals enroll in courses to upgrade employment skills or for personal interest and enjoyment. Any student seeking non-degree status will be required to submit the application and Residence Statement. The application and Residence Statement are available at any campus, any center, or at [www.pensacolastate.edu/admissions](http://www.pensacolastate.edu/admissions).

A non-degree seeking student will not be permitted to enroll in any college credit course unless eligibility is documented with the approved minimum placement test score or college transcripts showing show that the prerequisite for the course has been met.

A non-degree seeking student who subsequently declares a program of study will be required to meet admissions requirements as indicated above for a degree-seeking student.

### College Graduates

An individual who has earned a bachelor's degree or higher is eligible for enrollment in any course unless the course has restricted admission, placement testing requirements, or prerequisites that have not been met.

### Transient Students

A student pursuing a degree at another college or university may be admitted as a transient student to transfer courses back to his or her home institution. A transient form or some other written authorization from the home institution is required indicating the specific course(s) to be taken and the home institution's willingness to accept the credits earned. The transient form or written authorization must be submitted prior to registration. Testing requirements may be in place for the transient student.

A student whose home institution is a Florida college or university may complete the electronic transient authorization process through [www.FloridaShines.org](http://www.FloridaShines.org).

### Special Student Admission (Non-graduate)

The Special Student admission classification is designed for a student 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 K-12 program. The Special Student is permitted to accumulate 15 credit hours in this status and is encouraged to earn the GED diploma during the first semester of enrollment. The GED diploma is required to continue enrollment beyond the 15th credit hour. After earning the GED diploma, the Special Student may request to change to degree-seeking status or may continue as a non-degree seeking student.

### Audit Students

A student who plans to audit a course must meet Pensacola State College admissions and course placement requirements. An audit student must declare the audit status prior to the end of the schedule adjustment period by completing an audit request form on any campus or center. A student auditing classes will be assessed the same fees as a grade-seeking student.

### Senior Citizens

An individual who is 60 years-of-age or older is eligible for enrollment in any course unless the course has restricted admission, placement testing requirements, or prerequisites that have not been met.

### Collegiate High School Admission

The Collegiate High School program is housed in the Hobbs Center on the Pensacola Campus. The Collegiate High School is designed to provide a student an opportunity to earn the high school diploma. A student will be assessed \$30 per semester regardless of the number of courses being taken. Any student enrolled in Collegiate High School courses will be responsible for purchasing his or her own textbooks.

## Application Forms and Academic Credentials

All application forms and academic credentials should be on file well in advance of registration. A student with an incomplete admissions file may be granted provisional admission for the initial term of enrollment. Registration beyond the first term is dependent upon receipt of all required documents. Pensacola State College transcripts or other certifying information will not be released for or to those students with incomplete admissions files.

1. **Application** A new student must submit the completed application form. A former student who has not attended for 12 months or more must reapply to update his or her permanent record. The \$30 application fee will not be assessed to a returning student.
2. **Application Fee** A new student will be assessed a \$30 non-refundable application fee. A returning student will not be assessed the application fee. Each baccalaureate student will be assessed a \$30 baccalaureate application fee regardless of prior enrollment at Pensacola State College.
3. **Residence Statement** An applicant claiming Florida residence for tuition purposes must file a written statement that he or she is entitled to classification as a Florida resident for tuition purposes. An applicant who does not meet the criteria for residence established by Florida law and an applicant who is a legal resident of another state must also complete the Residence Statement. See Residency Classification.
4. **Educational Records (Transcripts)** A freshman student must have official transcripts showing high school graduation sent to the Registrar's Office. A freshman student who has earned the GED diploma must have an official GED score report sent to the Registrar's Office. The parent or legal guardian of a freshman student who has completed a home education program must submit an affidavit verifying completion of a home education program meeting State of Florida requirements for the standard diploma.

**Transfer students** must have official transcripts as indicated above as well as official transcripts from each college or university attended.

**Baccalaureate students** must have official transcripts as indicated above (high school and college). Admission into the baccalaureate program will not be granted until all transcripts are on file and evaluated for transfer credit.

**Limited access program applicants** are expected to have all educational records on file well in advance of any application deadline for the program of choice.

**Non-degree seeking students** will be admitted without the requirement for transcripts. Enrollment in courses with placement testing requirements or pre-requisites may require a transcript to document eligibility.

**Transient students** may not be required to have official transcripts sent to the College. However, a Transient Student Authorization Form or some other written verification of enrollment approval is required each term of registration. Transient students from Florida state colleges and universities are encouraged to use the electronic transient approval process through [www.FloridaShines.org](http://www.FloridaShines.org).

## Residency Classification

For purposes of tuition assessment, each Pensacola State College student will be classified as a Florida resident, an Alabama resident, or a non-Florida resident. The criteria for determining the 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 Registrar's Office and at [www.FloridaShines.org](http://www.FloridaShines.org). The Residence Statement, included in the Application for Admission, is required

of every new student and any returning student with an absence of twelve months or more.

A Florida resident for tuition purposes is a person (or the parent or legal guardian of a person) who has established and maintained legal residence in Florida for the 12 months immediately preceding the first day of classes of the semester for which residence classification is requested. Residence in Florida must be for the purpose of establishing a permanent home and not merely incidental to enrollment at an institution of higher education.

To qualify as a Florida resident for tuition purposes, the independent student or the parent or legal guardian of a dependent student must be a United States citizen, lawful permanent resident, or certain non-citizens granted indefinite stay by the United States Citizenship and Immigration Service. Living in or attending school in Florida does not, in and of itself, establish legal residence. A student who depends on out-of-state parents for support is presumed to be a legal resident of the same state as his or her parents unless one parent has established legal residence in Florida for more than 12 months. Documents supporting the establishment of legal residence must be dated, issued, or filed 12 months before the first day of classes of the term for which Florida residence status is sought. A student cannot hold an out-of-state driver's license, vehicle registration, etc., and be eligible for Florida residency.

Providing false residency information is a violation of Florida Law and could result in disciplinary action being initiated. The College will correct the fees assessed of any student who misrepresents his or her places of legal residence. An invoice will be issued for the increase in tuition.

**Dependent/Independent**

A dependent student is any person under the age of twenty-four who is eligible to be claimed by his or her parent or legal guardian as a dependent under the federal income tax code and who receives at least 51% of his or her cost of living expenses from his or her parent or legal guardian. A student classified as a dependent student will be required to have his or her parents or legal guardians complete the Residence Statement. A copy of the student's or parent's most recent tax return or other documentation may be required to establish dependent or independent status.

A student under the age of twenty-four may be classified as an independent student if certain criteria as indicated below are met and documentation for the exception is attached to the Residence Statement:

1. The student is married.
2. The student has a child who receives more than half of his or her support from the student.
3. The student has other dependents who live with and receive more than half of their support from the student.
4. The student is currently serving on active duty in the United States armed forces for purposes other than training or is a veteran of the United States armed forces.
5. Both of the student's parents are deceased or the student is/was a ward/dependent of the court system until the age of eighteen.

**Exceptions/Qualifications**

Other persons not meeting the twelve month legal residence requirement may be classified as Florida residents for tuition purposes only if they meet the requirements of a limited special category authorized by the Florida Legislature in FS 1009.21 (11). These exceptions are listed below:

1. Active duty service members of the United States armed forces stationed in or residing in Florida (spouse and dependent children included);

2. Active duty service members of the United States armed forces not stationed in Florida but whose legal state of residence certificate, the DD2058, is Florida (spouse and dependent children included);
3. Full-time instructional and administrative personnel employed by the Florida public school system, Florida college system, or Florida university system (spouse and dependent children included);
4. A dependent child who has lived with an adult relative, who is not a parent or legal guardian, for at least the three years preceding the first day of class for the term of enrollment;
5. Persons who were enrolled as Florida residents at a state institution of higher learning but who abandon Florida residency for less than one year Latin American/Caribbean Scholars;
6. United States citizens living on the Isthmus of Panama who have completed 12 consecutive months of college-level course work at the Florida State University Panama Canal Branch (spouse and dependent children included);
7. 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 purposes of job-related law enforcement or corrections training;
8. Qualified beneficiaries under the Florida Pre-Paid Postsecondary Expense Program as provided in Florida Statute; and
9. A dependent child whose parents are divorced, separated, or otherwise living apart, will be considered a resident for tuition purposes if either parent is a legal resident of Florida, regardless of which parent claims the minor for tax purposes.

The law allows non-citizens such as lawful permanent residents, temporary permanent residents, asylees, parolees, and refugees who have applied for and been approved for such status and who otherwise meet the twelve month legal residence requirements, to be eligible to establish Florida residency for tuition purposes. For a list of these non-immigrant categories (visa categories and INS classifications) eligible to establish Florida residence for tuition purposes, contact the Registrar's Office or visit [www.FloridaShines.org](http://www.FloridaShines.org) (click Admissions then Residency Guidelines).

**Documents Required for Classification as a Resident for Tuition Purposes**

Listed below are the documents established by the state as items required for classification as a resident for tuition purposes. A student, or the dependent student's parent or legal guardian, must be able to present two of these documents, and one of the documents must be a Tier One document. All documents submitted must be dated, issued, or filed at least twelve months prior to the first day of classes for the term of enrollment.

**Tier One Documents** (at least one of the two documents submitted must be from this list)

1. A Florida driver's license;
2. A State of Florida ID card;
3. A Florida voter's registration card.;
4. A Florida vehicle registration;
5. Proof of a permanent home in Florida which is occupied as a primary residence by the applicant or by the applicant's parent if the applicant is a dependent;
6. Proof of homestead exemption in Florida;
7. Transcripts from a Florida high school for two or more years provided the Florida high school diploma or GED diploma was earned within the last 12 months; or
8. Proof of permanent full-time employment in Florida for at least thirty hours per week for a consecutive 12-month period.

**Tier Two Documents** (may be used in conjunction with one document from Tier One; if the student or the dependent student's parent provides two Tier One documents, no Tier Two document is required.)

1. A Declaration of Domicile filed in Florida (at least twelve months prior to the first day of classes for the term);
2. A Florida professional or occupational license;
3. Florida incorporation;
4. A document evidencing family ties in Florida;
5. Proof of membership in a Florida-based charitable or professional organization; or
6. Any other document that supports the student's request for resident status, including, but not limited to, utility bills (in the student's name or the dependent student's parent's name) along with proof of twelve consecutive months of payments; a lease agreement (in the student's name or the dependent student's parents name) along with proof of twelve consecutive months of payments; or an official state, federal or court document evidencing legal ties to Florida.

### Reclassification of Residence

A student classified as non-resident for tuition purposes may request reclassification as a resident at such time as he or she has met the criteria for residence classification. Reclassification will be granted to the student who presents clear and convincing evidence that living in Florida is for the purpose of establishing a legal residence, maintaining Florida as the permanent home, and that attendance at the College is not the primary purpose for living in the State of Florida. The clear and convincing evidence must include three documents from the listing above, one of which must be a Tier One document.

A student who becomes eligible for residence classification during a semester will be eligible for classification with the next semester of enrollment. At no time will a student be permitted to be classified as a non-resident for one session within a semester and a resident for another session within the same semester.

A student who is married to an individual who meets Florida residency criteria and who has obtained a Tier One document may reclassify from non-Florida to Florida even if the 12-month residency requirement has not been met. The spouse must complete a Residency Statement, provide the Tier One and Tier Two documents, as well as a copy of the marriage license.

### Residency Appeals

In cases where the applicant expresses a desire to appeal the residency classification determined by the College, the matter will be referred to the Residency Appeals Committee in accordance with the College's official appeals process. The student must submit a request for review and include clear and convincing evidence that he or she is entitled to classification or reclassification as a Florida resident for tuition purposes. The Residency Appeals Committee will provide the final residency determination and the reasons for the determination in writing.

### Alabama Tuition Differential

The Florida Legislature allows state colleges to assess Alabama residents a tuition differential that results in an assessment of tuition that is less than the out-of-state tuition. Pensacola State College provides Alabama residents, meeting the criteria of physical residence and establishment of two legal ties to the State of Alabama, a fee that is equivalent to the in-state tuition plus an additional \$10.00 (at the time of this catalog printing) per credit hour or credit hour equivalent.

To be eligible for the Alabama Tuition Differential, the Alabama resident must have maintained legal residence in the State of Alabama for the twelve 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 twenty-four, Pensacola State College will assume that the student is a dependent, and the parent/legal guardian must request the Alabama Tuition Differential for the dependent.

Prospective students interested in the assessment of the Alabama Tuition Differential may submit the request for classification as an Alabama Resident in a registration office on any campus.

Listed below are the documents required for the Alabama Tuition Differential. An Alabama student, or the dependent student's parent or legal guardian, must be able to present two of these documents, and one of the documents must be a Tier One document. All documents must be dated, issued, or filed at least twelve months prior to the first day of classes for the term of enrollment.

**Tier One Documents** (at least one of the two documents submitted must be from this list)

1. An Alabama driver's license;
2. A State of Alabama ID card;
3. An Alabama voter's registration card with proof of voter registration date;
4. An Alabama vehicle registration;
5. Proof of a permanent home in Alabama which is occupied as a primary residence by the applicant or by the applicant's parent if the applicant is a dependent;
6. Proof of homestead exemption in Alabama;
7. Transcripts from an Alabama high school for three or more years provided the Alabama high school diploma or GED diploma was earned within the last twelvemonths; or
8. Proof of permanent full-time employment in Alabama for at least thirty hours per week for a consecutive twelve month period.

**Tier Two Documents** (may be used in conjunction with one document from Tier One; if the student or the dependent student's parent provides two Tier One documents, no Tier Two document is required)

1. A Declaration of Domicile filed in Alabama (at least twelvemonths prior to the first day of classes for the term);
2. An Alabama professional or occupational license;
3. Alabama incorporation;
4. A document evidencing family ties in Alabama;
5. Proof of membership in an Alabama-based charitable or professional organization; or
6. Any other document that supports the student's request for resident status, including, but not limited to, utility bills (in the student's name or the dependent student's parent's name) along with proof of twelve consecutive months of payments; a lease agreement (in the student's name or the dependent student's parents name) along with proof of 12 consecutive months of payments; or an official state, federal or court document evidencing legal ties to Alabama.

### Servicemember Opportunity College (SOC)

Pensacola State College is designated both a Military Friendly College and a Servicemember Opportunity College (SOC) institution. Pensacola State College, through SOC, extends to United States service members (and their dependents) an opportunity to contract with the College to earn degrees. A student who has earned a minimum of 25% of the credits towards his or her program at Pensacola State College is allowed ten years to complete program requirements for graduation. The remaining credits may

be earned through successful completion of regular college courses at regionally accredited institutions who are also SOC schools.

Information regarding Servicemembers Opportunity College may be obtained at [www.soc.aascu.org](http://www.soc.aascu.org). Contact the military liaison at 850-484-2270.

### **Reserve Officer Training CORP (ROTC)**

Pensacola State College, in cooperation with the University of West Florida, offers the Army ROTC program. Army ROTC is a challenging series of college electives that include instruction on 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. A student may pursue any course of study that leads to a baccalaureate or higher degree. A qualified student 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 the ROTC office at the University of West Florida by telephoning (850) 474-2323. 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 Registration Information**

Registration is required before a student can attend classes. Registration will be held several times during the year, and registration dates and times will be posted to the College's web site at [www.pensacolastate.edu](http://www.pensacolastate.edu).

A new degree-seeking student must meet placement testing requirements or declare eligibility for the exemption prior to registration (refer to Testing and Assessment section; Placement Testing and Developmental Studies). See the Entry-level Testing section of this Catalog. Orientation will be scheduled after testing or can be scheduled through an advising office on any campus. Orientation is also available online, and information regarding the online orientation process may be obtained in an advising office on any campus or center.

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

### **Web Registration**

Online registration through Spyglass at [www.pensacolastate.edu](http://www.pensacolastate.edu) is available to all students provided admission has been finalized and no obligations to the College exist.

### **Campus Registration**

A student may register in person at any registration office or through an advisor or program manager. Registration dates and times will be posted on the College's web site at [www.pensacolastate.edu](http://www.pensacolastate.edu).

### **Late Registration**

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

### **Withdrawal or Change to Non-Credit**

A student may choose to withdraw from a class or request a change to non-credit through the 70th percent point of the class. The last date to withdraw from a class will be published in the academic calendar in this Catalog and on the Pensacola State College web site. Financial aid recipients should discuss their intended withdrawals with a representative in the Financial Aid Office. Veteran benefit students should discuss their intended withdrawals with a member of the Veteran Services Office.

A student must process an official withdrawal from any class and should not expect the instructor to process a withdrawal for them. A student is encouraged to discuss any withdrawal with the instructor prior to withdrawing. Ceasing attendance does not guarantee a withdrawal. A student can be assured of receiving a grade of W only when the official withdrawal is processed. A withdrawal cannot be processed through Spyglass; a student must begin the official withdrawal process with an advisor on any campus or center. A student unable to visit an advisor for the official withdrawal process should send a Pirate Mail to their advisor of choice or the College Registrar.

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/developmental courses) will be assigned.

The College may withdraw a student for excessive absences, failure to pay fees, failure to meet conditions of admission, or for violations of the Pensacola State College Code of Conduct. A student who has been withdrawn for excessive absences may discuss reinstatement with the instructor. 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.

### **No-Show Withdrawal**

A student who does not attend class during the first week will be withdrawn, and a grade of W will appear on the student's record. See the No-Show Procedure for First Week of Classes in the Attendance Policy (p. 56) section of this Catalog.

### **Early F Grade**

A student will be assigned an Early F grade if he or she stops attending a class after the withdrawal deadline, stops attending a class in which the instructor does not process withdrawals, or stops attending a course being attempted for the third time.

### **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 class on an audit basis by completing the appropriate audit form in a registration office. 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 or developmental courses 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 encouraged. A student 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 will not be counted when determining eligibility for veteran benefits, financial aid, or certification of enrollment to outside agencies.

### **Non-Credit**

A student 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 encouraged. 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. Courses taken for non-credit will not be counted when determining eligibility for veteran benefits, financial aid, or certification of enrollment to outside agencies.

### **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 Academic Progress (p. 54).

The Pass/Fail option is not available for courses classified as general education even if the course is not being taken to meet general education requirements. Some program core courses cannot be taken using the Pass/Fail option.

A transient student should consult an advisor at his/her primary institution before electing the Pass/Fail Option in a course to be transferred to that institution.

The Pass/Fail option is not available for students enrolling in baccalaureate courses.

A student 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. Students earning a P in a course may not repeat the course for a letter grade.

A student enrolled in associate 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.

## **NON-TRADITIONAL CREDIT (EXTERNAL CREDIT)**

A student enrolled in an associate degree or certificate program may request to take up to three elective credits by the Pass/Fail Option. These credits will be exclusive of any transfer credits or external credits. A student 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.

A student 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 degree.

Non-traditional credit earned will not appear on an official Pensacola State College transcript until a minimum of 15 credit hours of Pensacola State College course work has been earned. A student receiving financial aid should consult with a representative in the Financial Aid Office regarding non-traditional credit as it pertains to eligibility for financial assistance. A student receiving veteran benefits should consult with a representative of the Veteran Services Office regarding non-traditional credit as it pertains to benefit eligibility. Credit hours earned through non-traditional means will not be posted to the record with a letter grade. No quality points are attached to the course and the credits neither improve nor decrease the cumulative grade point average.

### **Departmental Exemption Exams**

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

1. Obtain approval from the appropriate Department Head, the College Registrar, or a designee, and pay the predetermined exemption examination fee at any cashier's office. Registration in the course is not required. The exam fee is non-refundable. A student who is not registered in the course may take the departmental exemption exam at any time.
2. Obtain approval from the appropriate Department Head and the College Registrar, and pay the exam fee if a student registers for the course. The examination must be taken no later than the end of the third week of a class for a fall or spring semester and no later than the second week of class for a summer semester. If a 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.
3. 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 Pensacola State College.
4. The student must not have taken the exemption examination for the course at any previous time.
5. The student must not have earned a grade in the course through work at Pensacola State College or through transfer credit. A student may not use the exemption examination option to raise a grade of D or F.

**Military Credit**

Active duty service members and retired military personnel may request a review of military experiences for possible credit. An official copy of military service school training should be submitted to the Registrar’s Office for possible credit. Credits for military experiences will be granted according to the recommendations of the American Council on Education (ACE) as published in the latest editions of *The Guide to the Evaluation of Education in the Armed Services*. Information regarding points of contact are provided in the table below.

Branch of Military	Contact for Documentation
Navy	<a href="https://jst.doded.mil">https://jst.doded.mil</a>
Marine Corps	<a href="https://jst.doded.mil">https://jst.doded.mil</a>
Army	<a href="https://jst.doded.mil">https://jst.doded.mil</a>
Air Force	Community College of the Air Force at <a href="http://www.au.af.mil/au/ccaf">www.au.af.mil/au/ccaf</a>
Reservists and National Guard	Contact the Military Education Officer for the DD295; the DD295 must be certified by an authorized commissioned officer and sent directly to the Pensacola State College Records Office.
Retired Military	Copies of the retired service member’s DD214 will be accepted.

**Advanced Placement (AP)**

Credit is awarded to a student who has 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. Official score reports are to be sent to the Records Office directly from College Board.

**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. Official score reports are to be sent to the Records Office.

**International Baccalaureate (IB)**

Credit is awarded to a student who has completed courses in an International Baccalaureate (IB) program in high school. The State Department of Education determines credit. Official copies of the score report should be sent directly to the Records Office from the high school at which the student completed or attended the IB program.

**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.

**Prior Learning Assessment (PLA)**

A student 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 credit directly to Pensacola State College coursework will qualify for PLA credit; PLA

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 Pensacola State College transcript in the same manner as other external credits. In all cases, no more than 25% 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 Office of the Vice President, Academic Affairs at 850-484-1706.

**STUDENT RECORDS AND TRANSCRIPTS**

**Records**

The Records Office is a single office at Pensacola State 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. 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 Records Office. Transcripts and other student record 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.” Transcripts may be requested through a student’s SPYGLASS record at [www.pensacolastate.edu](http://www.pensacolastate.edu). Transcripts may be requested in writing at a registration office or by mail/FAX. The written request must be accompanied by photo identification.

**Enrollment Certification**

Go to [www.pensacolastate.edu](http://www.pensacolastate.edu). Click on the Spyglass icon on the landing page. Choose Enrollment Verification from the available menu buttons. Complete the online form and print the document you need from your own computer. The certification request may be used to provide information to outside agencies to verify your enrollment status, your anticipated graduation, your grade point average, and other items from your education record. The outside agencies normally requiring this type of information include potential employers, the Social Security Administration, automobile and health insurance companies, branches of the military for identification card purposes, etc.

If you need any information that is not provided through the online form, please visit a Records Office or Student Services Office on any campus or center.

**Release of Student Information**

The disclosure of student information is governed by the policies of the Pensacola State 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:

- Officials of the College with a legitimate educational interest State and Federal departments of education (DOE) as required for reporting and tracking of students;
- Certain government agencies;
- Accrediting organizations;
- Certain financial aid matters;
- Certain research circumstances;
- Health and safety emergencies;
- Pursuant to order or subpoena provided the student is notified in advance of the College's compliance with the order or subpoena; and
- Any situation required by law.

### Parents' Rights to Student Information

When a dependent student enters a post-secondary institution, the privacy/confidentiality rights transfer from the parent to the student. The Family Educational Rights and Privacy Act (FERPA) permits the release of information, other than Directory Information, to parents and legal guardians of dependent students. Pensacola State 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 registration office and must be notarized.

The notarized statement described above will be filed in the student's permanent record, a copy will be provided to the parent, and the affidavit will remain effective for the tax year in which it was submitted.

In situations where the parent or legal guardian is asking for specific information known only by the instructor of a class in which the student is enrolled, the parent or legal guardian will complete the affidavit and will be provided a copy of the affidavit to present to the instructor for a scheduled conference. FERPA prohibits discussion by telephone or through email with anyone other than the student.

Pensacola State 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 State College includes the following as Directory Information:

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

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.

### Solomon Amendment (Information Provided to Military Recruiters)

If "student recruiting information" is requested by any branch of the armed services, the Solomon Amendment to the Family Educational Rights and Privacy Act (FERPA) requires institutions to provide the information on currently enrolled students who are at least seventeen years of age. The information may be requested by any branch of the armed services no more than once per semester.

"Student recruiting information" is defined by federal law as student name, address, telephone number(s), age or date of birth, birth place, class level, degrees received, major, and most recent educational institution attended. Students who do not wish recruiting information to be released to military recruiters may file the Request for Confidential Status of Directory Information (see below).

### Request for Confidential Status 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 and Information or Student Services 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 Records Office with any concerns about confidentiality of records and release of information. The Request for Confidential Status of Directory Information will not prevent the release of information to an eligible parent or legal guardian, and subpoenas will be honored regardless of the request for confidential status.

## FINANCIAL AID INFORMATION AND FEES

### Cashier's Office

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

1. Collection of student registration fees;
2. Collection of special fees;
3. Billing and collection of accounts receivable;
4. Billing and collection of loans receivable;
5. Cashing of student checks up to \$10 with a valid student ID and the student ID number included on the check; and
6. Distribution of student payroll checks. The student must present a valid student ID.

Distribution of student financial aid must be approved for release by the Financial Aid Office. Financial aid funds are disbursed through Higher One. No financial aid disbursements will be made which are less than \$1.

### Payment of Fees

Financial obligations for delinquent loans, veteran's deferments, Direct Loan deferments, returned checks, and student financial aid over awards must be repaid before students can register.

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, Discover, 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.

**Application Fee / Cost Per Credit Hour**

The following fees apply to students wishing to attend Pensacola State College:

Application Fee – Pensacola State College charges a one-time application fee of \$30.00 for Associate degrees and a one-time application fee of \$30.00 for Baccalaureate degrees.

**Tuition and Fees**

**Per Credit Hour 2016-2017 Academic Year**

College Credit, Baccalaureate	\$120.89
College Credit, Baccalaureate 3rd attempt	\$396.26
College Credit	\$104.58
College Credit, 3rd attempt	\$342.18
Developmental Education Credit	\$104.58
Developmental Education Credit, 3rd attempt	\$342.18
Vocational Credit	\$85.80
Vocational Preparatory Credit	*30.00
Adult Basic Education, Collegiate High School, and GED	*30.00

**Per Credit Hour for Alabama Residents**

College Credit, Baccalaureate	\$130.89
College Credit, Baccalaureate, 3rd attempt	\$406.26
College Credit	\$114.58
College Credit, 3rd Attempt	\$352.18
Developmental Education Credit	\$114.58
Developmental Education Credit, 3rd attempt	\$352.18
Vocational Credit	\$95.80
Vocational Preparatory Credit	*30.00
Adult Basic Education, Collegiate High School, and GED	*30.00

**Per Credit Hour for Non-Florida Residents**

College Credit, Baccalaureate	\$486.49
College Credit	\$419.76
Developmental Education Credit	\$419.76
Vocational Credit	\$343.20
Vocational Preparatory Credit	*30.00
Adult Basic Education, Collegiate High School, and GED	*30.00

\*One time charge per term

**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 Pensacola State College short-term student loans	\$5.00
Testing	as applicable
Departmental exemption exam	\$40.00
Late registration fee	\$25.00
This fee will be assessed to those students initiating registration for developmental level courses, vocational preparatory, college credit, or vocational credit courses following the close of the regular registration period.	
Parking decal	No student cost
Prior learning assessment	\$40.00
Service members Opportunity College	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 visit this link for drop with refund procedures. <http://www.pensacolastate.edu/documents/schedule-adjustment-dropadd-audit-course-passfail-noncredit/>
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 Pensacola State College Course Schedule Booklet contains information regarding policies and procedures related to refunds for non-credit classes offered through the Center for Corporate and Professional Development Training which can be found online at [www.pensacolastate.edu/continuingeducation](http://www.pensacolastate.edu/continuingeducation).
4. Refunds are processed to Higher One 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

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 Library. Payments on parking fines are collected at the Cashier's Office.

Students with delinquent financial obligations, including loans, veteran deferments, federal Direct Loan deferments, returned checks, and student financial aid over awards will not be allowed to register, to obtain transcripts, or other student records until all obligations have been satisfied. All costs and expenses, including reasonable attorney fees, incurred by the College in collecting the debt are the responsibility of the student.

Students who have defaulted on a Federal student loan 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.

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. All costs and expenses, including reasonable attorney fees, incurred by the College in collecting the debt are the responsibility of the student.

### Cost of Books and Supplies

Textbooks, workbooks, and necessary school supplies may be purchased at the College bookstores or online. 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. When available, books may also be rented through the college bookstore. For more bookstore information please visit [www.pensacolastate.edu/bookstore.asp](http://www.pensacolastate.edu/bookstore.asp).

### Financial Aid Information

Students and their families have the primary responsibility for financing their higher education. Students who need additional resources to pay the costs associated with their attendance at Pensacola State College should complete the Free Application for Federal Student Aid (FAFSA). Filing a FAFSA is the first step in determining student eligibility for federal, state, institutional aid and part-time work study employment. Pensacola State College's school code required on the FAFSA is 001513.

### Financial Need

Financial need is the basis for awarding federal and most 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 for nine months is an average budget calculated by the FA/VS/Scholarships Office. The following direct and indirect expenses, as permitted by federal regulations, are taken into consideration when establishing the COA:

1. Average tuition and fee charges for a full-time student based on the student's educational objective (BAS/BSN/AA/AS or Certificate) and residency status;

2. Average required book, supply, and equipment expenses;
3. Average room and board based on whether or not the student lives with parent(s);
4. Average transportation expense to and from school; and
5. Reasonable miscellaneous personal expenses.

### General Eligibility Requirements

All financial aid is dependent upon the availability of federal, state, local, and institutional resources. To be eligible for financial aid, a student must:

1. Be accepted as a Pensacola State College degree-seeking student taking required developmental level courses, required degree courses, and electives that are used toward their AA, AS, or baccalaureate degree program;
2. Be accepted as a Pensacola State College certificate-seeking student in an eligible Vocational program or eligible Vocational Clock Hour program;
3. Be making satisfactory academic progress for financial aid purposes (FASAP);
4. Be a U.S. citizen, permanent resident alien, or an eligible noncitizen;
5. Enroll at least half time (six 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 Pensacola State College;
9. Be registered for Selective Service, if required;
10. Have a standard high school diploma from a valid high school or GED certificate;
11. If a college transfer student, an official transcript from each previously attended institution must be submitted to and evaluated by the Pensacola State College Records Office prior to the awarding of any federal or state aid; and
12. Not have been convicted of the sale or possession of illegal drugs during a semester in which they received Title IV financial aid.

### Enrollment Requirements

Prior to registering for classes the student is responsible to go online to [www.pensacolastate.edu](http://www.pensacolastate.edu), logon to their SpyGlass account, and view their Degree Audit. To be eligible to use federal or state aid for which they may otherwise be eligible, 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. When registering for courses, the student should consult the Catalog page for the program of study to see information regarding proper course sequencing. For Direct Loan eligibility the student must be registered in at minimum six credits in courses required for their primary program of study. Students on an approved appeal (Financial Aid Probation) must follow the written conditions concerning their enrollment in order to be eligible for their reinstated federal aid. Federal and state financial aid may be awarded to students who meet these enrollment requirements.

### Work Study Programs

#### Federal Work Study (FWS)

FWS awards are made to eligible students who submit an online Work Study application and indicate on their FAFSA that they desire employment from this program. The Free Application for Federal Student Aid (FAFSA) must be filed by the student though they do not have to be eligible for the Pell grant. Awards are based on the date the financial aid file is completed and on positions

available. The College Student Job Services Office assists students with online job applications and placement. For current information log on to the College website at [www.pensacolastate.edu/services/sjs.asp](http://www.pensacolastate.edu/services/sjs.asp). Eligible students are paid the current Florida minimum wage rate. Students are scheduled to work twenty hours (20) per week based on the average award. Students must enroll for a minimum of six (6) credits all of which must be required for their primary degree program. Students must maintain a 2.0 grade point average. Funds are limited and awards are made based on the date the student's financial aid file is completed. Priority is given to returning FWS students who remain eligible.

**Florida Work Experience Program (FWEP)**

FWEP is a need-based State of Florida program providing Florida resident eligible students work experiences to complement and reinforce their education and career goals. Eligible students are paid the current Florida minimum wage rate. Students must submit a Work Study online application at [www.pensacolastate.edu/services/sjs.asp](http://www.pensacolastate.edu/services/sjs.asp). Students selected are scheduled by Student Job Services to work twenty (20) hours per week based on the average award. The Free Application for Federal Student Aid (FAFSA) must be filed by the student though they do not have to be eligible for the Pell grant. Awards are based on the date the financial aid file is completed and on positions available. Students must enroll for a minimum of six (6) credits all of which must be required for their primary degree program. Eligible students must maintain a 2.0 grade point average. Renewal eligibility is determined at the end of the award year by the Florida State Office of Student Financial Assistance and the College. The State of Florida limits the allocation of FWEP funding for each college.

**Florida State Aid Programs**

**Florida Student Assistance Grant (FSAG)**

FSAG is a Florida State financial aid grant program awarded for fall and spring semesters to a Florida resident student who is working on their first undergraduate degree, has remaining need, is enrolled in an AA, AS, BSN or BAS degree program, maintains satisfactory academic progress and meets other eligibility criterion as established by the State of Florida. Student awards are automatically made until the limited Florida State funds are depleted.

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

FSAG-CE is a Florida State financial aid grant program awarded for fall and spring semesters to a Florida resident student who is working on their first work-force certificate, enrolled in a minimum of six credits in their program of study, has remaining need, maintains satisfactory academic progress, and meets other eligibility criterion as established by the State of Florida. Student awards are automatically made until the limited Florida State funds are depleted.

**Florida First Generation Grant (FGMG)**

FGMG is a need-based grant for fall and spring semesters for an undergraduate student whose parents have not earned baccalaureate degrees. Student awards are automatically made until the limited funds are depleted. A student must file a FAFSA, have remaining need, and meet other eligibility criterion determined by the State of Florida. A limited number of awards are made each year to Florida residents based on the allocation provided to the College. Preference is given to those renewing eligible students who make satisfactory academic progress towards completing their program of study at this College.

**Florida Bright Futures (FBF)**

To access a Florida Bright Futures award, a student must submit an online Florida Financial Aid Application after December 1st of their senior year and prior to high school graduation or forfeit all future

eligibility. A mid-year graduate may submit a fully completed error free initial Florida Financial Aid Application by August 31 prior to high school graduation. The Florida Office of Student Financial Aid (OSFA) will process the application, online at <http://www.floridastudentfinancialaid.org>.

The Pensacola State College FA/VS/Scholarships office automatically awards this merit aid fall and spring semester to eligible students enrolled at this college and identified by the Florida Office of Student Financial Assistance. It is the student's responsibility to select the College at which they wish to receive their award.

Bright Futures scholarship awards do not pay 100% of tuition and related expenses at any college. The award amount per credit hour is determined annually by the Florida Legislature and is published on the State website. The Florida Office of Student Financial Assistance (OSFA) notifies the student of the per credit hour amount in an email message to the address the student provides on their application.

A student who withdraws or is withdrawn from courses after the end of schedule adjustment will be billed by the College for those hours and will be unable to register for any future term until their debt to the College is paid. All costs of collection including reasonable attorney fees will be the responsibility of the student.

Renewal and reinstatement details and changes are listed on the Bright Futures Web site at <http://www.floridastudentfinancialaid.org>.

**Financial Aid Application Process**

Students begin the financial aid process by applying for admission to Pensacola State College, declaring a major or program of study and, when necessary, completing placement testing, orientation, and academic advising. Students must submit all official final transcripts directly to the Pensacola State College Admission/Records Office for review and evaluation by that department. The final high school transcript with graduation date, or high school transcript plus official GED scores, plus all prior college and technical school transcripts are required by the College. Federal financial aid is awarded to students for the credits required to complete their degree or certificate.

Students must complete the Free Application for Federal Student Aid (FAFSA) each year. The FAFSA is available annually on October 1st for each new award year. U.S. Department of Education (USDOE) recommends that a student (and their spouse or their parent(s), as needed,) complete the FAFSA no earlier than three (3) weeks after submitting their Federal Income Tax Form in order to use the IRS retrieval tool successfully. Students apply electronically using their FSA ID and receive email notification of processing within five to seven days. Parents must apply for and receive a Federal Student Aid (FSA) ID to use to input their information and sign the student's FAFSA. A student must input Pensacola State College's school code 001513 on their FAFSA in order for this College to receive their electronic file, their Student Aid Report.

FAFSA online processing allows the student/parent to use the IRS retrieval process to ensure accuracy of data. Changes to the uploaded IRS data will result in the student being selected by the federal processor for school verification. In some cases; however, it is inappropriate for the student and their family to use this process. Contact the FA/VS/Scholarships office for assistance if you are unsure as to whether or not you or your family can successfully complete the FAFSA using the IRS Retrieval upload tool. The initial letter the student receives from the federal processor of the FAFSA, the Student Aid Report (SAR), is a confirmation that the student submitted their FAFSA, not an award of funds. The listed aid in the letter is general information concerning all potential federal aid and federal loans available through the FAFSA process. The student's actual eligibility for aid is not determined until their enrollment, program of study, and academic progress are evaluated by the College. In some cases the federal processor selects a

student's data for verification by the College and additional documents and forms are then requested of the student and, as needed, from their parents. Only students whose FAFSA information has been determined to be accurate will be awarded federal and state aid.

**Title IV Federal Student Aid Repayment Policy Effective Fall 2000**

This policy affects ALL students who receive Title IV Student Aid including:

1. Federal PELL Grants;
2. Federal Supplemental Educational Opportunity Grants (FSEOG); and
3. William D. Ford Federal Direct Loans (FDLP).

Federal Law states that federal student aid is to be awarded under the assumption students will attend school for the entire term (payment period).

Students who withdraw from all courses prior to completing more than 60% of the payment period or stop attending must have their aid eligibility recalculated based on the percent of the payment period completed. This recalculation may result in the student having to repay the federal government a percentage of the federal aid received. Students who withdraw from all courses and have future starting courses within the same term (payment period) for which they have not yet had the opportunity to begin attendance must affirm in writing to the College that they plan on beginning attendance in later starting course(s) within fourteen days of stopping all current attendance.

Pensacola State College is required to share with the student in this repayment responsibility for the courses that the student began attending. The student will have to repay Pensacola State College the debt resulting from the student's failure to earn the aid awarded by the due date. Unpaid debts will result in an overpayment of aid being reported to USDOE. Until both the debt to the College and the debt to the USDOE are repaid by the student no College transcript will be released, no additional enrollment will be processed, and no institutional, federal or state aid may be awarded or disbursed to the student.

Students must pay the debt in full prior to future enrollment at Pensacola State College. Students will also lose their federal aid eligibility until they either repay the portion owed to the federal government or make repayment arrangements with the USDOE. All costs of collection including reasonable attorney fees will be the responsibility of the student.

**It's the law, there are no appeals.**

If you have questions concerning this federal law, contact the Financial Aid/Veteran Services/Scholarships Office.

Pensacola campus	484-1680
Milton campus	484-4412
Warrington campus	484-2370

**Federal Aid Satisfactory Academic Progress Policy and Required Standards**

**College Credit Hour Programs (BAS, BSN, AA, AS, PSV Certificates)**

Federal Regulation 34 CFR 668.34 requires Pensacola State College to establish and apply reasonable standards of Satisfactory Academic Progress for the purpose of administration of financial assistance under the programs authorized by Title IV of the Higher Education Act. The programs subject to this rule include, but are not limited to: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work Study, Federal Direct Loans and some State and Institutional aid. Failure to meet

the requirements listed below will result in the suspension of financial aid eligibility. This policy is separate and independent from the Academic SAP policy at this College.

**FASAP is evaluated at the end of each semester. Students must meet ALL of the following minimum standards:**

- Pensacola State College uses the student's grade point average (GPA) to measure qualitative progress. Remedial/Developmental Education hours are included in this measure. A student must maintain a grade point average dependent upon the total number of hours attempted as indicated below:

Total Credit Hours Attempted	Required Minimum Cumulative GPA
1 to 24	1.50
25 to 45	1.75
46 or more	2.00

AND

- Pensacola State College is required to establish and evaluate the maximum time frame in which students must complete their educational programs and the pace of completion that ensures completion of the programs within that timeframe. Pensacola State College requires that all financial aid recipients successfully complete a cumulative minimum of 67% of the credit hours attempted (total hours earned divided by total hours attempted). Financial aid recipients must also complete their program within 150% of the credits required to do so. Remedial/Developmental Education hours are excluded for these calculations. For example, an associate degree of 60 credit hours must be completed within 90 credit hours.

**Credits Used.** Students, who attend other colleges, must submit all prior transcripts for evaluation. Students who are enrolled concurrently in another college must notify this College. The courses accepted as transfer credit by Pensacola State College that meet declared program of study requirements will be considered in the evaluation of progress. All successfully completed transfer courses accepted and courses taken at Pensacola State College that meet or could have met the student's declared program of study requirements will be included in determining Financial Aid Satisfactory Academic Progress (FASAP).

**Program Changes.** Students will be awarded Title IV funding for a maximum of four unique programs of study at Pensacola State College. A student may appeal this loss of eligibility if the student has documentable mitigating circumstances which directly caused the program changes. For more information, please refer to the appeal process. Program changes after the effective date of this policy will be counted toward the number of changes allowed.

**Course Incompletes/Withdrawals**

Successful completion of coursework is defined at Pensacola State College as earning a grade of A+, A, B+, B, C+, C, D+, D or P.

**Course Repetitions.** Under HEA regulations, a Title IV recipient is permitted to repeat a course in which a failing grade was previously earned without limit, except as imposed by the FASAP standards. Once a student has earned a grade of A+, A, B+, B, C+, C, D+, D or P, one repeat of the course is permitted to be counted toward calculating Title IV aid eligibility enrollment for the semester. All subsequent attempts of that course are ineligible for Title IV funding.

**Financial Aid Warning Semester**

Students must meet all of the FASAP required standards to be considered in Financial Aid Satisfactory Academic standing. Students who are found to not be in Financial Aid Satisfactory Academic standing at the end of any semester are automatically placed on warning for their subsequent semester of enrollment, except when the student reaches or exceeds the 150%

maximum timeframe allowed for his/her program or the students PELL disbursements meet the lifetime eligibility limit (600% of a full time PELL award). Students who are enrolled during the financial aid warning semester may receive Title IV aid, as long as they are otherwise eligible. Students are notified via PirateMail of the warning status.

During the warning semester the student must successfully work to regain FASAP by meeting the required completion rate standard (67%) and the graduated grade point average required for the number of credits attempted (see chart). If the student does not meet the required standards during the semester of warning, he/she will no longer be eligible for Title IV aid.

**Financial Aid Suspension**

Students who do not regain FASAP after a semester of warning will have Title IV aid suspended because they are no longer eligible. Students who reach or exceed maximum timeframe for their program of study (150% of the required credits) will have their Title IV aid eligibility suspended. Students who no longer have sufficient credits of potential eligibility remaining to complete their declared program of study will have their Title IV aid suspended. ((34 CFR 668.34(a)(8)(ii)), 668.34(d)(2)(iii)(B))

**Financial Aid Probation Semester**

Students who fail to meet all of the FASAP standards after the warning semester are only eligible to receive further Title IV aid if they successfully appeal for federal aid reinstatement. A student who does not have an approved appeal will be unable to receive any Title IV aid (PELL, SEOG, Direct Loans, College Workstudy). Students must agree to and follow an approved academic plan which is developed with an academic advisor and submitted with their appeal documentation for review and approval of the Colleges Appeal Committee. Students are notified via PirateMail of the probation status. Conditions of an approved appeal are determined by the Appeal Committee and provided in writing to the student. Students who follow their approved academic plans and meet the conditions of their approved appeals will continue to receive aid for which they are eligible until their status changes or they complete their program of study.((34 CFR 668.34(a)(8)(ii), 668.34(d)(2)(iii)(B))

**FASAP Appeals**

Title IV applicants and recipients who are not in financial aid satisfactory academic standing due to circumstances beyond their control may appeal their statuses by accessing the Colleges FASAP appeal process. Extenuating circumstances\* beyond the students control that directly impacted progress must be explained and documented. All students who are eligible to submit an appeal must also submit a completed academic plan. In order to develop the academic plan, the student must meet with an academic advisor and comply with all associated requirements. When an appeal is approved, the student must adhere to the associated academic plan and the conditions listed in the approved appeal letter. Full instructions for submitting a FASAP appeal and the required academic plan are located on the Colleges website on the financial aid pages. Pensacola State College reviews FASAP progress at the end of each semester of enrollment for all students, including those on financial aid probation. Students who follow their approved academic plans and meet the conditions of their approved appeals will continue to receive aid for which they are eligible until their status changes or they complete their program of study.

\*Documented extenuating circumstances might include, but are not limited to:

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

All FASAP appeals will be evaluated by the FASAP appeals committee or its designee.

**Monitoring Financial Aid Progress**

Each financial aid recipient will have progress monitored at the end of the term, beginning with the first credit hour attempted as a degree-seeking student. If, at the end of a 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, eligibility for federal and state financial assistance will be suspended until the student's progress improves and returns to FASAP status of clear. (See FASAP definition.)

**Note:** A transfer student's eligibility for all federal aid including Direct Loans is based on their successfully completed transfer courses accepted and courses taken at Pensacola State College that meet or could have met the student's currently declared program of study requirements. These credits are used to establish their cumulative grade point average and completion rate as documented in the student's record in the College Student Record System.

**Financial Aid**

**Required Maximum Time Frame and Credit Limits for Federal Aid**

**Baccalaureate Degree Program Students**

A student otherwise eligible for federal or state financial aid and enrolled in a baccalaureate degree program who has attempted more than 150% of the number of credit hours required in that program is not progressing at the required pace to complete the program within the required standard and therefore is considered to be making unsatisfactory academic progress.

**Associate Degree Program Students**

A student otherwise eligible for federal or state financial aid and enrolled in an associate degree program who has attempted more than 150% of the number of credit hours required in that program is not progressing at the required pace to complete the program within the required standard and therefore is considered to be making unsatisfactory academic progress.

**College Credit Certificate Program Students**

A student otherwise eligible for federal or state financial aid and enrolled in an approved certificate program who has attempted more than 150% of the number of credit hours required in that program is not progressing at the required pace to complete the program within the required standard and therefore is considered to be making unsatisfactory academic progress.

**Developmental Education Courses**

Required developmental education coursework is counted in determining a student’s level of enrollment for federal financial aid awarding purposes. Federal regulations limit financial aid recipients to a maximum of thirty (30) semester hours of federally funded developmental education (remedial) coursework plus prerequisite coursework, not counted as electives.

**Financial Aid for Vocational Certificate (Clock Hour) Programs**

The following list of programs are designated postsecondary adult vocational (PSAV) by the State of Florida Department of Education and therefore federal Title IV Aid must be awarded and disbursed based on clock hour policies and procedures.

Advanced Esthetics (ESTHE-VC)	600 hours
Barbering (BARB-VC)	1200 hours
Carpentry (CARP-VC)	1200 hours
Cosmetology (COSM-VC)	1200 hours
Electricity (ELECT-VC)	1200 hours
Heating, Ventilation and Air Conditioning (HVAC-VC)	1350 hours
Massage Therapy (MT-VC)	750 hours
Medical Assisting (MEDAS-VC)	1300 hours
Plumbing Technology (PLUMB-VC)	960 hours
Practical Nursing (LPN-VC)	1350 hours
Surgical Technology (SURG-VC)	1335 hours
Applied Welding Technologies (WELD-VC)	1050 hours

Additional programs may be added by the College with USDOE approval.

### Available Aid for Clock Hour Programs

A student in a clock hour certificate program may qualify for Title IV federal aid including Pell Grant, SEOG, Direct Loan, PLUS Parent Direct Loan, and Federal Workstudy. Florida residents may be eligible for Florida State aid including Florida Bright Futures, FSAG-CE, and Florida Work Experience Program. The College provides institutional grants and scholarships as funding is available. To be considered for aid, a student must submit the Free Application for Federal Student Aid (FAFSA) for the appropriate financial aid award year. A student anticipating the use of Florida Bright Futures must meet with his or her high school counselor and submit the required online application after December 1st and prior to high school graduation. An early high school graduate must meet with their high school guidance counselor for assistance.

Not all vocational certificate (clock hour) programs at this college are Pell eligible. Only the vocational certificate (clock hour) programs listed as eligible in this catalog have been approved by the College, the State of Florida, and the USDOE. An eligible student may receive federal financial aid while enrolled and making satisfactory academic progress.

A student who is enrolled in vocational certificate (clock hour) programs that are less than the Pensacola State College defined academic year of 900 clock hours and 32 weeks will receive an initial full time disbursement in the first payment period. After successfully completing 450 clock hours and 16 weeks of the program, the student will receive their second prorated scheduled payment.

A student who has earned clock hours from a previously attempted vocational certificate (clock hour) program which are being used toward the completion of his or her current clock hour program will have their remaining required number of clock hours calculated prior to the determination of their federal and state aid eligibility.

A student who is enrolled in a vocational certificate (clock hour) program that exceeds the Pensacola State College defined academic year will receive an initial payment of half of their full time scheduled award. After the student successfully completes the initial payment period defined as 450 program clock hours and the required weeks in the payment period, additional payment periods will be funded based on continued eligibility. A student may be eligible to receive a second year aid amount per federal guidelines when the number of clock hours required extends to a second year. The student must be determined eligible academically and by filing an accurate FAFSA for the new award year.

### Payment Periods and Disbursement Procedure For Vocational Certificate (Clock Hour) Programs

The College has defined the clock hour academic year for awarding and disbursement purposes as 900 clock hours and 32 weeks. Federal Pell Grant funds may be used to pay the balance of fees. Federal Pell Grants may also be used to purchase required books and supplies or equipment through the bookstore. Any credit balance remaining will be disbursed to the student via his or her student account in two or more payments, depending on the number of academic years defined in the program. The first payment period begins at the start of the program and ends at the halfway point of the defined academic year.

Prior to the second and all subsequent payments, the student's hours completed and satisfactory academic progress will be verified. Direct loan disbursements are subject to a 30-day delay prior to disbursement. A student whose Direct loan eligibility has been verified may process a deferment of fees based on the anticipated federal student loan disbursement. A student whose program of study is a one (1) year certificate have a maximum loan eligibility of 1 1/2 years of subsidized loan eligibility.

Program instructors are responsible for documenting the number of hours of participation, excused and unexcused hours of absence, and the student's satisfactory academic progress during their weeks of attendance. Aid disbursements are based on this reported information.

Federal Pell Grant credit balances are normally disbursed within the first fourteen (14) days of each payment period after student participation in the clock hour program has been documented by the instructors. Depending on the program there are two or more payment periods. Programs with one academic year will have two payment periods, while programs that have a second academic year will have more than two payment periods. The student may access his or her Fee Details and Financial Aid Summary screen via the secure login to SpyGlass at [www.pensacolastate.edu](http://www.pensacolastate.edu).

### Financial Aid Satisfactory Academic Progress for Vocational Certificate (Clock Hour) Programs

In order for students in clock hour certificate programs to receive financial aid, they must maintain Financial Aid Satisfactory Academic Progress (FASAP) toward completion of their program. Satisfactory progress is evaluated at the end of each payment period after grades are posted and also at the time the student completes both the required hours and weeks in a payment period if not concurrent with the end of a standard semester. If satisfactory progress is not achieved at the end of that payment period, financial aid assistance will be suspended or delayed until such time as the student regains satisfactory academic progress. FASAP is measured in terms of pace and grade point average (GPA). Pace progression is defined as the ratio of clock hours completed to clock hours scheduled and weeks scheduled to weeks completed as defined for the program payment periods.

### Minimum Requirements (Qualitative and Quantitative)

**GPA:** Students must maintain a GPA of at least 2.0.\*

**Progression:** Students must successfully complete at least 67% of the clock hours attempted.

\*Minimum may be higher than 2.0 GPA based on clock hour program requirements.

**Maximum Timeframe:** Pensacola State College students may continue to receive their federal financial aid as long as they maintain the ability to complete their program within 150% of the scheduled weeks of the program and they meet the quantitative

and qualitative minimums. Example: A 44 week program has a maximum time frame of 66 weeks (44 weeks x 150%).

Students not meeting minimum requirements for their clock hour program will have their financial aid assistance delayed or suspended.

All payment periods or semesters of attendance will be included in the evaluation, regardless of what year the student first enrolled or first received federal aid.

All transfer clock hours that are used to complete the clock hours required for the program will impact the number of clock hours required for which the student may be awarded aid. These hours will also be used to measure qualitative and quantitative eligibility.

**Program Changes:** Students will be awarded Title IV funding for a maximum of four unique programs of study at Pensacola State College.

#### Transfer Credits

Courses accepted as transfer credit by Pensacola State College that meet the declared program of study requirements will be used in evaluation of progress.

#### Course Incompletes/Withdrawals

Successful completion of coursework is defined at Pensacola State College as earning a grade of A, B+, B, C+, C, D+, D or P in most programs.

### Financial Aid Appeal Policy and Process

Applicants and recipients of Title IV (Pell, FSEOG, FWS, Direct and Plus Loans) who do not meet the required standards for Financial Aid Satisfactory Academic Progress (FASAP) due to circumstances beyond their control may appeal their status by accessing the College's FASAP appeal process.

Based on documented extenuating circumstances\*, a student may appeal for aid reinstatement in order to complete a particular program of study.

\*Documented extenuating circumstances might include, but are not limited to:

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

#### Appeal Process

A Financial Aid Appeal Request Form is available in any campus financial aid office and online in the Financial Aid Forms section of the College website. Students eligible to submit an appeal must also submit a signed academic plan (Degree Audit). In order to develop the academic plan, the student must schedule a meeting with an academic advisor for advising during which time a plan will be agreed upon. Both the advisor and student must sign and date the plan. Failure to submit all required attachments and documentation will result in a denied appeal. Full instructions for submitting a FASAP appeal are available with the form(s) online.

The student must indicate clearly and in detail the circumstances of his/her failure to meet FASAP standards. Specific dates and events must be identified and documentation to support the appeal must be attached to the form. Appeals submitted without specific dates, events, or documentation are incomplete and will be denied. **Filing an appeal does not guarantee that the appeal will be approved.**

The completed appeal form and documentation must be submitted to a Financial Aid/Veteran Services/Scholarships office located on the Milton, Pensacola, or Warrington Campus. The Financial Aid Appeals Committee will review and make a determination concerning the appeal. When an appeal is granted, additional conditions may be established which the student will be required to

meet in order to continue with financial aid eligibility. The student will be notified in writing of the decision. Should the student receive a denial, the student may not submit another appeal for that award year. If the student does not agree with the denial and has substantive additional information and documentation not previously submitted, the student may submit a written letter of disagreement and the additional documentation to the Director of Financial Aid/Veteran Services/Scholarships within 14 days with a new appeal packet and the additional documentation. The Director's decision is the final authorized decision.

**Note: If an appeal is submitted during a registration period, the process will take longer.**

#### Helpful Definitions for Students

<https://studentaid.ed.gov/glossary>

#### Release of Student Financial Aid Information

The disclosure of student information is governed by the policies of the Pensacola State 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. The appropriate form is available from the Office of Financial Aid/Veteran Services/Scholarships and on the College website at Financial Aid/ General Financial Aid Forms/ Release of Information Authorization.

#### Official Correspondence and Communication

Official communication between Pensacola State College and all college students is through Pirate Mail and SpyGlass notifications. A student email address is issued to each student one day after his or her application for admission to Pensacola State College is processed. The FA/VS/Scholarship office will communicate through Pirate Mail and SpyGlass notifications. It is a student's responsibility to regularly monitor this official Pirate Mail email site, failure to do so may result in a delay in the awarding of any and all aid or the loss of aid due to limited funding. See <https://piratemail.pensacolastate.edu/PEMailFAQ.asp> for Pirate Email for help and frequently asked questions.

### Scholarships

The Pensacola State College 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. This information is provided by new students during the application process and updated by returning students who apply on their annual application. (See the Scholarship Application Form section) Additionally, the Florida Legislature requires all students receiving a Pensacola State College academic scholarship to also have their financial need assessed by a nationally recognized needs analysis. The Free Application for Federal Student Aid (FAFSA) is the approved needs determination process in Florida. The FAFSA is available online at [www.fafsa.gov](http://www.fafsa.gov). The student must input Pensacola State College's school code 001513 as one of their college choices on the FAFSA. (See the Financial Aid section (p. 51) of the catalog).

For detailed information regarding eligibility, selection criteria, and application procedures, refer to the online link on the College website.

**Online Scholarship Application**

To be considered for scholarships, students must:

1. Complete a Pensacola State College application for admission and pay the \$30 application fee,
2. Submit a completed online Pensacola State College scholarship application, each academic year, by the deadlines listed on the website at <http://pensacolastate.edu/financialaid/scholarships.asp> and
3. Check PirateMail regularly for information related to scholarship awarding.

**Additional Information**

For additional information about scholarship availability, specific eligibility requirements, or transfer scholarships, contact the district Financial Aid/Veteran Services/Scholarships Office (850) 484-1634 or review the information on the Financial Aid/Veteran Services/Scholarships website at <http://pensacolastate.edu/financialAid/scholarships.asp>.

**ACADEMIC REGULATIONS AND POLICIES****Standards of Academic Progress****College Credit Programs**

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 and developmental education or college 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:

Attempted Hours	Completion Requirements	Minimum GPA
13 to 35	One-half of total hrs. attempted	1.50
36 to 45	One-half of total hrs. attempted	1.75
46 or more	One-half of total hrs. attempted	2.00

See Grading Policy for an explanation of cumulative grade point average calculation; however, the GPA referred to here is a combined GPA of all courses regardless of level (college, vocational, developmental/preparatory).

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

**Academic Warning** 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 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 the Registrar's 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. In some instances, the Committee will establish additional enrollment conditions. 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 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 semester. Committee disapproval may be appealed to the Vice President, Academic Affairs.

**Clock Hour Programs**

Satisfactory progress is evaluated at the end of each grading period after grades are posted and evaluated. In order for a student to meet satisfactory academic progress in a clock hour certificate program, both qualitative and quantitative conditions must be satisfied.

**Qualitative**

**GPA:** The student must maintain a GPA of at least 2.0 in all clock hour courses. All semesters of clock hour attendance will be included in the GPA evaluation. Individual clock hour programs may require a higher minimum GPA.

**Quantitative**

**Progression:** The student must successfully complete at least 67% of the clock hours attempted in a grading period. Progression is defined as the ratio of clock hours completed to clock hours attempted in a program during the scheduled weeks of attendance. "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. Any course for which a student receives a refund will be excluded.

**Good Standing** A student is meeting satisfactory progress when the above qualitative and quantitative requirements are met.

**Academic Warning** If a student fails to meet the qualitative or quantitative requirements, the student will be considered under satisfactory academic progress warning.

**Academic Suspension** A student will be suspended, after being on warning, if either qualitative or quantitative conditions are not met in the warning period. The warning period is usually one semester.

**Clock hour Suspension Waiver** A student may request approval to re-enroll after suspension by filing a formal request for a Suspension Waiver to the Student Academic Appeals Committee. Appeal procedures may be obtained in the Registrar's Office. If approved, the student will be permitted to enroll in a status of Clock Hour Suspension Waiver and is expected to complete all classes attempted with grades leading to a GPA of 2.0 or better. In some cases the required grade point average may be higher than 2.0 in order for the student to have the required grade point average to graduate within the specified time frame. Additionally, the Committee may establish additional enrollment conditions. If disapproved, the student may be dismissed. See Academic Dismissal.

**Academic Dismissal** If the conditions of the Clock Hour Suspension Waiver are not met, the student may be dismissed. A student may appeal a dismissal to the Student Academic Appeals Committee. If approved, the student will re-enroll in the status of Clock Hour Suspension Waiver. (See above.) If disapproved, the student will be required to sit out for one semester. Committee

disapproval may be appealed to the Vice President, Academic Affairs.

**Transfer Students** Individuals requesting that hours be transferred to Pensacola State College for a clock hour certificate program must have successfully completed those hours within the previous four (4) years of entering Pensacola State College. The College will evaluate transfer hours on a case-by-case base with a requirement of at least 25% of a program being completed at Pensacola State College. Transfer hours must be evaluated and awarded prior to enrollment and the calculation of potential federal and state aid.

**Collegiate High School**

The regulations regarding academic progress apply to all Collegiate High School students regardless of the beginning date of attendance. Only courses taken in the Collegiate 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.

A Collegiate 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 credits attempted and have a cumulative grade point average dependent upon those attempted hours as follows:

Attempted Hours	Completion Requirements	Minimum GPA
5 to 14	One-half of total hrs. attempted	1.00
15 to 18	One-half of total hrs. attempted	1.25
19 or more	One-half of total hrs. attempted	1.50

**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 any registration office or in the Collegiate 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, 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 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 semester. Committee disapproval may be appealed to the Vice President of Academic Affairs.

**Academic Grade Amnesty**

A credit student with previous coursework that is ten (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 that are ten or more years of age. The student may not select specific semesters, specific courses, or specific grades for amnesty. AGA will apply to all coursework that is ten years of age and older from the date AGA is granted.

If a student has already earned a degree or certificate, Academic Grade Amnesty will not be permitted if it results in the forgiveness of courses used for the previously earned degree or certificate.

All courses and grades affected by AGA will remain on the official Pensacola State College 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 Pensacola State College may not be honored in the transfer process. Other institutions may consider the older credits and grades when evaluating a student’s Pensacola State College transcript. A student seeking AGA is 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.

Any student requesting AGA is required to meet with an advisor before submitting the request for AGA.

**Maximum Attempts for a Course**

Students may attempt any college credit course or college preparatory/developmental 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 approximately three times the cost of the in-state tuition rate. Students enrolling in a third attempt of any course will not be permitted to withdraw from the class or change to non-credit. A final grade of W, I, N, or NC will not be permitted, and a letter grade will be assigned. A student may appeal the assessment of the full cost of instruction to the Vice President of Student Affairs or designee.

A request for enrollment in a course for a fourth attempt requires the approval of the Vice President of Student Affairs or designee.

Any registration for a third or greater attempt of one course cannot be processed through Spyglass web registration; the registration, if approved, must be processed after discussion with an advisor.

Florida Law mandates the maximum number of times a student can attempt any course.

**Maximum Hours Per Semester**

A student is limited to enrollment in no more than 18 credit hours per semester regardless of the sessions in which the student is enrolled. A student may not enroll in more than 9 credit hours during a B or D session.

A request for a waiver to the limit may be discussed with a student services director on any campus or center.

**Repeating Courses**

Courses in which a grade of D, 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. This policy applies to any student who repeats a course in which a grade of D or D+ was earned and earns a grade of F in the repeated course; the

F grade will replace the D or D+ for calculation of 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 Policies**

Attendance policies differ between credit hour programs and clock hour certificate programs. Consult the appropriate attendance policy for more information.

### **Credit Hour Attendance Policies**

#### **Attendance Policy**

Regular and punctual attendance in class is required. Each student is 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.

#### **Distance Learning Attendance Policy**

For any student enrolled in a distance learning course, participation in the course according to the schedule of events described by the instructor is considered in attendance. A student who does not access the class web site during the first week of class, does not take examinations by established due dates, or does not otherwise participate in the distance learning process as outlined by the instructor is subject to withdrawal according to the attendance policies outlined below.

#### **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 semester and 12-week 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 an eight-week session or a six-week summer session 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 will be withdrawn. See the No-Show Procedure for the First Week of Classes.

In certain specialized programs, such as the health-related programs, licensure, certification, or accreditation requirements mandate fewer absences than the College normally permits. A student enrolled in a program with more stringent attendance requirements is informed of those requirements. If the specific program requirements are not met by the student, the student will not be withdrawn from non-program specific courses but may be withdrawn from the program and program specific courses.

#### **No-Show Procedures for First Week of Classes**

Attendance during the first week of classes is required. A student who does not attend the first week of class will be withdrawn with a grade of W on the permanent record. A student who is 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 for reinstatement. A student who has registered for a distance learning course is required to access the web site for the course during the first week. Failure to do so will result in withdrawal.

#### **Tardy Policy**

A student not present at the beginning of any class meeting is considered tardy. When so specified in departmental policies, program policies, or the instructor's syllabus, habitual or excessive tardiness may be converted to absences. Some instructors will not permit late entrance into a class as this disturbs the educational experience; the section syllabus will indicate the instructor's policy on late entry.

### **Clock Hour Attendance Policies**

#### **Attendance Policy**

Attendance is required in all course meetings for clock hour certificate programs. Pensacola State College recognizes the following as excused absences:

1. Jury Duty or required court appearance.
2. Documented illness of self, spouse, minor dependent child, parent, or household member. Any clinical site refusal to allow a student to attend for health reasons is considered an illness of self.
3. Established, recognized religious holiday.
4. College sponsored activity such as SkillsUSA, Health Occupation Student Association, or Student Government Association events.
5. Death of an immediate family member or household member:

All documents supporting an excused absence request must be presented to the instructor prior to the absence, except in the case of illness or death. Documentation of illness, as defined above, must be presented to the instructor immediately upon return to class. Documentation of a required absence for religious reasons must be supported by a signed letter from the student's clergy member or religious leader affirming their association with the organization.

Each program will specify a number of hours that may be excused. While excused absences do not have to be made up for financial aid purposes and will not impact disbursement of financial aid funds, some programs may require the time to be made up for academic purposes including grades or required clinical hours.

#### **Enrollment Status**

Pensacola State College considers full-time enrollment to be enrollment in 12 college, 15 credit hours (450 clock hours) for vocational, and/or developmental level developmental credit hours in any semester. Full-time enrollment in any of the health programs is also considered to be 12 credit hours. Collegiate 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 Records Office will provide official statements certifying attendance status to outside agencies. Certification of the attendance or veterans is processed by the Veteran Services Office.

#### **Final Exams**

Final examinations are administered during the final examination week at the end of each semester at the dates and times published on the Pensacola State College web site as well as at the designated

date and time during the mini-sessions. It is each student's responsibility to know when and where the final examination is 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, a change to the published examination date and time 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. A student may not attempt a final examination twice for a single class. Any examination in a distance learning course must be scheduled in a way that will not hinder any student's participation in traditionally delivered courses or examinations.

### 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 grade of I (incomplete) may be assigned by the instructor of record and 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 State 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 an 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 service areas, published in the Catalog, place on the College web site, disseminated by mail, or provided through Pirate Mails (the institutional email accounts).

## GRADES

### Grade Information

A grade is awarded in every college credit, vocational credit, developmental education (college preparatory), and vocational preparatory course as well as in certain non-credit courses. Pensacola State College maintains permanent records for every student registering for courses. A student may obtain the final grade for a course by accessing his or her Spyglass records online at [www.pensacolastate.edu](http://www.pensacolastate.edu). A cumulative record of the student's grades appears on the transcript. A complete explanation of the letter grades appears in the Grades Table (p. 59).

### Grade Reports

A grade report will not be mailed to a student. A student may view final grades by accessing his or her Spyglass record on [www.pensacolastate.edu](http://www.pensacolastate.edu). A student may obtain midterm progress information from the instructor. In some cases, the instructor will post midterm grade information, which may be viewed on Spyglass. Midterm grades do not display on the academic transcript and do not become a part of a student's permanent record.

### Minimum Grades

Unless otherwise specified, a grade of D or D+ is counted as earned credit, may be used to meet program requirements, and will be used in calculating academic progress. Any student seeking an Associate in Arts degree must earn a minimum grade of C in each mathematics course and each writing emphasis course used to meet general education requirements. This minimum grade requirement is established by State Board of Education Rule 6A-10.030. See the General Education page for more information about the requirements.

### Incomplete Grades

The following conditions must be met in order for a student to be eligible for an Incomplete (I) grade:

1. The student must be passing the course;
2. The student must have completed at least 70% of the course requirements; and
3. The student and the instructor must reach a mutual agreement that the student has a reasonable chance of successfully completing the course without additional instructional contact.

If all three conditions are met, the student and the instructor will enter into a written contract for the completion of the course. A copy of the contract will be provided to the student, and copies will be maintained by the instructor and the Department Head. The contract shall include the following information:

1. The student's last date of attendance in the course;
2. The student's remaining requirements for course completion; and
3. The student's deadline for completing the remaining course requirements. The last date to complete the course is determined at the instructor's discretion but shall not exceed one year from the last day of class.

A grade of I in a college credit, vocational credit, or Collegiate High School course will become a grade of F if not completed by the date indicated by the instructor. A grade of I in a developmental education (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 that a failing grade (F) be changed to a W by filing a formal appeal for late withdrawal to the Student Academic Appeals Committee.

An Incomplete grade will not be issued if

1. The student has ceased attending class;
2. The student is not passing the class; or
3. The student has not completed at least 70% of the course requirements.

In these three cases, a grade other than an Incomplete will be assigned.

### Grading Policy

#### Instructor Withdrawal

An instructor may withdraw a student who is excessively absent up to the 70th percent point of the semester. After the 70th percent point, neither the instructor nor the student can process a withdrawal and a final grade will be assigned. The instructor will withdraw a student who has not attended a class meeting during the first week. The instructor may assign a grade of Early F to a student who is excessively absent.

#### Early F Grade Assignment

The instructor will be permitted to assign an Early F to a student who meets any of the following criteria:

1. A student who has stopped attending a class in which the instructor does not process withdrawals;
2. A student who stops attending a class after the 70th percent point of the class;
3. A student who stops attending a course being attempted for the third time;
4. A student who has been determined to be cheating on any assignment or examination; or
5. A student who has plagiarized any written assignment.

A student who has been assigned the Early F for non-attendance will be provided an opportunity to adjust the F to a W (student withdrawal). The F must remain in third-attempt courses, in cases

where the student does not request the adjustment prior to the established withdrawal deadline, and in cases where the F is assigned for cheating or plagiarism. If the adjustment is processed, the last date of attendance as reported by the instructor of record will remain. A student who has been assigned an F as a result of cheating or plagiarism does not have the option of requesting an adjustment to W but may dispute the grade assigned by following the grade grievance process.

Under extenuating circumstances, a student will have an opportunity to appeal for late withdrawal 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 registration office.

**Reinstatement**

A student who is withdrawn for excessive absences or assigned the Early F may discuss the option for reinstatement with the instructor. A student who does not attend the first week of class and is 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.

**Students Receiving Veterans Benefits**

A student receiving benefits from the Veterans Administration is required to abide by the College’s Attendance Policy as stated in this Catalog. If the student exceeds the number of absences permitted and does not have the instructor’s approval, certification will be terminated.

**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 the health-related programs, licensure, certification, or accreditation requirements mandate fewer absences than the College normally permits. A student enrolled in one of these programs is informed 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.

**Grade Point Average**

The student’s permanent record contains grade point average (GPA) calculations. The student’s GPA is used in determining academic standing, graduation readiness, eligibility for the honors lists and graduation with honors, and in other academically-related decisions.

In general, the Grade Point Average is computed as follows:

$$\text{Quality Point Total} \div \text{Total Credit Hours (for GPA)} = \text{GPA}$$

When calculating the cumulative GPA, use total quality points and total credit hours. Quality points are awarded as follows:

Grade	Grade Quality Points
A	4.0
B+	3.5
B	3.0
C+	2.5
C	2.0
D+	1.5
D	1.0
F	0.0

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

$$\text{Credit Hours X Grade Quality Points} = \text{Total Quality Points for Course}$$

For example, the total quality points for a grade of C in ENC1101C (a three-credit hour course) are calculated by multiplying the credit hours by the grade quality points for a C: three credit hours X two grade quality points = six total quality points for the course.

Credit hours are defined as those credits in which a letter grade (A through F) has been awarded. Grades of S, P, U, I, N, NC, W, and X do not carry grade quality points. In general, credits for these grades do not count in hours pursued. However, in certain other circumstances, such as determination of repeat enrollments and in computation of certain specialized GPAs, credit hours that carry these grades may be included in the GPA computation. Questions regarding grade calculations may be directed to any Student Services office.

**Grades Table**

Grade <sup>1</sup>	General Meaning	Grade Points Assigned Per Credit (Quality Points)	Credit Count Toward Graduation?	Does Credit Transfer?	Can Be Repeated To Improve Graduation GPA?	Does It Affect Cumulative GPA?	Does It Count As "Attempted Credits" For Standards Of Academic Progress?
A	Excellent	4.0	Yes	Yes	No	Yes	Yes
B+	Very good	3.5	Yes	Yes	No	Yes	Yes
B	Good	3.0	Yes	Yes	No	Yes	Yes
C+	High average	2.5	Yes	Yes	No	Yes	Yes
C	Average	2.0	Yes	Yes	No	Yes	Yes
D+	Below average	1.5	Yes	Sometimes	Yes	Yes	Yes
D	Poor	1.0	Yes	Sometimes	Yes	Yes	Yes
F	Failure	0.0	No	No	Yes	Yes	Yes
I <sup>4</sup>	Incomplete	0.0	No	No	Yes	No	Yes
W <sup>5</sup>	Withdrew	0.0	No	No	Yes	No	Yes
P <sup>6,9</sup>	Passing	0.0	Yes	Yes	No	No	Yes
N <sup>5</sup>	No Credit	0.0	No	No	Yes	No	Yes
X <sup>5,7</sup>	Audit	0.0	No	No	Yes	No	No
NC <sup>5,7</sup>	Non-Credit	0.0	No	No	Yes	No	Yes
SP <sup>8</sup>	Showing Progress	0.0	No	No	No	No	No
S <sup>10</sup>	Satisfactory	0.0	No	No	No	No	No
U <sup>10</sup>	Unsatisfactory	0.0	No	No	No	No	No

- Final grades may be based upon daily work, special reports, research papers, laboratory and field work, tests, final examinations, and other courses assignments or requirements.
- Upon written request, a transcript will be furnished without charge.
- A course with final grade of P or C or higher cannot be repeated for credit or to improve one's GPA.
- I (Incomplete) grades received at the end of any semester become failing grades (F) if not completed by the date assigned by the instructor or the maximum completion date of one academic year.
- A grade of N is used only in developmental education courses. A grade of N may be assigned to a student earning a D or F in such a course. VA-assisted student education benefits will not be affected by an N grade, but the VA student should not expect to retain benefits for any course(s) assigned a W, NC, or X.
- Credit hours earned through examinations such as advanced placement tests, College Examination Program (CLEP), and departmental examinations do not affect the GPA. These credit hours do count 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.
- For use in courses offered through the Adult Education Department indicating that, although coursework has not been satisfactorily completed, positive progress is being made.
- 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.
- Assigned only in non-credit classes.

## GRADUATION

### Student Responsibilities for Graduation

Each student is responsible for selecting courses that meet program requirements and for earning the minimum grades (p. 57) required in those courses. Every student is strongly encouraged to start working on mathematics requirements during the first semester enrolled and to remain continuously enrolled in mathematics courses each semester until all mathematics requirements have been satisfied.

Some courses are only offered only once each year. The student is strongly encouraged to plan his or her program of study with an advisor or the appropriate Department Head. Additionally, each academic program is represented in the catalog as a sequence of semesters. The student who stays on sequence will finish on time and will meet all prerequisite and corequisite requirements of courses required for the degree.

A student may review his or her graduation progress with an advisor, the program coordinator or director, through the degree audit component of Spyglass, or through [www.flvc.org](http://www.flvc.org).

### Effective Catalog Policy

Each student must follow the requirements in effect at the time of initial enrollment in a program of study and is expected to complete the program within five catalog years. A student who does not complete the requirements within five catalog years will be analyzed for graduation using the catalog requirements in effect upon re-enrollment after the expiration of the initial effective catalog.

If a student's program of study becomes inactive and the student has not been continuously enrolled, the ability to resume studies in the inactive program may not be available to the student. Continuous enrollment for this purpose is considered enrollment in at least one course per major semester (Fall and Spring) during an academic year.

As program requirements change, the student may wish to change to a newer catalog year. A student may request to move to a newer catalog year by meeting with an advisor or the appropriate Department Head who will review the new program requirements with the student.

### Applications and Procedures

#### Application for Graduation

Each student must submit an Application for Graduation through Spyglass on the College's web site by the published deadline. A student who does not apply by the published deadline will be reviewed for graduation and, if eligible, may still march in the graduation ceremony; however, the student's name may not appear in the commencement program. Students are encouraged to apply for graduation one semester 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 graduation analyst in the Records Office determines that the student will not meet graduation requirements, the student will be notified and advised to meet with an academic advisor, the appropriate department head, or the program director to find a resolution to the graduation discrepancy. All admissions conditions and financial obligations must be resolved prior to graduation.

#### Commencement Ceremony

The College holds two commencement ceremonies: one in December at the end of the fall semester and one in May at the end of the spring semester. Pensacola State College does not conduct a summer graduation ceremony. A student eligible for summer

graduation may choose to march in the spring ceremony or the fall ceremony. Names of each summer graduate will be printed in the Commencement Ceremony Program for the commencement ceremony in which he or she chooses to march. Information regarding the graduation regalia (cap and gown rentals) and other information regarding the graduation ceremony will be communicated through PirateMail.

#### Diplomas

The diploma is mailed to the student after the commencement ceremony and upon completion of the final review of requirements. A spring or summer semester graduate may expect to receive the diploma within three weeks after graduation. Because of the winter holidays, a fall semester (December) graduate may expect to receive the diploma by the third week of January. A diploma will not be mailed to a student with an outstanding financial obligation to the College or with an incomplete admissions record. Upon request the diploma will be released after satisfaction of the financial obligation or submission of the missing admissions document.

### Transfer of Credit

#### Articulation and Transfer of Credit

Pensacola State College offers a broad range of educational opportunities for the student whose goal is to transfer to another institution that offers a program the student wishes to complete. The resources listed below can assist the student in making informed decisions when selecting courses, choosing transfer institutions, and developing a transfer plans.

#### Advising Centers

A student planning to transfer Pensacola State College coursework to another college or university should contact a Pensacola State College Advising Center or Student Services Office to take advantage of the resources designed specifically for the transfer student. Some of the resources available include college and university catalogs, reference books and materials, transfer manuals, transfer admissions information, and information about general education requirements and electives most suitable for the planned transfer. Every student is encouraged to take advantage of these resources throughout the time he or she is enrolled at Pensacola State College, particularly if undecided on a major or transfer institution.

#### Online Resources

Articulation and transfer information is available at [www.pensacolastate.edu](http://www.pensacolastate.edu) and [www.flvc.org](http://www.flvc.org). A student may access his or her Spyglass records and process degree audits to assist in the selection of courses that will meet graduation requirements. A variety of tools to assist the student planning to transfer to another college or university in Florida may be found at [www.flvc.org](http://www.flvc.org) including information on:

1. Career planning;
2. Online applications;
3. Transfer services;
4. College advising tools;
5. Advising manuals; and
6. Financial aid information.

#### Transfer Courses

Transfer courses are those that are designed to transfer to other colleges and universities.

The transferability of a course does not necessarily indicate that it will apply toward a specific major or degree at another college or university. Therefore, it is important for the student to consult with an advisor about the transferability and the applicability of a specific course for the student's intended major and transfer institution.

To assist a student 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 Numbering information is found at [www.flvc.org](http://www.flvc.org).

### **Articulation Agreements**

Articulation is the formal process of developing and maintaining transfer options for students. Pensacola State College has established articulation agreements with several other institutions in order to provide students with access to, and linkages with, other institutions. Agreements often include the following: minimum GPA requirements for admission, minimum number of credit hours that will transfer, and transferable courses for specific degrees or majors. In addition, a student should consider the following suggestions when making transfer plans.

1. Begin early and plan ahead;
2. Develop a transfer plan with the assistance of a Pensacola State College advisor;
3. Make contact with an academic advisor and admissions representative at the institution to which transfer is planned; and
4. Follow the transfer agreement established for each college or university program listed.

### **Resolution of Transfer Disputes**

Pensacola State College works closely with other colleges and universities to provide a smooth transfer experience for Pensacola State College students. The Transfer Services link at [www.flvc.org](http://www.flvc.org) provides procedures for the resolution of admissions and transfer difficulties.

A student may contact a Pensacola State College advisor for resolution of credit or transfer difficulties.

### **Graduation Rates**

Information regarding graduation rates and placement information is available as required by the Student Right to Know Act (Public Law 101-542) at [www.pensacolastate.edu/gainful-employment-report/](http://www.pensacolastate.edu/gainful-employment-report/).

### **Graduation Requirements**

#### **All Programs**

1. Complete all course requirements as specified in the program of study published in the Effective Catalog (the catalog in effect at the time the student first enrolled in the program). See Effective Catalog Policy (p. 60).
2. Submit a Graduation Application through Spyglass even if participation in a commencement ceremony is not planned. The Graduation Application prompts the analysis of the permanent record for graduation purposes.
3. Resolve all other requirements and satisfy all financial obligations to the College including parking and library fines.

#### **Baccalaureate Degrees**

1. Earn a minimum cumulative grade point average of 2.00 in all coursework completed at the College. If any course or courses have been attempted at any other college or university, the grades earned at the other institution(s) combined with the grades earned at Pensacola State College must also result in a minimum cumulative grade point average of 2.00;
2. Complete a minimum of 25% of credit hours required for the degree in residence at the College;
3. Complete the general education requirements for the Associate in Arts degree including earning grades of C or better in all writing-emphasis courses and mathematics courses; and

4. Demonstrate foreign language competency through successful completion of two sequential credits in high school foreign language or successful completion of a post-secondary elementary foreign language II course (the second course in a foreign language sequence), or other means as specified in institutional policy.
5. Individual baccalaureate degrees may have additional requirements. Consult with a Program Coordinator or Department Head when starting the program.

#### **Associate in Arts Degree**

1. Earn a minimum cumulative grade point average of 2.00 in all coursework completed at the College. If any course has or courses have been attempted at any other college or university, the grades earned at the other institution(s) combined with the grades earned at Pensacola State College must also result in a minimum cumulative grade point average of 2.00.
2. Complete a minimum of 25% of program requirements in residence at the College.
3. The student who began college in or after the fall 2014 semester must demonstrate foreign language competency through successful completion of two sequential credits in high school foreign language, or successful completion of a post-secondary elementary foreign language II course (the second course in a foreign language sequence), or other means as specified in institutional policy.

#### **Associate in Science Degrees**

1. Earn a minimum cumulative grade point average of 2.00 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 Pensacola State College must also result in a minimum cumulative grade point average of 2.00.
2. Earn a minimum cumulative GPA of 2.00 in all general education courses used for the degree.
3. Complete a minimum of 25% of program requirements in residence at the College.

#### **Certificate Programs**

1. Earn a minimum cumulative grade point average of 2.00 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 Pensacola State College 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. Complete a minimum of 25% of program requirements in residence at the College.
4. 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. Contact the Program Coordinator or Department Head for more information.

#### **Collegiate High School**

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 Pensacola State College Collegiate High School. One of these credits may be an approved dual enrollment course taken during enrollment in the Collegiate High School.
3. Earn a minimum of 24 high school credits as specified by Florida Statute 228.0422 to include the mandated credits in required courses and 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. Collegiate High students are encouraged to discuss graduation requirements, such as End of Course exams, with their advisor of choice.

### Commencement Ceremony

The College holds two commencement ceremonies: at the end of the Fall Term in December and at the end of the Spring Term in May. The Director of Student Life will mail information regarding graduation regalia (cap and gown rentals) and other information regarding the graduation ceremony.

Students who submit the Application for Graduation for a summer term will be eligible to participate in either the Fall Term or the Spring Term ceremony. A student is expected to submit the Graduation Application indicating the term of anticipated graduation not the term of participation in the Annual Commencement Ceremony. A Graduation Application must be submitted regardless of participation in the ceremony. The Graduation application is to be submitted through a student's Spyglass record at [www.pensacolastate.edu](http://www.pensacolastate.edu).

### Graduation Exceptions and Appeals

#### Graduation Policy Exceptions

A student who wishes to request an exception to a particular aspect of Pensacola State College graduation policies may petition the Student Academic Appeals Committee. The form for this petition is available in any Student Services office and in the Office of the Registrar.

#### Course Substitutions or Waivers

A student who wishes to request the substitution of one course for a required course or request a waiver of a required course must discuss the request with the appropriate program director, Department Head, Dean, or an advisor. The request is to be submitted on a Course Substitution Request form, reviewed by the program director, appropriate Department Head and Dean, and submitted to the Registrar.

#### Effective Catalog Changes

Requests to change the effective catalog are to be submitted to the College Registrar. The change request process is to begin with the program director, Department Head, or an advisor.

#### Grade Grievance

No Pensacola State College administrator or standing committee is authorized to change the grade assigned by any instructor. See Grade Grievance Procedure (p. 33).

Exception: A student may petition the Student Academic Appeals Committee for a late withdrawal in a class for which an instructor has assigned an F grade for non-attendance. Documentation of extenuating and mitigating circumstances must be submitted. The form for this purpose is available in any Student Services office and the Office of the Registrar. A student may apply for a refund for a course and, if approved, any grade assigned for that course will be removed from the student record.

#### Minimum Hours in Residence

Pensacola State College will comply with the standards mandated by its regional accrediting authority, the Southern Association of Colleges and Schools Commission on Colleges, and shall award a degree or a certificate only to a student who complete a minimum of 25% of credit hour applicable to the degree or certificate at

Pensacola State College. No exception to this requirement will be granted.

### Notification of Decisions

In most cases, decisions regarding appeals and request for exceptions, substitutions, and waivers will be provided to the student through the PirateMail account. Each student is expected to access PirateMail accounts at least once per week during a semester and more often during a registration period. PirateMail is the primary means of communication with the student from the College.

### Honors

All students are eligible for academic achievement recognition at Commencement Ceremonies. Grade point averages are based on all credits attempted at Pensacola State College combined with transfer credits from other institutions attended including courses not used for the degree awarded. Baccalaureate and associate degree students, and vocational certificate and Collegiate High School students will graduate with honors according to three honors categories:

- **Cum Laude:** An honor awarded to students who achieve a cumulative GPA of 3.50 to 3.74;
- **Magna Cum Laude:** An honor awarded to students who achieve a cumulative GPA of 3.75 to 3.99; and
- **Summa Cum Laude:** An honor awarded to students who achieve a cumulative GPA of 4.00.

The commencement program is printed prior to the recording of final grades. For this reason, the commencement program as well as eligibility to obtain honors cords will be based on the cumulative grade point average achieved at the end of the term prior to the ceremony. The official Pensacola State College transcript and diploma will be based on the cumulative grade point average of the student at the time of official graduation. An appropriate notation will be placed on the student's transcript and the diploma will be marked accordingly. All courses attempted, including transfer courses, will be calculated in determining the cumulative grade point average for all purposes including the honors designation.

### Robinson Honors Program

The Robinson Honors Program at Pensacola State College is designed to meet the needs of academically gifted students seeking to make the most of their college experience. The program offers a unique learning experience in a "college within a college" atmosphere intended to cultivate critical thinking, encourage civic and community engagement, and develop a synthesis of knowledge across disciplines. A generous endowment from Grover Robinson IV and the Robinson family provides students opportunities beyond the traditional classroom. Honors courses are created to improve transferability prospects while providing an enhanced college experience which includes an enriched curriculum, off-campus educational and cultural events, academic and career planning services, service learning opportunities, conferences, and opportunities for travel.

Each semester, field trips to regional museums, cultural events, and visits to historical sites are offered. In addition to these field trips, attendance at local events, such as the College's Lyceum series, provides the Robinson Scholars a chance to observe world class performances and insightful seminars. During the summer, the Robinson Scholars have the opportunity for additional academic enrichment.

### Additional Degrees

The State of Florida authorizes the awarding of the Associate in Arts degree. Colleges are permitted to provide curricula, concentrations, or programs of study leading to the Associate in Arts degree to ease the transferability of students to the university.

Earning more than one Associate in Arts degree is not possible, because there is only ONE Associate in Arts degree with various advising tracks.

A student should pursue only one degree at a time. A student may request permission to pursue two programs simultaneously by submitting a request, reviewed by an advisor or program manager, to the Registrar's Office.

The written degree plan for an additional Associate in 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 fifteen additional credits after being awarded the preceding degree. The additional fifteen credits may be core credits 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.

The degree plan for earning an associate in science 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 fifteen additional credits after being awarded the Associate in Arts degree. The additional credits may be elective credits or general education credits. All other requirements for graduation remain in effect for students pursuing additional degrees (e.g., grade point average requirements, residency requirements, etc.).

## ACADEMIC PROGRAMS

Pensacola State College offers a wide variety of academic programs to the residents of the College's service area. The focus of each program is to assist each student reach his or her educational or career goals.

The College offers baccalaureate degrees that prepare the student for a career or for career advancement in a business or healthcare field. Baccalaureate courses are available at a variety of times and in a variety of learning environments including online, hybrid, and face-to-face in order to accommodate both the full-time student as well as the working professional who is enrolled part-time.

Several Advanced Technical Certificates (ATCs) are available for the student who has completed an associate degree and wishes to gain specialized knowledge and earn an additional academic credential. In some cases, coursework required for an ATC articulates into an appropriate baccalaureate program at Pensacola State College allowing the student to move easily from an ATC into a baccalaureate program.

The Associate in Arts (AA) degree prepares the student for transfer into a baccalaureate degree program. Advising tracks are available to assist each student with identifying appropriate courses for the intended four-year degree. A student earning the Associate in Arts degree may remain at Pensacola State College to complete a baccalaureate degree or transfer seamlessly to any state college or university in the state of Florida system.

Associate in Science (AS) degrees are specialized programs that prepare a student to enter a career field. These programs allow the student to gain career-specific information with an abbreviated general education curriculum; therefore, the Associate in Science degree focuses mainly on coursework specific to the discipline of the program. Associate in Science programs are built around curriculum frameworks produced by the Florida Department of Education. Program personnel for each program coordinate with an Advisory Council of local professionals to ensure that the program includes current information as well as marketable skills. Associate in Science programs do not have guaranteed transfer to universities; however, many AS programs will transfer into Pensacola State College baccalaureate programs.

A number of college credit certificates (CCC) are available for the student who wishes to learn specific skills or information and earn an academic credential. These programs are limited only to courses needed to deliver the knowledge that is specified in the curriculum framework provided by the Florida Department of Education. Most college credit certificates are embedded in AS programs, enabling a student to complete the CCC while progressing toward the AS degree.

Applied Technology Diploma programs prepare the student for immediate entry into a career. These programs require prescribed technical courses. Most credits earned in ATD programs will transfer into AA or AS programs.

Vocational certificate (clock hour) programs include instruction in required skills as specified in the Florida Department of Education curriculum frameworks to prepare the student for entry into the workforce. Vocational certificates are closely tied to the local workforce needs and offer a student a quick path to employment.

Developmental education courses enable a student to attain the skills in communication and computation that are necessary for success at the college level. Once the necessary developmental education coursework in a subject area is complete, the student is prepared to enroll in college level courses that require placement at the college level.

Adult education courses are available to any adult wishing to improve basic academic skills or to prepare for the GED

exam. Adult education courses are non-credit courses and are available at a variety of times and locations.

The Collegiate High School offers the opportunity for the student who is at least 16 years of age to earn the high school diploma. A student can earn high school credit in approximately half of the time required in a public high school. A Collegiate High School student may also take advantage of dual enrollment opportunities at the College and earn college credit while meeting the high school graduation requirements.

### ALPHABETICAL PROGRAM LIST

#### A

- Accounting Technology AS (p. 84)
- Accounting Technology Management CCC (p. 84)
- Advanced Esthetics VC (p. 117)
- Advanced Welding Technology (p. 118)
- Applied Welding Technologies VC (p. 118)
- Architectural Design and Construction Technology AS (p. 84)

#### B

- Barbering VC (p. 118)
- Business and Management BAS Graphic Design Management Concentration (p. 72)
- Business and Management BAS Healthcare Management Concentration (p. 73)
- Business and Management BAS Human Resources Management Concentration (p. 73)
- Business and Management BAS Law Enforcement Administration Concentration (p. 74)
- Business and Management BAS Organizational Administration Concentration (p. 75)
- Business and Management BAS Project Management Concentration (p. 75)
- Business and Management BAS Public Safety Management Concentration (p. 76)
- Business Administration AS (p. 85)
- Business Development and Entrepreneurship CCC (p. 86)
- Business Management CCC (p. 86)

#### C

- Cable Technician (Voice and Data Cabling) CCC (p. 87)
- Career Mobility Option - LPN to RN AS (p. 1089)
- Career Mobility Option - Paramedic to RN AS (p. 108)
- Carpentry VC (p. 118)
- Child Development and Early Intervention CCC (p. 95)
- CNC Composite Fabricator/Programmer CCC (p. 101)
- CNC Machinist/Fabricator CCC (p. 101)
- CNC Machinist Operator Programmer CCC (p. 101)
- Computer Information Technology AS (p. 86)
- Computer Programming CCC (p. 88)
- Computer Programming and Analysis AS (p.88)
- Computer Programming and Analysis (Web Development) AS (p. 89)
- Cosmetology VC (p. 119)
- Criminal Justice Technology AS (p. 90)

Crime Scene Technician CCC (p. 90)

Critical Care Nursing ATC (p. 80)

Culinary Arts CCC (p. 91)

Culinary Management AS (p. 91)

Cyber Forensics AS (p. 92)

Cybersecurity AS (p. 92)

Cybersecurity BAS (p. 77)

## **D**

Dental Hygiene AS (p. 92)

## **E**

Early Childhood Education AS (p. 94)

Early Childhood Teacher (Preschool) CCC (p. 95)

EKG Technician VC (p. 119)

Electricity VC (p. 119)

Electronics Engineering Technology AS (p. 96)

Electronics Aide CCC (p. 97)

Electronics Technician CCC (p. 97)

Emergency Medical Services AS (p. 97)

Emergency Medical Technician ATD (p. 114)

Engineering Technology - Advanced Manufacturing AS (p. 98)

Engineering Technology - Mechanical Design and Fabrication AS (p. 100)

Engineering Technology Support Specialist CCC (p. 99)

Event Planning Management CCC (p. 105)

## **F**

Facials Specialty VC (p. 120)

Food and Beverages Management CCC (p. 106)

## **G**

General Studies (Liberal Arts) AA (p. 81)

Graphics Technology AS (p. 102)

Guest Services Specialist CCC (p. 106)

## **H**

Health Information Technology AS (p. 103)

Health Services Management AS (p. 104)

Heating, Ventilation and Air Conditioning VC (p. 120)

Hospitality and Tourism Management AS (p. 105)

Human Resource Administrator CCC (p. 86)

Human Resource Management ATC (p. 79)

## **I**

Industrial Management Technology AS (p. 107)

Infant/Toddler Specialization CCC (p. 95)

## **L**

Law Enforcement Administration ATC (p. 79)

## **M**

Massage Therapy VC (p. 120)

Mechanical Designer/Programmer CCC (p. 101)

Medical Assisting VC (p. 121)

Medical Information Coder/Biller CCC (p. 104)

## **N**

Nails Specialty VC (p. 121)

Networking Communications (LAN) CCC (p. 88)

Nursing Assistant VC (p. 121)

Nursing BSN (p. 77)

Nursing Registered Nurse AS (p. 107)

## **P**

Paralegal Studies (Legal Assisting) AS (p. 109)

Paramedic CCC (p. 98)

Patient Care Technician (p. 122)

Perioperative Nursing ATC (p. 80)

Pharmacy Management AS (p. 110)

Pharmacy Technician ATD (p. 115)

Phlebotomy VC (p. 122)

Physical Therapist Assistant AS (p. 111)

Photographic Technology AS (p. 110)

Plumbing Technology VC (p. 123)

Pneumatics, Hydraulics and Motors for Manufacturing CCC (p. 100)

Practical Nursing VC (p. 123)

Project Management ATC (p. 79)

Psychiatric Technology VC

Public Safety Telecommunicator VC

## **R**

Radiography AS (p. 111)

Rapid Prototyping Specialist CCC (p. 102)

Rooms Division Management CCC (p. 106)

## **S**

Sports, Fitness, and Recreation Management AS (p. 113)

Sonography (Diagnostic Medical Sonography) AS (p. 112)

Surgical Technology VC (p. 124)

## **V**

Veterinary Technology AS (p. 114)

## **W**

Web Development Specialist CCC (p. 89)

Wireless Communications CCC (p. 88)

## ALPHABETICAL PROGRAM LIST BY DEGREE TYPE

### Baccalaureate and ATC Programs

#### B

Business and Management BAS Graphic Design Management Concentration (p. 72)  
Business and Management BAS Healthcare Management Concentration (p. 73)  
Business and Management BAS Human Resources Management Concentration (p. 73)  
Business and Management BAS Law Enforcement Administration Concentration (p. 74)  
Business and Management BAS Organizational Administration Concentration (p. 75)  
Business and Management BAS Project Management Concentration (p. 75)  
Business and Management BAS Public Safety Management Concentration (p. 76)

#### C

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## GENERAL EDUCATION

General education at Pensacola State College provides the student with a broad range of knowledge and skills that have enduring value, no matter what path in life a student pursues. The foundation built through the general education courses prepares individuals not only for a baccalaureate or associate degree but for lifelong learning as well.

All baccalaureate and associate degree programs at the College include a general education component, which is a substantial part of each degree. Thirty-six credit hours of general education courses are required in the Bachelor of Applied Science in Business and Management, Bachelor of Applied Science in Cybersecurity, Bachelor of Science in Nursing, and the Associate in Arts degree. Associate in Science degrees require a minimum of 15 college credit hours of general education courses.

The general education requirements at Pensacola State College are designed to ensure breadth of knowledge. Coursework in Communications, Humanities, Mathematics, Natural Sciences, and Social Sciences is required. No course in the general education program may narrowly focus on skills, techniques, or procedures specific to a particular occupation or profession; instead, general education courses serve as an introduction to a wide range of knowledge and a broad overview of various disciplines and subject matters.

### Global Learning Outcomes

Each student who completes 36 credits hours or more of general education courses at Pensacola State College will have achieved the following outcomes:

1. **CRITICAL THINKING:** Evaluate the validity of ideas, developing informed opinions or defensible conclusions.
2. **COMMUNICATION:** Effectively communicate knowledge and ideas.
3. **SCIENTIFIC AND MATHEMATICAL LITERACY:** Properly identify and apply scientific or mathematical principles and methods.
4. **INFORMATION LITERACY:** Effectively locate, evaluate, and apply information from a variety of sources.
5. **CULTURAL LITERACY:** Demonstrate an understanding of human culture and its diversity.

### Minimum Grades

An AA student must maintain an overall GPA of 2.0 or higher and must earn a minimum grade of C or better in each course meeting a general education writing emphasis requirement and in each mathematics course meeting the general education requirement. An overall GPA includes the Pensacola State College cumulative GPA as well as any transfer courses earned prior to enrollment at Pensacola State College.

### Non-Traditional Credits

An AA student may not earn more than 15 credits hours of the general education course work through non-traditional credits. Non-traditional credits include the following: credits earned through CLEP, departmental exemption examination, PLA, and all other credits described under "Non-Traditional Credits" in the Registration and Credits section.

### Excess Hours Advisory Statement

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

"Excess hours" are defined as hours that go beyond 120% of the hours required for a baccalaureate degree program. For example, if the length of the program is 120 credit hours, the student may be

subject to an excess hour surcharge for any credits attempted beyond 144 credit hours (120 x 120%).

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

### Foreign Language Requirement

A student who is enrolling in college for the first time (not a transfer student) in Fall 2014, or thereafter, and anticipates earning a baccalaureate degree or an Associate in Arts degree must meet the foreign language requirement. The foreign language requirement may be met with two semesters of the same foreign language in high school, two semesters of the same foreign language in college, the second semester of a freshman-level foreign language course, or appropriate scores on an external test for a foreign language.

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

Examination	Minimum Score	Maximum Credit
French	50	12 cc
	46	9 cc
	42	6 cc
German	55	12 cc
	52	9 cc
	43	6 cc
Spanish	55	12 cc
	48	9 cc
	45	6 cc

A student 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 state college prior to August 1, 1989, and has 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 Associate in Arts 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.

### Writing Emphasis Requirement

Per State Board of Education Rule 6A-10.030, hereafter referred to as the Writing Emphasis Requirement, prior to receipt of a baccalaureate or Associate in Arts degree from a public college or university, a student shall earn a grade of C or higher in at least twelve (12) college credit hours in which the student is required to demonstrate college-level writing skills through multiple assignments.

The student pursuing a baccalaureate or AA degree at Pensacola State College is required to complete ENC 1101 or ENC 1101C and ENC 1102 within the general education curriculum. A grade of C or higher is required to earn credit for ENC 1101 or ENC 1101C and ENC 1102, and earned credit in these two courses satisfies six (6) of the required writing emphasis credits. The remaining six (6) college credit hours of writing emphasis coursework must be earned through the completion of two additional writing emphasis courses with a grade of C or higher; the required literature course may satisfy three (3) of these hours. The following is a complete listing of all courses that may satisfy the writing emphasis requirement:

### WRITING EMPHASIS COURSES

AMH 2010	American History to 1877	3 cc
AMH 2020	American History from 1877	3 cc
AML 2010	American Literature to 1870	3 cc
AML 2020	American Literature from 1870	3 cc
AML 2600	African American Literature	3 cc
DAN 2100	Dance Appreciation	3 cc
ENC 1101C	English Composition I	3 cc
ENC 1102	English Composition II	3 cc
ENL 2012	English Literature to 1800	3 cc
ENL 2022	English Literature from 1800	3 cc
EUH 1001	European History II	3 cc
HUM 2020	Introduction to Humanities	3 cc
LIT 2090	Contemporary Literature	3 cc
LIT 2110	World Literature to 1650	3 cc
LIT 2120	World Literature from 1650	3 cc
MUH 2110	Introduction to Music History	3 cc
PHI 2010	Introduction to Philosophy	3 cc
PHI 2600	Ethics	3 cc
PSY 2012	General Psychology	3 cc

### Meta-Majors

A meta-major is a collection of academic programs that have common or related content (s. 1008.02(3), F.S.). All meta-majors require ENC1101C English Composition I as the gateway course in communications. However, the gateway course in mathematics varies by meta-major. Meta-major academic pathways have been established to advise students of the gateway courses in mathematics that are aligned with specific academic and career goals.

**GENERAL EDUCATION REQUIREMENTS****(BACCALAUREATE DEGREE AND ASSOCIATE IN ARTS)**

The student seeking a baccalaureate or the Associate in Arts degree must complete 36 college credit hours of General Education Coursework as indicated in the following table.

General Education Category	College Credits Required
Communications	6 cc
Humanities	6 cc
Mathematics	6 cc
Natural Sciences	6 cc
Social Sciences	6 cc
General Education Electives	6 cc

**Communications (6 cc)****Required core course**

ENC 1101C	English Composition I*	3 cc
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**Required general education course**

ENC 1102	English Composition II*	3 cc
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**Communications electives**

CGS 1570	Computer Concepts and Applications	3 cc
LIS 2005	Information and Internet Research	3 cc
MMC 2000	Survey of Mass Communication	3 cc
SPC 1608	Public Speaking	3 cc
SPC 2300	Interpersonal Communication	3 cc

**Humanities (6 cc)****Choose one core course.**

ARH 2000	Humanities Art (For Non-Art Majors)	3 cc
HUM 2020	Introduction to Humanities*	3 cc
MUL 2010	Music Appreciation	3 cc
PHI 2010	Introduction to Philosophy*	3 cc
THE 2000	Theatre Appreciation	3 cc

**Choose one literature course.**

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
ENL 2012	English Literature to 1800*	3 cc
ENL 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

**Humanities electives**

ARH 1002	Art for Non-Majors	3 cc
ARH 1050	Art History I	3 cc
ARH 1051	Art History II	3 cc
ASL 1150	American Sign Language II	4 cc
CLT 1500	Classical Mythology	3 cc
DAN 2100	Dance Appreciation*	3 cc
FRE 1121	Beginning French II	4 cc
GER 1121	Beginning German II	4 cc
HUM 2454	African-American Humanities	3 cc
ITA 1121	Beginning Italian II	4 cc
LAT 1121	Beginning Latin II	4 cc
MUH 2110	Introduction to Music History	3 cc
PHI 2100	Logic	3 cc
PHI 2600	Ethics	3 cc
PHI 2701	Introduction to the Philosophy of World Religions	3 cc
SPN 1121	Beginning Spanish II	4 cc

**Mathematics (6 cc)**

A student who is required to complete developmental or intermediate algebra before enrolling in a higher level mathematics course is strongly encouraged to enroll in such courses during the first semester at Pensacola State College.

**Choose two courses.**

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 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

**Mathematics elective**

COP 1510	Programming Concepts	3 cc
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**Natural Sciences (6 cc)**

Choose one core course, either biological science or physical science.

If a biological science is chosen from the core, the second natural sciences course must be a physical science course (elective or core). If a physical science is chosen from the core, the second natural sciences course must be a biological science course (elective or core).

**Biological Sciences core courses**

BSC 1005	Introduction to Biology	3 cc
BSC 1010	Principles of Biology	3 cc
EVR 2001	Introduction to Environmental Science	3 cc

**Biological Sciences electives**

BSC 1011	Principles of Biological Diversity	3 cc
BSC 1080	Essentials of Anatomy and Physiology	3 cc
HUN 1201	Elements of Nutrition	3 cc
OCB 2000	Marine Biology	3 cc
ZOO 1010	General Zoology	3 cc

**Physical Sciences core courses**

AST 1002	Descriptive Astronomy	3 cc
CHM 1045	General Chemistry I	3 cc
ESC 1000	Earth Science	3 cc
PHY 1053	General Physics I	3 cc
PHY 2048	Physics I with Calculus	4 cc

**Physical Sciences electives**

CHM 1025	Introduction to College Chemistry	3 cc
GLY 1010	Physical Geology	3 cc
MET 1010	Introduction to Meteorology	3 cc
OCE 1001	Oceanography	3 cc
PHY 1025	Introduction to Fundamentals of Physics	3 cc

**Social Sciences (6 cc)****Choose one core course**

AMH 2020	American History from 1877*	3 cc
ANT 2000	Introduction to Anthropology	3 cc
ECO 2013	Macroeconomics	3 cc
POS 2041	American National Government	3 cc
PSY 2012	General Psychology*	3 cc
SYG 2000	Introduction to Sociology	3 cc

**Choose one course from the Social Sciences core or below.**

AMH 2010	American History to 1877*	3 cc
AMH 2091	African-American History and Culture	3 cc
ANT 2410	Cultural Anthropology	3 cc
CCJ 1020	Introduction to the Criminal Justice System	3 cc
DEP 2004	Human Growth and Development	3 cc
EUH 1000	European History I	3 cc
EUH 1001	European History II*	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

**General Education Electives (6 cc)**

Each student must choose any two additional general education courses from the general education courses listed.

## BACCALAUREATE DEGREE PROGRAMS

The Marjan Mazza Bachelor of Applied Science degree in Business and Management, the Bachelor of Applied Science in Cybersecurity, and the Bachelor of Science in Nursing degrees are baccalaureate programs designed to accommodate the unique demands for entry and advancement within specific workforce sectors. These programs provide degree completion opportunities for the student from any of a variety of educational backgrounds, but are primarily designed for the student with an earned associate degree.

Each baccalaureate student must complete the 36 credit hour general education curriculum and satisfy the foreign language requirement as defined in the general education (p. 68) section of the catalog.

### Marjan Mazza Bachelor of Applied Science in Business and Management

The Marjan Mazza Bachelor of Applied Science (BAS) in Business and Management includes seven areas of concentration: Graphic Design Management, Health Care Management, Human Resources Management, Law Enforcement Administration, Organizational Administration, Project Management, and Public Safety Management. These concentrations were selected based on a needs assessment, employer demand for graduates, economic development trends, projected job growth, and student interest.

The Florida Panhandle is poised for industry growth and the BAS in Business and Management program at Pensacola State College is designed to provide highly-skilled employees for the knowledge-based leadership roles in our area. Anticipating our state economy to strengthen and continue the positive focus on diversification, Pensacola State College strives to ensure that the residents of the College's service area have access to higher education that is dynamic, affordable, regionally-accredited, and easily accessible.

## MARJAN MAZZA BACHELOR OF APPLIED SCIENCE IN BUSINESS AND MANAGEMENT, GRAPHIC DESIGN MANAGEMENT CONCENTRATION (GRPH-BAS)

The BAS degree in Business and Management concentration in Graphic Design Management provides access to the student who already has skills in graphic design and hopes to advance to a higher level position within graphic design businesses. The upper-level coursework included in this concentration will broaden the student's knowledge in graphic design and management practices with the goal of preparing the BAS graduate for supervisory and management opportunities within graphic design professions.

Program Contacts

#### Krist Lien

District Academic Department Head, Visual Arts

Graphic Design Management Concentration

850-484-2554

klien@pensacolastate.edu

#### Dr. Brenda Kelly

Dean, General Studies

850-484-4627

bkelly@pensacolastate.edu

## DEGREE REQUIREMENTS

### General education courses (36 cc)

Baccalaureate students must complete the 36 credit hour general education curriculum (p. 68).

Each baccalaureate student must meet the foreign language requirement as defined in the general education section of the catalog.

### Lower level degree requirements (42 cc)

ART 1301C	Drawing II	3 cc
ART 1400C	Print Making I	3 cc
ART 2905	Portfolio	3 cc
GRA 1109C	History of Graphic Design	3 cc
GRA 2151C	Computer Graphics I	3 cc
GRA 2152C	Computer Graphics II	3 cc
GRA 2190C	Graphic Design I	3 cc
GRA 2191C	Graphic Design II	3 cc
GRA 2206C	Typography	3 cc
GRA 2210C	Electronic Prepress	3 cc
GRA 2721C	Creative Web Design	3 cc
PGY 2401C	Photography I	3 cc
PGY 2220C	Commercial Photography	3 cc
PGY 2221C	Commercial Photography II	3 cc

### Required core courses (21 cc)

Grade of C or higher required.

BUL 3130	Legal Environment	3 cc
FIN 3400	Financial Management	3 cc
GEB 3213	Professional Communications	3 cc
MAN 3240	Organizational Behavior	3 cc
MAN 3303	Theories of Leadership	3 cc
MAN 3353	Management Theory	3 cc
MAN 4301	Human Resource Administration	3 cc

### Required Concentration Courses (21 cc)

ART 3170C	Book Binding	3 cc
GRA 3209C	Typography II	3 cc
GRA 3202C	Advanced Typography	3 cc
GRA 3194C	Graphic Design III	3 cc
GRA 4189C	Portfolio Development	3 cc
GRA 4186C	Senior Studio Graphic Design	3 cc
GRA 4514C	Environmental Design	3 cc

**Note:** Any student interested in pursuing the BAS in Business and Management with a concentration in Graphic Design should meet with Krist Lien, Department Head of Visual Arts, in order to develop a personalized degree plan.

Mr. Lien can be contacted by e-mail at [klien@pensacolastate.edu](mailto:klien@pensacolastate.edu) or by telephone at (850) 484-2554. A student with an AA degree must complete an additional 21 credit hours in courses at the lower division 1000 and 2000 level with a prefix of ARH, ART, GRA, or PGY in order to enroll in the Graphic Design Concentration or have earned an AS or AAS degree in Graphic Design.

**Total Credit Hours: 120**

## MARJAN MAZZA BACHELOR OF APPLIED SCIENCE IN BUSINESS AND MANAGEMENT, HEALTH CARE MANAGEMENT CONCENTRATION (HCMG-BAS)

The BAS degree in Business and Management concentration in Health Care Management provides access to the student who already has skills in a health care provider field and wishes to advance to higher level supervisory and management positions in health care. The upper-level coursework in this concentration broadens the student's knowledge in health care management practices and prepares the student for supervisory and management opportunities within his or her chosen field.

Admission requires an AS degree, an AA degree, or at least sixty credits in a related discipline including at least fifteen credit hours of transferable general education coursework.

For AS graduates, additional general education credits are required to complete the 36 credit hour general education requirement of Pensacola State College.

### Program Contacts

#### Vacant

District Academic Department Head, Allied Health  
Coordinator, Healthcare Management Concentration  
850-484-2301  
cruber@pensacolastate.edu

#### Debra Kuhl

District Academic Department Head, Business  
805-484-2504  
dkuhl@pensacolastate.edu

#### Kirk Bradley

Dean, Baccalaureate Studies and Academic Support  
850-484-1764  
kbradley@pensacolastate.edu

### DEGREE REQUIREMENTS

#### General education courses (36 cc)

Baccalaureate students must complete the 36 credit hour general education curriculum (p. 68).

Each baccalaureate student must meet the foreign language requirement as defined in the general education section of the catalog.

#### Lower level degree requirements (21 cc)

Students must complete 21 credit hour in courses at the lower division (1000 and 2000 level) with prefixes of BSC, EMS, FIN, HIM, HSA, HSC, MSL, NSP, NUR, OST, RTE, or SON.

#### Lower level coursework in any field (21 cc)

Students must complete 21 credit hour of coursework at the lower division (1000 and 2000 level courses) in any field. Required core courses (24 cc)

Grade of C or higher required.

MAN 4720 is required for all students in final semester of coursework.

BUL 3130	Legal Environment	3 cc
FIN 3400	Financial Management	3 cc
GEB 3213	Professional Communications	3 cc
MAN 3240	Organizational Behavior	3 cc
MAN 3303	Theories of Leadership	3 cc

MAN 3353	Management Theory	3 cc
MAN 4301	Human Resource Administration	3 cc
MAN 4720	Strategic Management	3 cc

#### Required concentration courses (9 cc)

HSA 3113	Healthcare Trends and Issues	3 cc
HSA 4191	Health Information Systems	3 cc
HSA 4502	Healthcare Risk Management	3 cc

#### Concentration electives (9 cc)

Select three of the electives listed below.

ACG 3024	Accounting for Non-Financial Majors	3 cc
HSA 4160	Healthcare Marketing	3 cc
HSA 4383	Quality Management in Healthcare	3 cc
MAN 3063	Professional Ethics and Values	3 cc
MAN 3350	Training & Development	3 cc
MAN 3583	Project Management	3 cc
MAN 4113	Managing Diversity	3 cc
MAN 4402	Employment Law & Regulations	3 cc

ACG 3024: Required for students not having Accounting I (ACG 2001) or Financial Accounting (ACG 2021) in Associate Degree Program

**Total Credit Hours: 120**

## MARJAN MAZZA BACHELOR OF APPLIED SCIENCE IN BUSINESS AND MANAGEMENT, HUMAN RESOURCES MANAGEMENT (HR-BAS)

The BAS degree in Business and Management, Human Resources concentration provides access to the student who already has skills in a technical area and wishes to advance to higher level supervisory and management positions within business, industry, and governmental organizations. The upper-level coursework will broaden the student's knowledge in applied management practices and will prepare the student for supervisory and management opportunities within his or her chosen field.

Admission requires an AS degree, an AA degree, or at least sixty credits in a related discipline including at least fifteen credit hours of transferable general education coursework.

For AS graduates, additional general education credits are required to complete the 36 credit hour general education requirement of Pensacola State College.

### Program Contacts

#### Debra Kuhl

District Academic Department Head, Business  
Coordinator, Organizational Administration Concentration  
850-484-2504  
dkuhl@pensacolastate.edu

#### Kirk Bradley

Dean, Baccalaureate Studies and Academic Support  
850-484-1764  
kbradley@pensacolastate.edu

### DEGREE REQUIREMENTS

#### General education courses (36 cc)

Baccalaureate students must complete the 36 credit hours general education curriculum. (p. 70)

Each baccalaureate student must meet the foreign language requirement as defined in the general education section (p. 70) of the catalog.

**Lower level degree requirements**

Student must complete an additional 21 credit hours in courses in the lower division (1000 and 2000 level) with prefixes of ACG, ACO, BUL, CAP, CET, CGS, COM, COP, CTS, EGN, ETI, ETM, ETS, FIN, FSS, GEB, HFT, MAN, MAR, MKA, OST, OR PLA.

Recommended lower level courses:

- COM 2100 (p. 155) Business Communications
- MAN2021 (p. 183) Principles of Management
- MNA 1300 (p. 187) Human Resource Management

**Lower level coursework in any field (21 cc)**

Student must complete 21 credit hours of coursework at the lower division (1000 and 2000 level courses) in any field.

**Required core courses (21 cc)**

Grade of C or higher required.

BUL 3130	Legal Environment	3 cc
FIN 3400	Financial Management	3 cc
GEB 3213	Professional Communications	3 cc
MAN 3240	Organizational Behavior	3 cc
MAN 3303	Theories of Leadership	3 cc
MAN 3353	Management Theory	3 cc
MAN 4301	Human Resource Administration	3 cc

**Required concentration courses (18 cc)**

MAN 4320	Recruitment and Selection	3 cc
MAN 4330	Compensation Management	3 cc
MAN 4335	Employee Benefit Planning	3 cc
MAN 4352	Effective Employee Training	3 cc
MAN 4402	Employment Law & Regulations	3 cc
MAN 4720	Strategic Management	3 cc

MAN 4720: Required for all students in final semester of coursework.

**Concentration electives**

Select one of the elective courses listed below.

ACG 3024	Accounting for Non-Financial Majors	3 cc
MAN 3063	Professional Ethics and Values	3 cc
MAN 3503	Managerial Risk Analysis and Decision Making	3 cc

**Total Credit Hours: 120**

**MARJAN MAZZA BACHELOR OF APPLIED SCIENCE IN BUSINESS AND MANAGEMENT, LAW ENFORCEMENT ADMINISTRATION (HR-BAS)**

The BAS degree in Business and Management, Law Enforcement Administration concentration provides access to the student who already has skills in a technical area and wishes to advance to higher level supervisory and management positions within business, industry, and governmental organizations. The upper-level coursework will broaden the student's knowledge in applied management practices and will prepare the student for supervisory and management opportunities within his or her chosen field.

Admission requires an AS degree, an AA degree, or at least sixty credits in a related discipline including at least fifteen credit hours of transferable general education coursework.

For AS graduates, additional general education credits are required to complete the 36 credit hour general education requirement of Pensacola State College.

**Program Contacts**

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 Coordinator, Organizational Administration Concentration  
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**Kirk Bradley**

Dean, Baccalaureate Studies and Academic Support  
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**DEGREE REQUIREMENTS**

**General education courses (36 cc)**

Baccalaureate students must complete the 36 credit hours general education curriculum. (p. 70)

Each baccalaureate student must meet the foreign language requirement as defined in the general education section (p. 70) of the catalog.

**Lower level degree requirements**

Student must complete an additional 21 credit hours in courses in the lower division (1000 and 2000 level) with prefixes of ACG, ACO, BUL, CAP, CET, CGS, COM, COP, CTS, EGN, ETI, ETM, ETS, FIN, FSS, GEB, HFT, MAN, MAR, MKA, OST, OR PLA.

Recommended lower level courses:

- COM 2100 (p. 155) Business Communications
- MAN2021 (p. 183) Principles of Management
- MNA 1300 (p. 187) Human Resource Management

**Lower level coursework in any field (21 cc)**

Student must complete 21 credit hours of coursework at the lower division (1000 and 2000 level courses) in any field.

**Required core courses (21 cc)**

Grade of C or higher required.

BUL 3130	Legal Environment	3 cc
FIN 3400	Financial Management	3 cc
GEB 3213	Professional Communications	3 cc
MAN 3240	Organizational Behavior	3 cc
MAN 3303	Theories of Leadership	3 cc
MAN 3353	Management Theory	3 cc
MAN 4301	Human Resource Administration	3 cc

**Required concentration courses (15 cc)**

CJE 3310	Law Enforcement Administration I	3 cc
CJE 3311	Law Enforcement Administration II	3 cc
MAN 3350	Training & Development	3 cc
MAN 4720	Strategic Management	3 cc
PAD 4046	Values, Ethics & Conflicts Resolution	3 cc

MAN 4720: Required for all students in final semester of coursework.

**Concentration electives (6 cc)**

Select two of the elective courses listed below.

ACG 3024	Accounting for Non-Financial Majors	3 cc
MAN 3063	Professional Ethics and Values	3 cc
MAN 3503	Managerial Risk Analysis and Decision Making	3 cc
MAN 4113	Managing Diversity	3 cc

**Total Credit Hours: 120**

## **BACHELOR OF APPLIED SCIENCE IN BUSINESS AND MANAGEMENT, ORGANIZATIONAL ADMINISTRATION CONCENTRATION (OADM-BAS)**

The BAS degree in Business and Management concentration in Organizational Administration provides access to the student who already has skills in a technical area and wishes to advance to higher level supervisory and management positions within business, industry, and governmental organizations. The upper-level coursework will broaden the student's knowledge in applied management practices and will prepare the student for supervisory and management opportunities within his or her chosen field.

Admission requires an AS degree, an AA degree, or at least sixty credits in a related discipline including at least fifteen credit hours of transferable general education coursework.

For AS graduates, additional general education credits are required to complete the 36 credit hour general education requirement of Pensacola State College.

### **Program Contacts**

#### **Debra Kuhl**

District Academic Department Head, Business  
Coordinator, Organizational Administration Concentration  
850-484-2504  
dkuhl@pensacolastate.edu

#### **Kirk Bradley**

Dean, Baccalaureate Studies and Academic Support  
850-484-1764  
kbradley@pensacolastate.edu

### **DEGREE REQUIREMENTS**

#### **General education courses (36 cc)**

Baccalaureate students must complete the 36 credit hour general education curriculum (p. 68).

Each baccalaureate student must meet the foreign language requirement as defined in the general education section of the catalog.

#### **Lower level degree requirements (21 cc)**

The student must complete 21 credit hours of lower level coursework (1000 and 2000 level courses) with the following prefixes: ACG, ACO, BUL, CAP, CET, CGS, COM, COP, CTS, EGN, ECO, ETD, ETI, ETM, ETS, FIN, FSS, GEB, HFT, MAN, MAR, MKA, MNA, OST, OR PLA.

#### **Lower level coursework in any field (21 cc)**

Students must complete 21 credit hours of coursework at the lower division (1000 and 2000 level courses) in any field.

#### **Required core courses (21 cc)**

Grade of C or higher required.

BUL 3130	Legal Environment	3 cc
FIN 3400	Financial Management	3 cc
GEB 3213	Professional Communications	3 cc
MAN 3240	Organizational Behavior	3 cc
MAN 3303	Theories of Leadership	3 cc
MAN 3353	Management Theory	3 cc
MAN 4301	Human Resource Administration	3 cc

#### **Required concentration courses (12 cc)**

MAN 3063	Professional Ethics and Values	3 cc
MAN 3503	Managerial Risk Analysis and Decision Making	3 cc

MAN 4113	Managing Diversity	3 cc
MAN 4720	Strategic Management	3 cc

MAN 4720: Required for all students in final semester of coursework

#### **Concentration electives (9 cc)**

Select three of the elective courses listed below.

ACG 3024	Accounting for Non-Financial Majors	3 cc
MAN 3600	International Business	3 cc
MAN 4162	Customer Relations in Business	3 cc
MAR 3802	Marketing for Managers	3 cc

**Total Credit Hours: 120**

## **BACHELOR OF APPLIED SCIENCE IN BUSINESS AND MANAGEMENT, PROJECT MANAGEMENT CONCENTRATION (PMGT-BAS)**

The BAS degree in Business and Management, Project Management concentration provides access to the student who already has skills in a technical area and wishes to advance to higher level supervisory and management positions within business, industry, and governmental organizations. The upper-level coursework will broaden the student's knowledge in applied management practices and will prepare the student for supervisory and management opportunities within his or her chosen field.

Admission requires an AS degree, an AA degree, or at least sixty credits in a related discipline including at least fifteen credit hours of transferable general education coursework.

For AS graduates, additional general education credits are required to complete the 36 credit hour general education requirement of Pensacola State College.

### **Program Contacts**

#### **Debra Kuhl**

District Academic Department Head, Business  
Coordinator, Organizational Administration Concentration  
850-484-2504  
dkuhl@pensacolastate.edu

#### **Kirk Bradley**

Dean, Baccalaureate Studies and Academic Support  
850-484-1764  
kbradley@pensacolastate.edu

### **DEGREE REQUIREMENTS**

#### **General education courses (36 cc)**

Baccalaureate students must complete 36 credit hours general education curriculum (p. 70).

Each baccalaureate student must meet the foreign language requirement as defined in the general education section (p. 70) of the catalog.

#### **Lower level degree requirements (21 cc)**

Student must complete an additional 21 credit hours in courses in the lower division (1000 and 2000) level with prefixes of ACG, ACO, BSN, BUL, CAP, CJE, CJL, CET, CGS, CIS, COM, COP, CTS, EET, EGN, ECO, ETD, ETI, ETM, ETS, FIN, FSS, GEB, HFT, MAN, MAR, MKA, OST, OR PLA.

Recommended lower level courses:

COM 2100 (p. 155)	Business Communications
CTS 2433 (p. 160)	Database Development and Management

MAN 2021 (p. 183) Principles of Management

**Lower level coursework in any field (21 cc)**

Student must complete 21 credit hours of coursework at the lower division (1000 and 2000 level courses) in any field.

**Required core courses (21 cc)**

Grade of C or higher required.

BUL 3130	Legal Environment	3 cc
FIN 3400	Financial Management	3 cc
GEB 3213	Professional Communications	3 cc
MAN 3240	Organizational Behavior	3 cc
MAN 3303	Theories of Leadership	3 cc

MAN 3353	Management Theory	3 cc
MAN 4301	Human Resource Administration	3 cc

**Required concentration courses (18 cc)**

MAN 3503	Managerial Risk Analysis and Decision Making	3 cc
MAN 3583	Project Management	3 cc
MAN 4584	Process Improvement Methodology	3 cc
MAN 4720	Strategic Management	3 cc
MAN 4741	Innovation, Change, and Agile Process	3 cc
MAN 4881	Authority, Influence, and Projects	3 cc

MAN 4720: Required for all students in final semester of coursework.

**Concentration electives (3 cc)**

Select one of the elective courses listed below.

ACG 3024	Accounting for Non-Financial Majors	3 cc
MAN 3063	Professional Ethics and Values	3 cc
MAN 4113	Managing Diversity	3 cc

**Total Credit Hours: 120**

**BACHELOR OF APPLIED SCIENCE IN BUSINESS AND MANAGEMENT, PUBLIC SAFETY MANAGEMENT CONCENTRATION (PS-BAS)**

The BAS degree in Business and Management concentration in Public Safety Management provides current and future public safety professionals with the opportunity to attain a degree that will enhance their placement into entry-level positions and promotions to higher-level management and supervisory positions within the public safety community. This concentration provides a curriculum that broadens the student's knowledge in applied public safety management in order to facilitate professional advancement.

Admission requires an AS degree, an AA degree, or at least sixty credits in a related discipline including at least fifteen credit hours of transferable general education coursework.

For AS graduates, additional general education credits are required to complete the 36 credit hour general education requirement of Pensacola State College.

**Program Contacts**

**Vacant**

District Academic Department Head, Allied Health  
850-484-2301  
cruber@pensacolastate.edu

**Kirk Bradley**

Dean, Baccalaureate Studies and Academic Support  
850-484-1764  
kbradley@pensacolastate.edu

**DEGREE REQUIREMENTS**

**General education courses (36 cc)**

Baccalaureate students must complete the 36 credit hour general education curriculum (p. 68).

Each baccalaureate student must meet the foreign language requirement as defined in the general education section of the catalog.

**Lower level degree requirements (21 cc)**

Students must complete 21 credit hours of coursework at the lower division (1000 and 2000 level courses) with prefixes of CCI, CJC, CJE, CJJ, CJL, EMS, HSC, HIM, CGS, or MSL.

**Lower level coursework in any field (21 cc)**

Students must complete 21 credit hours of coursework at the lower division (1000 and 2000 level courses) in any field.

**Required core courses (24 cc)**

Grade of C or higher required.

MAN4720 Strategic Management is required for each student in the final semester of coursework.

BUL 3130	Legal Environment	3 cc
FIN 3400	Financial Management	3 cc
GEB 3213	Professional Communications	3 cc
MAN 3240	Organizational Behavior	3 cc
MAN 3303	Theories of Leadership	3 cc
MAN 3353	Management Theory	3 cc
MAN 4301	Human Resource Administration	3 cc
MAN 4720	Strategic Management	3 cc

**Required concentration courses (9 cc)**

PAD 3003	Introduction to Public Administration	3 cc
PAD 4393	Emergency Management & Disaster Planning	3 cc
PAD 4874	Community Relations	3 cc

**Concentration electives (9 cc)**

Select three of the electives listed below.

ACG 3024	Accounting for Non-Financial Majors	3 cc
ISM 4013	Management Information Systems	3 cc
MAN 3063	Professional Ethics and Values	3 cc
MAN 3350	Training & Development	3 cc
MAN 3583	Project Management	3 cc
MAN 4113	Managing Diversity	3 cc
MAN 4402	Employment Law & Regulations	3 cc

ACG 3024: Required for students not having Accounting I (ACG 2001) or Financial Accounting (ACG 2021) in Associate Degree Program

**Total Credit Hours: 120**

## BACHELOR OF APPLIED SCIENCE IN CYBERSECURITY

The Bachelor of Applied Science (BAS) degree in Cybersecurity is built on the eight fundamental domains identified in the world renowned ISC<sup>2</sup> Certified Information Security System Professional (CISSP) Certification. Graduates of this BAS degree program who enter from the preferred academic pathway, Associate in Science in Cybersecurity, will be prepared to earn 17 industry standard certifications (9 at the associate level and 8 at the baccalaureate level). These certifications have been identified by industry partners as highly desirable in employees, provide quantifiable knowledge and skills in a specific technology, and are recognized worldwide. Throughout the program, students will work in a hands-on environment that will reinforce theoretical concepts and enable students to apply knowledge in real-world situations.

The program curriculum includes upper level courses in database, cloud, and operating system security in addition to risk management, ethics, and security testing. The curriculum, including the Associate in Science in Cybersecurity, includes 84 credit hours of cybersecurity coursework (42 credit hours at the associate level and 42 credit hours at the baccalaureate level) as well as the 36 credit hour general education curriculum.

### Program Contact

**Robert Pratten**, (850) 484-2523  
Assistant Professor  
rpratten@pensacolastate.edu

### Department Head

**Morris Buchanan**, (850) 484-1128  
District Academic Department Head, Mathematics and Computer Science  
mbuchanan@pensacolastate.edu

## DEGREE REQUIREMENTS

### General education courses (36 cc)

Each baccalaureate student must complete the 36 credit hour general education curriculum (p. 68).

Each baccalaureate student must meet the foreign language requirement as defined in the general education section of the catalog.

### Lower level degree requirements (60 cc)

STA 2023	Elementary Statistics	3 cc
See Choices	Natural Sciences (General Education Core Course)	3 cc
ENC 1101C	English Composition I	3 cc
CCJ 1020	Introduction to the Criminal Justice System	3 cc
CGS 1061C	Introduction to Computers in Technology	3 cc
CTS 2149	Fundamentals of Project Management	3 cc
CIS 1350C	Security Awareness	3 cc
COP 1510	Programming Concepts	3 cc
CTS 1300C	Administering Microsoft Windows Workstation	3 cc
PHI 2600	Ethics	3 cc
CTS 1390C	Install & Configure Windows Server 2012	3 cc
CET 1020C	Introduction to Networks	3 cc
CET 1610C	Routing and Switching Essentials	3 cc
CET 2025C	Scaling Networks	3 cc
CET 2026C	Connecting Networks	3 cc
CTS 2120C	Security +	3 cc
CAP 2134C	Database Security	3 cc
CET 2614C	Cisco CCNA Security	3 cc

CTS 2318	Information Security Management	3 cc
CET 2934	CIT Professional Project	3 cc

Each baccalaureate student must meet the foreign language requirement as defined in the general education section of the Catalog.

### Semester 1 (15 cc)

CIS 3615C	Secure Software Development	3 cc
CNT 3421	Securing the Cloud	3 cc
CNT 3524	Mobile Security	3 cc
CIS 4512	Information Security and Risk Management	3 cc
ENC 1102	English Composition II	3 cc

### Semester 2 (15 cc)

CIS 3367C	Operating Systems Security	3 cc
CNT 3411	Security Operations	3 cc
CIS 4201	Laws and Legal Aspects of Information Technology	3 cc
See Choices	Humanities (Literature LIT, AML, or ENL prefix)	3 cc
See Choices	Any Mathematics General Education Course	3 cc

### Semester 3 (15 cc)

CIS 4385	Computer Forensics and Investigations	3 cc
CIS 3361	Security Testing and Auditing	3 cc
CGS 3812	Business Continuity and Disaster Recovery	3 cc
CIS 4357C	Advanced Security Practitioner	3 cc
See Choices	Humanities (General Education Core Course)	3 cc

### Semester 4 (15 cc)

CIS 4253	Ethics in Information Technology	3 cc
CIS 4596	Cybersecurity Capstone	3 cc
ISM 4314	Project and Change Management for Information Technology	3 cc
See Choices	Any Natural Sciences General Education Course	3 cc
See Choices	Social Sciences (General Education Core Course)	3 cc

**Total Credit Hours: 120**

## BACHELOR OF SCIENCE IN NURSING (NUR-BSN)

The mission of the Department of Nursing is to provide quality educational opportunities for students seeking to enter or advance in the nursing profession. The Department of Nursing is committed to creating a learning environment that fosters academic, personal and professional growth by supporting the professional nursing standards of care to meet health care needs of the community.

The Bachelor of Science in Nursing (RN to BSN) program is designed to prepare the graduate of an Associate Degree in Nursing (ADN) program, who already holds a Registered Nursing (RN) license, with additional skills in management, leadership, theory, research, and evidence-based practice to succeed and be promoted within the nursing profession. The BSN graduate will be qualified for supervisory jobs such as nurse manager and other advanced bedside clinical care jobs. He or she will also be qualified to pursue a master's degree in nursing. Courses are offered online to accommodate the working student, with two (2) one-credit hour practicum courses that allow the student to spend a specified number of hours at a facility. The student may progress at his or her own pace and may complete the required 120 college credit hours in three semesters or more, depending on transfer and

articulation credits. The Bachelor of Science in Nursing program is a candidate for accreditation with the Accreditation Commission for Education in Nursing (ACEN) and the Commission on Collegiate Nursing Education (CCNE).

**Requirements for Progression**

1. Grade of C or higher in courses in the curriculum;
2. Current CPR certification at the HealthCare Provider level (American Heart Association); and
3. Satisfactory level of mental and physical health, including current immunizations, Hepatitis B vaccinations, yearly TB testing, and ability to meet course requirements for practicum experiences.

The student who does not meet progression requirements must withdraw from the BSN program and apply for readmission.

Applicants to the RN to BSN program will be admitted with varying levels of experience and education. Depending upon the number of general education requirements completed at the time of admission, an entering BSN student can complete the nursing core courses in 3, 4, or 5 semesters. Therefore, it is important that each student meet with the BSN Program Coordinator or Director of Nursing to plan an individualized course of study.

**Program Contact:**

**Buffi Bailey**  
 Coordinator, BSN Program  
 850-484-2203  
 bbailey@pensacolastate.edu

**Dusti Sluder**  
 Dean, Warrington Campus  
 850-484-2322  
 dsluder@pensacolastate.edu

**DEGREE REQUIREMENTS**

**General education courses (36 cc)**

BSN students must complete the 36 credit hour general education curriculum (p. 68).

The BSN program requires MAC 1105, STA 2023, HUN 1201, and CHM 1045 as general education courses.

Each baccalaureate student must meet the foreign language requirement as defined in the general education section of the catalog.

**Lower level degree requirements (12 cc)**

BSC 1093	Anatomy and Physiology I	3 cc
BSC 1093L	Anatomy and Physiology I Laboratory	1 cc
BSC 1094	Anatomy and Physiology II	3 cc
BSC 1094L	Anatomy and Physiology II Laboratory	1 cc
MCB 1000	Applied Microbiology	3 cc
MCB 1000L	Applied Microbiology Laboratory	1 cc

**Articulated courses (30 cc)**

These credits articulate into the BSN degree from the RN degree.

**Validated Credits (10 cc)**

These credits validate into the BSN degree from the RN degree.

**Core courses (32 cc)**

NUR3119 and NUR3995 are foundation courses in the BSN program and must be taken during the first semester of enrollment in the program.

NUR 3119	Professional Roles and Dimensions of Nursing Practice	3 cc
NUR 3955	Portfolio I	1 cc
NUR 3065	Health Assessment and Physical	4 cc

	Appraisal	
NUR 3826	Legal and Ethical Aspects of Nursing	3 cc
NUR 4165	Evidence-Based Nursing Practice	3 cc
NUR 4616	Nursing Across the Lifespan	3 cc
NUR 4636	Nursing in Community Systems	3 cc
NUR 4636L	Community Systems Practicum	1 cc
NUR 4889	Leadership and Management	3 cc
NUR 4889L	Leadership Practicum	1 cc
NUR 4956	Portfolio II	1 cc
	Specialized Focus Electives	6 cc

**Select two courses from either the clinical focus track or the management focus track or select one course from each track.**

**Clinical track**

NSP 3476	Infection Control in Healthcare Setting	3 cc
NUR 3125	Pathophysiology: A Nursing Perspective	3 cc
NUR 3145	Pharmacology in Nursing Practice	3 cc
NUR 4945L	Specialized Focus Practicum	3 cc

**Management track**

NUR 4827	Organizational Behavior in the Healthcare Settings	3 cc
NSP 3476	Infection Control in Healthcare Setting	3 cc
NUR 4837	Healthcare Policy and Economics	3 cc
NUR 4945L	Specialized Focus Practicum	3 cc

**Total Credit Hours: 120**

## ADVANCED TECHNICAL CERTIFICATES

Several Advanced Technical Certificates (ATCs) are available for the student who has completed an associate degree and wishes to gain specialized knowledge and earn an additional academic credential. In some cases, coursework required for an ATC articulates into an appropriate baccalaureate program at Pensacola State College allowing the student to move easily from an ATC into a baccalaureate program. The ATC student must complete a minimum of 25% of the credit hours of the program in residence at Pensacola State College immediately prior to graduation.

The interested student should contact the appropriate Department Head or Program Coordinator for more information.

### Business and Management Advanced Technical Certificate Programs

An Advanced Technical Certificate (ATC) is a program of study for a student who has completed an associate degree and chooses to obtain additional skills. Each baccalaureate level ATC includes between 24 and 33 credit hours of coursework, the majority of which are at the baccalaureate level, that articulate into the Bachelor of Applied Science in Supervision and Management degree.

## HUMAN RESOURCE MANAGEMENT ADVANCED TECHNICAL CERTIFICATE (HRM-ATC)

The Human Resources Management ATC is designed for the student with an interest in increasing his or her knowledge in issues related to human resources and management. Admission requires an associate degree from a regionally-accredited college. The preferred academic pathway into this ATC is the Associate in Science in Business Administration. Any applicant from any other academic pathway will be required to complete MNA1300 Human Resources Management (p. 187), MAN2021 Principles of Management (p. 183), and COM2100 Business Communication (p. 155) prior to enrolling in this program.

The admissions process for this ATC follows the baccalaureate admissions process (p. 36).

For more information or for academic advising, contact the Department of Business at (850) 484-2503.

### CERTIFICATE REQUIREMENTS

#### Required Courses (24 cc)

MAN 3353	Management Theory	3 cc
MAN 4113	Managing Diversity	3 cc
MAN 4301	Human Resource Administration	3 cc
MAN 4320	Recruitment and Selection	3 cc
MAN 4330	Compensation Management	3 cc
MAN 4335	Employee Benefit Planning	3 cc
MAN 4352	Effective Employee Training	3 cc
MAN 4402	Employment Law & Regulations	3 cc

## LAW ENFORCEMENT ADMINISTRATION ADVANCED TECHNICAL CERTIFICATE (LEA-ATC)

The Law Enforcement Administration ATC is for the student with an interest in increasing his or her knowledge in this field. Admission requires an associate degree from a regionally-

accredited college. The preferred academic pathway into this program is the Associate in Science in Criminal Justice Technology. An applicant from any other academic pathway should contact the Department of Business to review their academic preparation for this program.

The admissions process for this ATC follows the baccalaureate admissions process (p. 36).

For more information or for academic advising, contact the Department of Business at (850) 484-2503.

### CERTIFICATE REQUIREMENTS

#### Required Courses (33 cc)

CJE 3310	Law Enforcement Administration I	3 cc
CJE 3311	Law Enforcement Administration II	3 cc
COM 2100	Business Communications	3 cc
MAN 2021	Principles of Management	3 cc
MAN 3303	Theories of Leadership	3 cc
MAN 3353	Management Theory	3 cc
MAN 3350	Training & Development	3 cc
MAN 4113	Managing Diversity	3 cc
MAN 4301	Human Resource Administration	3 cc
MNA 1300	Human Resource Management	3 cc
PAD 4046	Values, Ethics and Conflict Resolution	3 cc

## PROJECT MANAGEMENT ADVANCED TECHNICAL CERTIFICATE (PM-ATC)

The Project Management ATC is for students with an interest in increasing their knowledge in project management. Admission requires an associate degree from a regionally-accredited college. The preferred academic pathway into this ATC is the Associate in Science in Business Administration. An applicant from any other academic pathway will be required to complete; MNA1300 Human Resources Management, MAN2021 Principles of Management, COM2100 Business Communications, and three credit hours of accounting (ACG prefix) before entering this program.

The admissions process for this ATC follows the baccalaureate admissions process (p. 36).

For more information or for academic advising, contact the Department of Business at (850) 484-2503.

### CERTIFICATE REQUIREMENTS

#### Required Courses (24 cc)

FIN 3400	Financial Management	3 cc
MAN 3303	Theories of Leadership	3 cc
MAN 3353	Management Theory	3 cc
MAN 3503	Managerial Risk Analysis and Decision Making	3 cc
MAN 3583	Project Management	3 cc
MAN 4584	Process Improvement Methodology	3 cc
MAN 4741	Innovation, Change, and Agile Process	3 cc
MAN 4881	Authority, Influence, and Projects	3 cc

**Nursing Advanced Technical Certificate Programs**

**CRITICAL CARE NURSING ADVANCED TECHNICAL CERTIFICATE (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 nursing care to patients with multisystem disorders.

**CERTIFICATE REQUIREMENT**

**Required Course (9 cc)**

NSP 2270C      Critical Care Nursing      9 cc

**PERIOPERATIVE NURSING ADVANCED TECHNICAL CERTIFICATE (PERI-ATC)**

This advanced certificate is designed for the registered nurse who has 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 peroperative, intraoperative, and postoperative periods. Emphasis will be placed on performing those functions directly related to scrubbing and circulating for selected surgical procedures.

**CERTIFICATE REQUIREMENT**

**Required Course (9 cc)**

NSP 2290C      Perioperative Nursing      9 cc

## ASSOCIATE IN ARTS PROGRAM (UNIVERSITY TRANSFER)

The Associate in Arts (AA) degree is designed to prepare a student for entry into the junior year in an appropriate baccalaureate degree program. The AA degree is a university parallel, college transfer degree comprised of 60 credit hours: 36 credit hours of general education plus 24 credit hours of electives. Each student who earns an AA degree from Pensacola State College (PSC) is guaranteed admission to one of the state universities in Florida per Florida Statute 1007.23.

PSC offers the lower division preparation for many of the approximately 200 majors in the State University System. The AA degree provides the courses of study equivalent to those offered in the freshman and sophomore years (lower division) of Florida's state universities. A student who earns an AA degree meets the lower division general education requirements of a Florida state university but does not automatically meet the requirements for a particular major at a university.

In order to transfer smoothly from PSC to a bachelor's degree program, it is very important that students take the initiative to know all of the requirements for their planned major at the university. It is also important that students take courses at PSC that are required for admission to the major at the university the student plans to attend. These courses, called common prerequisite courses, are the required components of the degree programs within the State University System of Florida and may be taken to satisfy the 24 credits of AA electives or the 36 credit hours of AA general education, when applicable. These common prerequisite requirements are available at each university's website and at the Florida Shines website at <https://www.floridashines.org>. PSC Academic Advisors are available to help students.

### Advising Tracks

To further assist the AA student, PSC has designed Advising Tracks, which include the common prerequisite courses in a planned major at a state university in Florida. These Advising Tracks are for advising purposes only. Each AA student who completes the 36 credit hours of general education and the 24 credit hours of electives and satisfies all other graduation requirements will be awarded the AA degree. See the PSC website or online Catalog for information on each Advising Track.

Students who spend their first two years at PSC and earn an AA degree before transferring to a state university in Florida benefit from the personal attention of their instructors, small class sizes, very affordable tuition, and a flexible schedule of classes offered at five locations as well as online.

## ASSOCIATE IN ARTS DEGREE PROGRAM (UNIVERSITY TRANSFER) GENERAL STUDIES (LIBERAL ARTS)

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 Pensacola State College 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 Pensacola State College Center for Advising and Career Services on any campus for assistance in planning your program of study.

## DEGREE REQUIREMENTS

### Semester 1 (15 cc)

ENC 1101C	English Composition I	3 cc
See Choices	Any Mathematics General Education Course	3 cc
See Choices	Natural Sciences (General Education Core Course)	3 cc
	Natural Science Companion Lab	1 cc
	Any Electives	5 cc

The required companion lab may be taken here or with the Natural Science course in Semester 3.

Choose a first level foreign language if the foreign language requirement has not been met.

See general education course list (p. 68) for general education course options.

### Semester 2 (15 cc)

ENC 1102	English Composition II	3 cc
See Choices	Social Sciences (General Education Core Course)	3 cc
See Choices	Any Mathematics General Education Course	3 cc
See Choices	Any General Education Elective	3 cc
See Choices	Humanities (General Education Core Course)	3 cc

Choose the second level foreign language if the foreign language requirement has not been met.

See general education course list (p. 68) for general education course options.

### Semester 3 (15 cc)

See Choices	Humanities (Literature LIT, AML, or ENL prefix)	3 cc
See Choices	Any General Education Elective	3 cc
See Choices	Any Social Sciences General Education Course	3 cc
See Choices	Any Natural Sciences General Education Course	3 cc
	Any Electives	3 cc

See general education course list (p. 70) for general education course options.

### Semester 4 (15 cc)

Any Electives	15 cc
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**Total Credit Hours: 60**

## ASSOCIATE IN SCIENCE AND COLLEGE CREDIT CERTIFICATE PROGRAMS

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 is specialized courses in the career area, and the second is General Education courses. General Education courses help students become well-rounded individuals capable of thinking and acting as mature, educated, and enlightened citizens.

Students working toward an Associate in Science degree are not necessarily preparing for transfer to a university. Earning one of the degrees prepares students for a career that requires study beyond high school, but does not require a four year degree. Students who have earned an Associate in Science degree may be qualified to enter into a Bachelor program at Pensacola State College. Students deciding to attend a university may be required to do additional work at the freshman or sophomore level. Students are encouraged to discuss career plans and seek advising assistance from a program contact or department head identified for each program.

### Associate in Science Graduation Requirements:

1. Earn at least a cumulative grade point average of 2.0 or better in all work completed at Pensacola State 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 Pensacola State College must also result in a minimum cumulative grade point average of 2.0.
2. Earn a cumulative grade point average of 2.0 in general education courses used for the degree.
3. Complete a minimum of 25% of the credit hours of the program in residence at Pensacola State College immediately prior to graduation.

### Associate in Science Programs

Accounting Technology (p. 84)  
 Architectural Design & Construction Technology (p. 84)  
 Business Administration (p. 85)  
 Computer Information Technology (p. 86)  
 Computer Programming and Analysis-Programming Support (p. 88)  
 Computer Programming and Analysis-Web Design (p. 89)  
 Criminal Justice Technology (p. 90)  
 Culinary Management (p. 91)  
 Cyber Forensics (p. 92)  
 Dental Hygiene (p. 92)  
 Early Childhood Education (p. 94)  
 Electronics Engineering Technology (p. 96)  
 Emergency Medical Services (p. 97)  
 Engineering Technology-Advanced Manufacturing (p. 98)  
 Engineering Technology-Mechanical Design and Fabrication (p. 100)  
 Graphics Technology (p. 102)  
 Health Information Technology (p. 103)  
 Health Service Management (p. 104)  
 Hospitality and Tourism Management (p. 105)  
 Industrial Management Technology (p. 107)  
 Information Technology Security (p. 92)

Nursing Registered Nurse (p. 107)  
 Paralegal Studies (Legal Assisting) (p. 109)  
 Pharmacy Management (p. 110)  
 Photographic Technology (p. 110)  
 Physical Therapist Assistant (p. 111)  
 Radiography (p. 111)  
 Sports, Management, and Recreation Management  
 Sonography (p. 112)  
 Veterinary Technology (p. 114)

### College Credit Certificate Programs

The College Credit Certificate programs prepare a student for immediate employment into a career in the workforce. College Credit Certificate programs require prescribed technical courses. For the student who meets degree-seeking requirements, college credit hours earned in a College Credit Certificate program are applicable towards a related Associate in Science degree, except for hours earned in the Crime Scene Technician College Credit Certificate.

### College Credit Certificates

Accounting Technology Management (p. 84)  
 AutoCAD Foundations  
 Building Construction Specialist  
 Business Management (p. 86)  
 Cable Technician (p. 87)  
 CNC Composite Fabricator/Programmer (p. 101)  
 CNC Machinist/Fabricator (p. 101)  
 CNC Machinist Operator/Programmer (p. 101)  
 Computer Programming (p. 88)  
 Crime Scene Technician (p. 90)  
 Culinary Arts (p. 91)  
 Drafting  
 Early Childhood Teacher (Pre-K) (p. 95)  
 Early Childhood Intervention (p. 95)  
 Electronics Aide (p. 97)  
 Engineering Technology Support Specialist (p. 99)  
 Guest Services Specialist (p. 106)  
 Infant/Toddler Specialization (p. 95)  
 Mechanical Designer & Programmer (p. 101)  
 Medical Information Coder/Biller (p. 104)  
 Network Communications (LAN) (p. 88)  
 Paramedic (p. 98)  
 Rooms Division Management (p. 106)  
 Web Development Specialist (p. 89)  
 Wireless Communications (p. 88)

## General Education Requirements (Associate in Science)

### Minimum Grades

The Associate in Science student must maintain an overall average GPA of 2.0 or higher in all general education courses required by that degree program. Additionally, some individual programs require a minimum C grade in specific general education courses. Grades in other courses cannot be used to offset a general education GPA of less than 2.0.

### Non-Traditional Credits

The Associate in Science student may not earn more than 9 of his or her 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 (p. 54) of this catalog.

### Course Requirements

The Associate in Science student must complete 15 college credits of General Education Coursework as indicated in the following table. The basic general education requirements for Associate in Science degree programs are listed below; however, certain degree programs have specified courses required to meet the general education requirements. Please refer to the degree plans on the following pages for more information.

General Education Category	College Credits Required
Communications	3 cc
Humanities	3 cc
Mathematics	3 cc
Natural Sciences	3 cc
Social Sciences	3 cc

## GENERAL EDUCATION COURSES (ASSOCIATE IN SCIENCE PROGRAMS)

### COMMUNICATIONS (3 CC)

#### Required Communication course

ENC 1101C	English Composition I	3 cc
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### HUMANITIES (3 CC)

#### Choose one course

ARH 2000	Humanities Art (For Non-Art Majors)	3 cc
HUM 2020	Introduction to Humanities	3 cc
MUL 2010	Music Appreciation	3 cc
PHI 2010	Introduction to Philosophy	3 cc
THE 2000	Theatre Appreciation	3 cc

### MATHEMATICS (3 CC)

#### Choose one course

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 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
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### NATURAL SCIENCES (3 CC)

#### Choose one course

AST 1002	Descriptive Astronomy	3 cc
BSC 1005	Introduction to Biology	3 cc
BSC 1010	Principles of Biology	3 cc
CHM 1025	Introduction to College Chemistry	3 cc
CHM 1045	General Chemistry I	3 cc
ESC 1000	Earth Science	3 cc
EVR 2001	Introduction to Environmental Science	3 cc
PHY 1025	Introduction to Fundamentals of Physics	3 cc
PHY 1053	General Physics I	3 cc
PHY 2048	Physics I with Calculus	4 cc

### SOCIAL SCIENCES (3 CC)

#### Choose one course

AMH 2020	American History from 1877	3 cc
ANT 2000	Introduction to Anthropology	3 cc
ECO 2013	Macroeconomics	3 cc
POS 2041	American National Government	3 cc
PSY 2012	General Psychology	3 cc
SYG 2000	Introduction to Sociology	3 cc

## ACCOUNTING TECHNOLOGY ASSOCIATE IN SCIENCE (ACCT-AS)

Provides 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.

The Associate in Science in Accounting Technology includes the following college credit certificate:

Accounting Technology Management (p. 84)

Students in this program are encouraged to apply to graduate with the certificate as soon as the requirements are satisfied.

We strongly encourage you to contact the Business Department for assistance in planning your program of study.

### Department Head:

**Debra Kuhl**, (850) 484-2504

dkuhl@pensacolastate.edu

### Program Contact:

**Jeanne Branch**, (850) 484-2508

jbranch@pensacolastate.edu

## DEGREE REQUIREMENTS

### Semester 1 (15 cc)

ACG 2001	Accounting I	3 cc
ENC 1101C	English Composition I	3 cc
MAC 1105	College Algebra	3 cc
See Choices	Any Natural Sciences General Education Course	3 cc
See Choices	Humanities (General Education Core Course)	3 cc

See general education course list (p. 83) for general education course options.

### Semester 2 (15 cc)

ACG 2011	Accounting II	3 cc
CGS 1570	Computer Concepts and Applications	3 cc
ECO 2013	Macroeconomics	3 cc
FIN 2100	Personal Finance and Money Management	3 cc
GEB 1011	Introduction to Business	3 cc

### Semester 3 (15 cc)

APA 2147	Accounting Software Applications	3 cc
BUL 2241	Business Law	3 cc
CGS 2510	Spreadsheet	3 cc
COM 2100	Business Communications	3 cc
GEB 2430	Business Ethics	3 cc

### Semester 4 (15 cc)

ACG 2071	Introduction to Managerial Accounting	3 cc
ACG 2002	Computerized Accounting	3 cc
ACO 1806	Payroll Accounting	3 cc
TAX 2000	Income Tax Procedures	3 cc

Choose one of the following courses:

ACG 2949	Accounting Co-op	3 cc
ACO 2943	Accounting Internship	3 cc
MNA 1161	Customer Service	3 cc

ACG2949 and ACO2943 are restricted access courses, grade of B or higher required.

**Total Credit Hours: 60**

## ACCOUNTING TECHNOLOGY MANAGEMENT COLLEGE CREDIT CERTIFICATE (ACCTG-CT)

Students earn an entry level accounting credential that will enhance employability in jobs requiring accounting knowledge. All courses in this college credit certificate will articulate into the Associate of Science degree in Accounting Technology should a student choose to complete the more advanced degree.

## CERTIFICATE REQUIREMENTS

### Required Courses

ACG 2002	Computerized Accounting	3 cc
ACG 2001	Accounting I	3 cc
ACG 2011	Accounting II	3 cc
ACO 1806	Payroll Accounting	3 cc
APA 2147	Accounting Software Applications	3 cc
CGS 1570	Computer Concepts and Applications	3 cc
CGS 2510	Spreadsheet	3 cc
FIN 2100	Personal Finance and Money Management	3 cc
TAX 2000	Income Tax Procedures	3 cc

**Total Credit Hours: 27**

## ARCHITECTURAL DESIGN AND CONSTRUCTION TECHNOLOGY ASSOCIATE IN SCIENCE (ARCH-AS)

The Architectural Design and Construction Technology program with emphasis in AEC (ARCH-AS) provides students with practical, hands-on training while exploring broad issues such as planning, management, finance, technical and product skills, safety and environmental issues within the architectural and construction industry. Attaining these skills qualifies the student to work for companies such as engineering firms, contractors or architects offices, building construction administration, facilities planning and management, or self-employment in the construction industry. The program emphasizes skills such as architectural drafting using AutoCAD, cost estimating, material selecting, specification writing, and building information management (BIM).

We strongly encourage you to contact the Applied Technology Department for assistance in planning your program of study.

### Department Head:

**Vacant**

### Program Contact:

**Michael Hayse**, (850) 471-4672

mhayse@pensacolastate.edu

**DEGREE REQUIREMENTS****Semester 1 (15 hours)**

ETD 1310	Survey of Computer Aided Drafting	3 cc
BCN 1001	Building Construction	3 cc
EGN 1123	Engineering Graphics	3 cc
ENC 1101C	English Composition I	3 cc
MAC 1105	College Algebra	3 cc

**Semester 2 (15 cc)**

ETD 2340	Computer Drafting	3 cc
ETC 1250	Properties of Materials	3 cc
CGS 2122	Engineering Technical Spreadsheets	3 cc
ETD 2397C	Building Information Management I	3 cc
GIS 2040C	Geographic Information Systems	3 cc

**Semester 3 (6 cc)**

PHI 2100	Logic	3 cc
	Program Electives	3 cc

**Semester 4 (15 cc)**

ETD 2398	Building Information Management II	3 cc
ETD 2550	Civil 3D	3 cc
ECO 2013	Macroeconomics	3 cc
	Program Electives	3 cc
ETD 2355	Advanced Computer Drafting or	3 cc
ETD 2364	3D Parametric Modeling Using SOLIDWORKS I	4 cc

**Semester 5 (15 cc)**

PHY 1025	Introduction to Fundamentals of Physics	3 cc
BCN 2405	Construction Mechanics	3 cc
BCT 2760	Building Codes	3 cc
BCT 2770	Construction Estimating	3 cc
ETD 2930C	AEC/Mechanical Design Capstone	3 cc

**Electives (6 hours)**

BCN 2947	Building Construction Technology Co- op	1 cc
ETD 1542	Structural Drafting	3 cc
ETD 1931	Special Topics in Drafting Design	1 cc
ETD 2332	AutoCAD Customization	2 cc
ETD 2551	Civil Engineering Drafting	3 cc
ETD 2355	Advanced Computer Drafting	3 cc
ETD 2364	3D Parametric Modeling Using SOLIDWORKS I	4 cc
ETD 2947	Drafting and Design Technology Co- op.	1 cc
SUR 2140C	Advanced Surveying	3 cc

**Total Credit Hours: 66****BUSINESS ADMINISTRATION****ASSOCIATE IN SCIENCE (BUS-AS)**

Provides students with a broad foundation in all areas of business and completion of this program will prepare students to seek employment in various business fields. This program includes the management specialization outcomes defined in the Florida Department of Education Curriculum Frameworks. The Business Administration AS program is the preferred academic pathway into the Supervision and Management baccalaureate degree program at Pensacola State College.

The Associate in Science in Business Administration includes the following college credit certificates:

- Business Development and Entrepreneurship (p. 86)
- Business Management (p. 86)
- Human Resource Administrator (p. 86)

Students in this program are encouraged to apply to graduate with each certificate as the requirements are satisfied.

We strongly encourage you to contact the Business Department for assistance in planning your program of study.

**Department Head:**

**Debra Kuhl**, (850) 484-2504

dkuhl@pensacolastate.edu

**Program Contact:**

**Barbara Rodriguez**, (850) 484-2507

brodriguez@pensacolastate.edu

**DEGREE REQUIREMENTS****Semester 1 (15 cc)**

ACG 2001	Accounting I	3 cc
ECO 2013	Macroeconomics	3 cc
ENC 1101C	English Composition I	3 cc
GEB 1011	Introduction to Business	3 cc

Choose one of the following courses:

MAC 1105	College Algebra	3 cc
STA 2023	Elementary Statistics	3 cc

**Semester 2 (15 cc)**

ACG 2011	Accounting II	3 cc
CGS 1570	Computer Concepts and Applications	3 cc
MAN 2021	Principles of Management	3 cc
SPC 1608	Public Speaking	3 cc
See Choices	Humanities (General Education Core Course)	3 cc

See general education course list (p. 83) for general education course options.

**Semester 3 (15 cc)**

ACG 2071	Introduction to Managerial Accounting	3 cc
FIN 2100	Personal Finance and Money Management	3 cc
GEB 2139	E-Business Management	3 cc
MAR 2011	Marketing	3 cc
See Choices	Any Natural Sciences General Education Course	3 cc

See general education course list (p. 83) for general education course options.

**Semester 4 (15 cc)**

GEB 2430	Business Ethics	3 cc
	Program Electives	12 cc

**Program Electives**

BUL 2241	Business Law	3 cc
COM 2100	Business Communications	3 cc
CGS 2510	Spreadsheet	3 cc
GEB 2112	Entrepreneurship	3 cc
MNA 1161	Customer Service	3 cc
MNA 1300	Human Resource Management	3 cc
MNA 2100	Human Relations	3 cc

**Total Credit Hours: 60**

## BUSINESS DEVELOPMENT AND ENTREPRENEURSHIP COLLEGE CREDIT CERTIFICATE (BDENT-CT)

Provides an opportunity for persons interested in the business development and entrepreneurship to become skilled in the basic practices of this area of business. Business Development and Entrepreneurship college credit certificate program is 25 college hours of classroom instruction. All courses and credits earned can be applied towards the Business Administration AS (BUS-AS).

### DEGREE REQUIREMENTS

#### Required Courses (25 cc)

COM 2100	Business Communications	3 cc
GEB 1011	Introduction to Business	3 cc
GEB 2112	Entrepreneurship	3 cc
GEB 2139	E-Business Management	3 cc
GEB 2430	Business Ethics	3 cc
LIS 1004	Introduction to Internet Research	1 cc
MAN 2021	Principles of Management	3 cc
MAR 2011	Marketing	3 cc
MNA 2100	Human Relations	3 cc

**Total Credit Hours: 25**

## BUSINESS MANAGEMENT COLLEGE CREDIT CERTIFICATE (BUS-CT)

Provides an opportunity for persons interested in business management to become skilled in the basic practices of this area. The Business Management College Credit Certificate program is 24 college credit hours of classroom instruction. All courses and credits earned can be applied towards the Business Administration AS (BUS-AS).

### CERTIFICATE REQUIREMENTS

#### Required Courses

ACG 2021	Financial Accounting Principles	3 cc
GEB 1011	Introduction to Business	3 cc
MNA 1300	Human Resource Management	3 cc
BUL 2241	Business Law	3 cc
COM 2100	Business Communications	3 cc
MAN 2021	Principles of Management	3 cc
GEB 2139	E-Business Management	3 cc
GEB 2430	Business Ethics	3 cc

**Total Credit Hours: 24**

## HUMAN RESOURCE ADMINISTRATOR COLLEGE CREDIT CERTIFICATE (HR- CT)

Provides an opportunity for persons interested in human resources to become skilled in the basic practices of this area. The human resource administrator college credit certificate program is 21 college hours of classroom instruction. All courses and credits earned can be applied toward the Business Administration AS (BUS-AS).

### CERTIFICATE REQUIREMENTS

#### Required Courses

GEB 1011	Introduction to Business	3 cc
GEB 2430	Business Ethics	3 cc
MAN 2021	Principles of Management	3 cc

MAR 2011	Marketing	3 cc
MNA 1300	Human Resource Management	3 cc
ACG 2021	Financial Accounting Principles	3 cc
ECO 2013	Macroeconomics	3 cc

**Total Credit Hours: 21**

## COMPUTER INFORMATION TECHNOLOGY ASSOCIATE IN SCIENCE (CIT-AS)

The Computer Information Technology program prepares students by giving them a basic understanding of voice and data networks in their foundation courses. Typical job titles include computer repair technician, system administrator, network engineer, network security specialist and telecommunications specialist. By special agreement with the University of West Florida, students with an AS 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 AS Degree.

The Associate in Science in Computer Information Technology includes the following college credit certificates:

- Cable Technician (Voice and Data Cabling) (p. 87)
- Computer Programming CCC (COMP-CT) (p. 88)
- Networking Communications (Local Area Network) (p. 88)
- Wireless Communications (p. 88)

Students in this program are encouraged to apply to graduate with each certificate as the requirements are satisfied.

Contact the Information Technology Department for assistance in planning your program of study.

#### Department Head:

**Morris Buchanan**, (850) 484-1128

mbuchanan@pensacolastate.edu

#### Program Contact:

**Robert Pratten** (850) 484-2523

rpratten@pensacolastate.edu

### DEGREE REQUIREMENTS

#### Semester 1 (15 cc)

CGS 1061C	Introduction to Computers in Technology	3 cc
CIS 1350C	Security Awareness	3 cc
CTS 2149	Fundamentals of Project Management	3 cc
ENC 1101C	English Composition I	3 cc
See Choices	Natural Sciences (General Education Core Course)	3 cc

See general education course list (p. 83) for general education course options.

#### Semester 2 (15 cc)

See Choices	Humanities (General Education Core Course)	3 cc
See Choices	Social Sciences (General Education Core Course)	3 cc
CTS 1155	Help Desk Technician	3 cc
CET 2934	CIT Professional Project	3 cc
MAC 1105	College Algebra	3 cc

See general education course list (p. 83) for general education course options.

**Semester 3 (15 cc)**

Emphasis Courses (choose courses from any emphasis area) 15 cc

**Semester 4 (15 cc)**

Emphasis Courses (choose courses from any emphasis area) 15 cc

**EMPHASIS COURSES (30 CC)**

Choose 30 college credits from the following list of courses:

**General**

	Programming Language Course	3 cc
CET 2854C	Wireless LANS	3 cc
CTS 2106C	Linux+	3 cc
CET 1588	Network +	3 cc

Programming Language Course: Choose 3 credit hours from the following courses: COP 1000, COP 1510, COP 2332, COP 2360, COP 2511, COP 2800, COP 2949, CTS 2440, or CTS 2441.

**Computer Technician**

CET 1178C	PC Hardware (A+)	3 cc
CET 1179C	PC Operating Systems (A+)	3 cc
CET 2172C	Personal Computers Maintenance, Upgrade and Support	3 cc
CET 1634C	Telecommunications Distribution Systems	3 cc
EET 2084C	Introduction to Electronics	3 cc

**Systems Administrator: Microsoft Certified Systems Administrator (M.C.S.A.)**

CTS 1131C	I.T. Essentials	3 cc
CTS 1300C	Administering Microsoft Windows Workstation	3 cc
CTS 1390C	Install & Configure Windows Server 2012	3 cc
CTS 2391C	Manage and Administer Windows Server 2012	3 cc
CTS 2392C	Windows Server Pro: Advanced Services	3 cc

**Network Administrator: Cisco Certified Network Associate (C.C.N.A.)**

CET 1020C	Introduction to Networks	3 cc
CET 1112C	Digital Fundamentals	3 cc
CET 1605C	Introduction to Cisco Internetworking	3 cc
CET 1610C	Routing and Switching Essentials	3 cc
CET 1634C	Telecommunications Distribution Systems	3 cc
CET 2025C	Scaling Networks	3 cc
CET 2026C	Connecting Networks	3 cc
EET 2084C	Introduction to Electronics	3 cc

**Security Administrator**

CTS 2318	Information Security Management	3 cc
CTS 2120C	Security +	3 cc
CIS 2120C	Principles of Information Assurance	3 cc

**Telecommunications: NCTI/VoIP/Cabling**

CET 1634C	Telecommunications Distribution Systems	3 cc
CTS 2145C	Cloud Essential	3 cc
EET 2084C	Introduction to Electronics	3 cc

**NCTI Master Cable Technician (Closed Admission)**

CET 1630C	Network Cable Installation	2 cc
CET 1632C	Fiber Optic Installation and Activation	2 cc
CET 2947	Telecommunications Co-op	1 cc
CET 2949	Telecommunications Co-op	3 cc
EET 1033C	DC/AC Installer Technician	2 cc
EET 1324C	Communications Systems Technician	2 cc

EET 1325C	Communications Systems Advanced Technician	2 cc
EET 1330C	Transmission Lines Service Technician	2 cc
EET 1371C	Telecommunications Fiber Testing and Maintenance	2 cc

**Total Credit Hours: 60**

## **CABLE TECHNICIAN (VOICE AND DATA CABLING) COLLEGE CREDIT 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 AS program. The program prepares the student with a basic knowledge of voice and data cabling and prepares them for BICISI Level I Installer 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 or Computer Information Technology AS degree programs.

**CERTIFICATE REQUIREMENTS****Required Courses**

CTS 2145C	Cloud Essential	3 cc
CET 1020C	Introduction to Networks	3 cc
	or	
CET 1588	Network +	3 cc
EET 2084C	Introduction to Electronics	3 cc
CET 1634C	Telecommunications Distribution Systems	3 cc

**Total Credit Hours: 12**

## NETWORKING COMMUNICATIONS (LAN) COLLEGE CREDIT 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, or Computer Information Technology AS degree programs.

### CERTIFICATE REQUIREMENTS

#### Required Courses

CET 1020C	Introduction to Networks	3 cc
CET 1610C	Routing and Switching Essentials	3 cc
CET 1634C	Telecommunications Distribution Systems	3 cc
CET 2025C	Scaling Networks	3 cc
CET 2026C	Connecting Networks	3 cc
EET 2084C	Introduction to Electronics	3 cc

This certificate assumes the student has a basic knowledge of computer operating systems, hardware and software.

**Total Credit Hours: 18**

## WIRELESS COMMUNICATIONS COLLEGE CREDIT 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 or Computer Information Technology AS degree programs.

### CERTIFICATE REQUIREMENTS

#### Required Courses

CET 1020C	Introduction to Networks	3 cc
CTS 2145C	Cloud Essential	3 cc
CET 1634C	Telecommunications Distribution Systems	3 cc
EET 2084C	Introduction to Electronics	3 cc
CET 2854C	Wireless LANS	3 cc

This certificate assumes the student has a basic knowledge of computer operating systems, hardware and software.

**Total Credit Hours: 18**

## COMPUTER PROGRAMMING AND ANALYSIS-PROGRAMMING SUPPORT ASSOCIATE IN SCIENCE (CPROG-AS)

Computer Programming personnel can be found in many types of organizations performing a wide variety of computer tasks. Our computer programming degree focuses on helping the student develop the necessary skills that are essential to understanding computer systems, applications, and technology by providing a strong programming foundation while at the same time emphasizing specific career fields such as programmer, web developer, software testers, software designers, etc. The program also enables students to learn computer programming languages such as, Java, C++, C#, Visual Basic and PHP. If you enjoy solving

puzzles, are comfortable with logical thinking and problem solving, and enjoy working in a team setting, computer programming and analysis could be a technology area you might like to pursue.

The Associate in Science in Computer Programming and Analysis includes the following college credit certificate:

#### Computer Programming

Students in this program are encouraged to apply to graduate with the certificate as the requirements are satisfied.

#### Program Contact:

**Rich Cacace**, (850) 484-2052

rcacace@pensacolastate.edu

### DEGREE REQUIREMENTS

#### Semester 1 (15 cc)

ENC 1101C	English Composition I	3 cc
See Choices	Humanities (General Education Core Course)	3 cc
See Choices	Natural Sciences (General Education Core Course)	3 cc
COP 1510	Programming Concepts	3 cc
CGS 1570	Computer Concepts and Applications	3 cc

See general education course list for general education course options.

#### Semester 2 (15 cc)

ECO 2013	Macroeconomics	3 cc
CGS 1700	Introduction to Operating Systems	3 cc
CGS 2820	HTML	3 cc
CIS 1350C	Security Awareness	3 cc
MAC 1105	College Algebra	3 cc

#### Semester 3 (15 cc)

ACG 2021	Financial Accounting Principles	3 cc
CGS 2822	Scripting for the Web	3 cc
COP 2332	Visual Basic	3 cc
COP 2800	Java Programming	3 cc
COP 2842	Programming in PHP	3 cc

#### Semester 4 (15 cc)

COP 2224	C++ Programming	3 cc
CTS 1300C	Administering Microsoft Windows Workstation	3 cc
CTS 2433	Database Development and Management	3 cc
STA 2023	Elementary Statistics	3 cc
	Technical Electives (CAP, CET, CIS, COP or CTS prefix)	3 cc

**Total Credit Hours: 60**

## COMPUTER PROGRAMMING COLLEGE CREDIT 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 AS program.

### CERTIFICATE REQUIREMENTS

#### Required Courses

CGS 1700	Introduction to Operating Systems	3 cc
CGS 2820	HTML	3 cc
CIS 1350C	Security Awareness	3 cc
COP 1510	Programming Concepts	3 cc
CGS 2822	Scripting for the Web	3 cc
COP 2224	C++ Programming	3 cc
COP 2360	C# Programming	3 cc
COP 2650	Mobile Application Programming	3 cc
COP 2800	Java Programming	3 cc
COP 2842	Programming in PHP	3 cc
CTS 2433	Database Development and Management	3 cc

**Total Credit Hours: 33**

## COMPUTER PROGRAMMING AND ANALYSIS-WEB DEVELOPMENT (CPWD- AS)

Computer Programming personnel can be found in many types of organizations performing a wide variety of computer tasks. Our Web Development degree focuses on helping the student develop the necessary skills that are essential to understanding computer systems, applications, and technology by providing a strong programming foundation while at the same time emphasizing career fields specific to Web development, such as Web Developer, Web Designer and Webmaster. The program also enables students to learn computer programming languages such as, Java, C++, C#, Visual Basic and PHP. If you enjoy solving puzzles, are comfortable with logical thinking and problem solving, and enjoy working in a team setting, computer programming and analysis could be a technology area you might like to pursue.

The Associate in Science in Computer Programming and Analysis-Web Development includes the following college credit certificate:

Web Development Specialist (p. 89)

Each student in this program is encouraged to apply to graduate with the certificate as the requirements are satisfied. Each student in the program is encouraged to contact the Computer Science Department for assistance in planning the program of study.

#### Department Head:

**Morris Buchanan**, (850) 484-1128

mbuchanan@pensacolastate.edu

#### Program Contact:

**Rich Cacace**, (850) 484-2052

rcacace@pensacolastate.edu

### DEGREE REQUIREMENTS

#### Semester 1 (15 cc)

ENC 1101C	English Composition I	3 cc
See Choices	Humanities (General Education Core Course)	3 cc

MAC 1105	College Algebra	3 cc
See Choices	Natural Sciences (General Education Core Course)	3 cc
COP 1510	Programming Concepts	3 cc

See general education course list (p. 83) for general education course options.

#### Semester 2 (15 cc)

ECO 2013	Macroeconomics	3 cc
CGS 1570	Computer Concepts and Applications	3 cc
CGS 1700	Introduction to Operating Systems	3 cc
CIS 1350C	Security Awareness	3 cc
CGS 2820	HTML	3 cc

#### Semester 3 (15 cc)

COP 2800	Java Programming	3 cc
COP 2332	Visual Basic	3 cc
CGS 2822	Scripting for the Web	3 cc
COP 2842	Programming in PHP	3 cc
	Technical Electives from any ART, CAP, CET, CIS, COP, CTS, or GRA prefix	3 cc

#### Semester 4 (15 cc)

GRA 2151C	Computer Graphics I	3 cc
CTS 2433	Database Development and Management	3 cc
CTS 2423	ASP .NET Web Application Development	3 cc
CGS 2829	Web Design Specialist	3 cc
	Technical Electives from any ART, CAP, CET, CIS, COP, CTS, or GRA prefix	3 cc

**Total Credit Hours: 60**

## WEB DEVELOPMENT SPECIALIST COLLEGE CREDIT CERTIFICATE (WEB- CT)

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 program.

*\*We strongly encourage you to contact the Computer Science Department for assistance in planning your program of study.*

### CERTIFICATE REQUIREMENTS

#### Semester 1 (12 cc)

CIS 1350C	Security Awareness	3 cc
COP 1510	Programming Concepts	3 cc
CGS 2820	HTML	3 cc
	Technical Electives (CAP, CET, CIS, COP or CTS prefix)	3 cc

#### Semester 2 (12 cc)

CGS 2822	Scripting for the Web	3 cc
CTS 2433	Database Development and Management	3 cc
GRA 2151C	Computer Graphics I	3 cc
	Technical Electives (CAP, CET, CIS, COP or CTS prefix)	3 cc

**Semester 3 (12 cc)**

COP 2842	Programming in PHP	3 cc
CGS 2829	Web Design Specialist	3 cc
CTS 2423	ASP .NET Web Application Development	3 cc
	Technical Electives (CAP, CET, CIS, COP or CTS prefix)	3 cc

**Total Credit Hours: 36**

**CRIMINAL JUSTICE TECHNOLOGY ASSOCIATE IN SCIENCE (LAW-AS)**

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 fifteen 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.

We strongly encourage you to contact the Business Department for assistance in planning your program of study.

**Department Head:**

**Debra Kuhl**, (850) 484-2504  
dkuhl@pensacolastate.edu

**Program Contact:**

**Marc Ward**, (850) 484-2575  
dmward@pensacola.edu

**DEGREE REQUIREMENTS**

**Semester 1 (15 cc)**

CCJ 1020	Introduction to the Criminal Justice System	3 cc
CCJ 2055	Ethical Issues	3 cc
CGS 1570	Computer Concepts and Applications	3 cc
CJE 1600	Criminal Investigation	3 cc
ENC 1101C	English Composition I	3 cc

**Semester 2 (15 cc)**

CCJ 2010	Criminology	3 cc
CJE 1640	Introduction to Criminalistics	3 cc
CJL 1100	Criminal Law	3 cc
CJL 2502	Introduction to Courts	3 cc
See Choices	Humanities (General Education Core Course)	3 cc

See general education course list (p. 83) for general education course options.

**Semester 3 (15 cc)**

CJC 1000	Theory and Practice of Corrections	3 cc
CJC 2162	Probation and Parole	3 cc
CJE 1500	Police Operations	3 cc
CJJ 2002	Juvenile Justice	3 cc

Choose one of the following courses:

MAC 1105	College Algebra	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

**Semester 4 (15 cc)**

CCJ 2645	White Collar Crime	3 cc
CCJ 2687	Victimology	3 cc
CCJ 2693	The Study of Sex Crimes	3 cc
CJE 2686	Forensic Cyber Investigation	3 cc

See general education course list (p. 83) for general education course options.

**Total Credit Hours: 60**

**CRIME SCENE TECHNICIAN COLLEGE CREDIT CERTIFICATE (CST-CT)**

Students earning the Crime Scene Technician certificate are eligible to sit for the certification examination offered through the International Association of Identification (IAI). Persons earning IAI Certification can serve in positions including, but not limited to, Crime Scene Technician, Crime Scene Photographer, Fingerprint Classification Specialist, Crime Lab Assistant/Investigator, Latent Print Examiner, and Property and Evidence Staff. While the Crime Scene Technician certificate is a stand-alone program open to all students, this certificate also enhances employment opportunities for students earning the LAW-AA and/or LAW-AS degree. Entities employing persons with IAI Certification include, but are not limited to, local, state, and federal law enforcement agencies, State Attorneys' Offices, Public Defenders' Offices, Medical Examiners' Offices, law firms and insurance firms.

Crime Scene Investigators are charged with collection, inventory, and documenting evidence found at a crime scene. It is their job to testify in court as to its probative value and link to the defendant or defendants. Anyone with a criminal record would not be hired by any agency based on their liability as a witness, so completing the program is not recommended for anyone with a criminal record:

This is a restricted entry program based upon special requirements needed to work for a Law Enforcement Agency.

1. Citizen of the United States.
2. High school diploma or GED (transcript required).
3. Not discharged from Armed Forces under dishonorable conditions.
4. Good moral character and NOT have been convicted of a felony, or any misdemeanor involving lying or perjury.
5. Submit to and pass background investigation to include a fingerprint check. We strongly encourage you to contact the Business Department for assistance in planning your program of study.

**Department Head:**

**Debra Kuhl**, (850) 484-2504  
dkuhl@pensacolastate.edu

**Program Contact:**

**Marc Ward**, (850) 484-2575  
dmward@pensacola.edu

**CERTIFICATE REQUIREMENTS**

**Required Courses**

CJE 1600	Criminal Investigation	3 cc
CJE 1640	Introduction to Criminalistics	3 cc

CJE 2644	Crime Scene Safety	2 cc
CJE 1642	Advanced Crime Scene Technology	3 cc
CJE 1673	Crime Scene Photography I	3 cc
CJE 2686	Forensic Cyber Investigation	3 cc
CJE 2676	Biological Evidence	2 cc
CJL 2403	Criminal Procedure and Evidence	3 cc
CJE 1772	Crime Scene Photography II	3 cc
CJE 2671	Latent Fingerprint Development	3 cc

**Total Credit Hours: 28**

## CULINARY MANAGEMENT ASSOCIATE IN SCIENCE (CHEF-AS)

This program in Culinary Management prepares 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 requirements of American Culinary Federation Education Foundation Accrediting Commission. 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.

Because of limited lab resources, enrollment for FSS 1220C and FSS 1063C is limited to Culinary students unless prior approval from the program coordinator is obtained. Preferences will be given to Culinary students who have completed or substantially completed general education courses followed by Culinary students who have completed all required developmental courses. Any remaining seats will be available to Culinary students who have not yet completed required developmental courses or who have received special permission from the program coordinator.

The Associate in Science in Culinary Management includes the following college credit certificate:

Culinary Arts (p. 91)

Students in this program are encouraged to apply to graduate with the certificate as the requirements are satisfied.

We strongly encourage you to contact the Professional Service Careers Department for assistance in planning your program of study.

**Department Head:**  
**Vacant**

**Program Contact:**  
**David Langham** (850) 484-1422  
jdlangham@pensacolastate.edu

### DEGREE REQUIREMENTS

#### Semester 1 (14 cc)

ENC 1101C	English Composition I	3 cc
HFT 1000	Introduction to the Hospitality Industry	3 cc
HFT 2212	Food Service Sanitation and Safety	2 cc
FSS 1063C	Professional Baking	3 cc
FSS 1220C	Culinary Techniques	3 cc

#### Semester 2 (12 cc)

FSS 1308C	Dining Room Management Banquet and Russian Service	3 cc
FSS 1222L	Culinary Production	3 cc
See Choices	Humanities (General Education Core Course)	3 cc
MAC 1105	College Algebra	3 cc

#### Semester 3 (12 cc)

FSS 2284C	Catering, Banquet, and Event Management	3 cc
FSS 2248C	Garde Manger	3 cc
HFT 1860	Bar and Beverage Management	3 cc
HFT 2211	Hospitality Resource Management	3 cc

#### Semester 4 (14 cc)

FSS 2242L	International/Regional Cuisine	3 cc
HFT 2451	Cost Control and Purchasing	3 cc
HFT 2841C	Dining Room Management American Service	3 cc
HFT 2840C	Dining Room Management French Service	3 cc
FSS 2948	Culinary Management Co-Op	2 cc

#### Semester 5 (12 cc)

FSS 2224L	Classical Cuisine	3 cc
FSS 2247C	Advanced Baking	3 cc
HUN 1201	Elements of Nutrition	3 cc
See Choices	Social Sciences (General Education Core Course)	3 cc

**Total Credit Hours: 64**

## CULINARY ARTS COLLEGE CREDIT CERTIFICATE (CHEF-CT)

The certificate program is designed for students and current culinary and restaurant managers which desire skill enhancement for this industry.

Certification integrates Pastry and Culinary Skills with actual restaurant experience, for both front and back of the house.

### CERTIFICATE REQUIREMENTS

#### Required Courses

HFT 2212	Food Service Sanitation and Safety	2 cc
FSS 1220C	Culinary Techniques	3 cc
FSS 1063C	Professional Baking	3 cc
HFT 2840C	Dining Room Management French Service	3 cc
FSS 1308C	Dining Room Management Banquet and Russian Service	3 cc
FSS 2224L	Classical Cuisine	3 cc
FSS 2242L	International/Regional Cuisine	3 cc
FSS 2247C	Advanced Baking	3 cc
FSS 1222L	Culinary Production	3 cc
FSS 2248C	Garde Manger	3 cc
FSS 2284C	Catering, Banquet, and Event Management	3 cc
HUN 1201	Elements of Nutrition	3 cc

**Total Credit Hours: 35**

## CYBER FORENSICS ASSOCIATE IN SCIENCE (CYBFO-AS)

The Cyber Forensics Associate of Science program will assist the student in development of skills required to identify, obtain and move forward needed electronic evidence through the evidence chain of custody.

We strongly encourage you to contact the Business Department for assistance in planning your program of study.

**Department Head:**  
**Debra Kuhl**, (850) 484-2504  
dkuhl@pensacolastate.edu

**Program Contact:**  
**Marc Ward**, (850) 484-2575  
dmward@pensacola.edu

### DEGREE REQUIREMENTS

#### Semester 1 (15 cc)

CGS 1061C	Introduction to Computers in Technology	3 cc
CIS 1350C	Security Awareness	3 cc
ENC 1101C	English Composition I	3 cc
MAC 1105	College Algebra	3 cc
CCJ 1020	Introduction to the Criminal Justice System	3 cc

#### Semester 2 (15 cc)

CET 1178C	PC Hardware (A+)	3 cc
CET 1179C	PC Operating Systems (A+)	3 cc
CET 1588	Network +	3 cc
CTS 2106C	Linux+	3 cc
CTS 1390C	Install & Configure Windows Server 2012	3 cc

#### Semester 3 (12 cc)

CAP 2140C	Digital Forensics I	3 cc
CJE 1600	Criminal Investigation	3 cc
CTS 1300C	Administering Microsoft Windows Workstation	3 cc
CTS 2120C	Security +	3 cc

#### Semester 4 (15 cc)

CAP 2141C	Digital Forensics II	3 cc
CJE 2686	Forensic Cyber Investigation	3 cc
See Choices	Any Natural Sciences General Education Course	3 cc
See Choices	Humanities (General Education Core Course)	3 cc
CJL 1100	Criminal Law	3 cc

See general education course list (p. 83) for general education course options.

#### Semester 5 (3 cc)

CCJ 2940C	Cyber Forensics Capstone	3 cc
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**Total Credit Hours: 60**

## CYBERSECURITY ASSOCIATE IN SCIENCE (ITSEC-AS)

This program covers a broad expanse of technological concepts and provides individuals with the skills required to implement effective and comprehensive information security controls to protect the confidentiality, integrity, and availability of information and information systems.

Course work includes securing network technologies and operating systems, security management, and industry best practices.

Additionally, students will acquire the skills and hands-on experience with hardware and software that allow them to pursue various industry certifications.

Each student should contact the Information Technology Department for assistance in planning the program of study.

**Department Head:**  
**Morris Buchanan**, (850) 484-1128  
mbuchanan@pensacolastate.edu

**Program Contact:**  
**Robert Pratten**, (850) 484-2523  
rpratten@pensacolastate.edu

### DEGREE REQUIREMENTS

#### Semester 1 (15 cc)

See Choices	Natural Sciences (General Education Core Course)	3 cc
ENC 1101C	English Composition I	3 cc
CCJ 1020	Introduction to the Criminal Justice System	3 cc
CGS 1061C	Introduction to Computers in Technology	3 cc
CET 1020C	Introduction to Networks	3 cc

See general education course list (p. 83) for general education course options.

#### Semester 2 (15 cc)

CIS 1350C	Security Awareness	3 cc
COP 1510	Programming Concepts	3 cc
PHI 2600	Ethics	3 cc
CET 1610C	Routing and Switching Essentials	3 cc
CET 2025C	Scaling Networks	3 cc

#### Semester 3 (15 cc)

CTS 1390C	Install & Configure Windows Server 2012	3 cc
CTS 2120C	Security +	3 cc
CTS 1300C	Administering Microsoft Windows Workstation	3 cc
CTS 2149	Fundamentals of Project Management	3 cc
STA 2023	Elementary Statistics	3 cc

#### Semester 4 (15 cc)

CAP 2134C	Database Security	3 cc
CET 2614C	Cisco CCNA Security	3 cc
CET 2934	CIT Professional Project	3 cc
CTS 2318	Information Security Management	3 cc
CET 2026C	Connecting Networks	3 cc

**Total Credit Hours: 60**

## DENTAL HYGIENE ASSOCIATE IN SCIENCE (DH-AS)

A two-year curriculum designed to prepare students to master clinical competencies and prepare for all of the roles of a dental hygienist. Graduates receive an Associate in Science degree in dental hygiene and are eligible to apply to sit for the state board examination in any state in which they desire to practice.

Program graduates may be able to pursue the Bachelor of Science degree at an institution offering the degree.

The dental hygiene program is fully accredited by the American Dental Association Commission of Accreditation.

### Special Admission Requirements

Admission to this program is limited by admission requirements and the availability of clinical space. Therefore, students seeking program admission must complete applications to both the College and the program. Students should not self-advise. Courses are designed to be in sequence. Continued progress in the dental hygiene program depends upon successful completion of courses in this sequence. Application packets are available from the Health Admission Office or the Pensacola State College website at [www.pensacolastate.edu](http://www.pensacolastate.edu).

Admission requirements for eligibility to the program include satisfactory scores on the ATI TEAS, a minimum GPA of 2.75 and 18 credits of specific course work.

When applicants have completed all sections of the application process and meet the minimum criteria, they will move to candidate status and are assigned a ranking number by the date on which they completed the final requirement. Students are selected in that rank order. Therefore, the sooner applicants complete the requirements, the sooner they move to candidate status and the higher their ranking on the list. Contact the Allied Health department at (850) 484-2308 for further details. The program begins each May.

### Special Program Requirement

Students must complete all courses in the Dental Hygiene curriculum with a grade of C or higher.

The interested student is encouraged to contact the Allied Health department for assistance in planning the program of study.

**Department Head:**  
**Vacant**

**Program Director:**  
**Linda Lambert, RDH**, (850) 484-2242  
[llambert@pensacolastate.edu](mailto:llambert@pensacolastate.edu)

### DEGREE REQUIREMENTS

#### Prerequisites (18 cc)

The following courses MUST be completed with a grade of C or better to be accepted into the Dental Hygiene Program.

ENC 1101C	English Composition I	3 cc
BSC 1093	Anatomy and Physiology I	3 cc
BSC 1093L	Anatomy and Physiology I Laboratory	1 cc
MCB 1000	Applied Microbiology	3 cc
MCB 1000L	Applied Microbiology Laboratory	1 cc
CHM 1045	General Chemistry I	3 cc
CHM 1045L	General Chemistry I Laboratory	1 cc
MAC 1105	College Algebra	3 cc

#### Semester 1 (10 cc)

BSC 1094	Anatomy and Physiology II	3 cc
BSC 1094L	Anatomy and Physiology II Laboratory	1 cc
DES 1000	Dental Anatomy	2 cc
SPC 1006	Study of Speaking and Listening	1 cc
DEP 2004	Human Growth and Development	3 cc

By the end of Semester 1, students must possess and maintain a Healthcare Providers CPR card, American Heart or Red Cross only. Certification can be earned by successfully completing W 00753 CPR for Healthcare Providers.

#### Semester 2 (14 cc)

DES 1010	Head and Neck Anatomy	2 cc
DEH 1130	Oral Embryology and Histology	1 cc
DEH 1002	Fundamentals of Dental Hygiene	3 cc
DEH 1002L	Dental Hygiene Pre-Clinic	3 cc
DES 1200C	Dental Hygiene Radiology I	3 cc
DEH 1720	Preventive Dentistry	2 cc

#### Semester 3 (14 cc)

DEH 1811	Dental Ethics and Jurisprudence	1 cc
DEH 1800	Dental Hygiene I	2 cc
DEH 1800L	Dental Hygiene Clinic I	4 cc
DEH 1400	Oral Pathology	2 cc
DEH 2602	Periodontics	2 cc
SYG 2000	Introduction to Sociology	3 cc

#### Semester 4 (10 cc)

DEH 1802	Dental Hygiene II	1 cc
DEH 1802L	Dental Hygiene Clinic II	3 cc
DEH 2202	Nutrition and Dental Health	2 cc
DES 1100C	Dental Materials	3 cc
DES 1051C	Pain Management	1 cc

#### Semester 5 (14 cc)

DEH 2300	Pharmacology/Dental Office Emergencies	2 cc
DEH 2804	Dental Hygiene III	2 cc
DEH 2804L	Dental Hygiene Clinic III	5 cc
DEH 2702	Dental Public Health	2 cc
See Choices	Humanities (General Education Core Course)	3 cc

#### Semester 6 (8 cc)

DEH 2812	Dental Hygiene IV	2 cc
DEH 2812L	Dental Hygiene Clinic IV	5 cc
DEH 2702L	Dental Public Health Lab	1 cc

See general education course list (p. 83) for general education course options.

**Total Credit Hours: 88**

## EARLY CHILDHOOD EDUCATION ASSOCIATE IN SCIENCE (CHILD-AS)

Early Childhood Education is concerned with the education, guidance and daily care of young children. Early Childhood professionals plan and implement activities that stimulate children's intellectual, social, emotional and physical development. Completion of the program prepares students to teach in or to operate a child care center, preschool program, or a home child care center. Students will gain insight into working with children from birth through age 8. Course components focus on all aspects of early childhood including curriculum development, behavior management techniques, and forming partnerships with parents and the community.

Program completion creates the option for students to transfer to a higher degree program. The Early Childhood Education program meets the State of Florida education requirements related to owning, directing, operating, or working in a child care program.

Two courses (EDF1005 and EDG2085) require service learning in a public school setting. Background checks may be required. 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 contendere 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](http://www.flsenate.gov/statutes).

The Associate in Science in Early Childhood Education includes the following college credit certificates.

Early Childhood Teacher (Preschool) (p. 95)

Early Childhood Intervention (Child Development and Early Intervention) (p. 95)

Infant/Toddler Specialization (p. 95)

Students in this program are encouraged to apply to graduate with each certificate as the requirements are satisfied.

We strongly encourage you to contact the History, Languages, and Social Sciences Department for assistance in planning your program of study.

### Department Head

**Susan Morgan**, (850) 484-2137

[smorgan@pensacolastate.edu](mailto:smorgan@pensacolastate.edu)

### Program Contact:

**Cindy Kirk**, (850) 484-2534

[ckirk@pensacolastate.edu](mailto:ckirk@pensacolastate.edu)

## DEGREE REQUIREMENTS

### Semester 1 (15 cc)

ENC 1101C	English Composition I	3 cc
	Choose one of the following Mathematics General Education Courses:	
MAC 1105	College Algebra	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
EEC 1100	Introduction to Early Childhood	3 cc
DEP 2001	Child Development	3 cc
EEC 1601	Observation and Assessment in Early Childhood	3 cc

### Semester 2 (15 cc)

See Choices	Humanities (General Education Core Course)	3 cc
EEC 1312	Creative Experiences for Young Children	3 cc
EEC 2521	Childcare Management	3 cc
EEC 2940C	Early Childhood Practicum	3 cc
EME 2040	Introduction to Technology for Educators	3 cc

See general education course list (p. 83) for general education course options.

### Semester 3 (15 cc)

See Choices	Natural Sciences (General Education Core Course)	3 cc
EDF 1005	Introduction to the Teaching Profession	3 cc
EEX 1600	Behavior Management	3 cc
EEC 2401	Home and Community	3 cc
HSC 2400	First Aid and Injuries	3 cc
	or	
	Electives	3 cc

If a student has a current CPR/First Aid card, an elective may be chosen.

See general education course list (p. 83) for general education course options.

### Semester 4 (15 cc)

See Choices	Social Sciences (General Education Core Course)	3 cc
EDF 2085	Introduction to Diversity for Educators	3 cc
EEC 2500	Infant and Toddler Development	3 cc
EEX 2010	Introduction to Exceptional Children	3 cc
	Electives	3 cc

See general education course list (p. 83) for general education course options.

Some courses require field experience or service learning. Check course descriptions for more information.

**Total Credit Hours: 60**

## EARLY CHILDHOOD TEACHER (PRESCHOOL) COLLEGE CREDIT CERTIFICATE (PREK-CT)

The Pre-K 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 certificate programs within Early Childhood or can be used in either the AS or AA Early Childhood degree programs. Please contact the program coordinator for advising.

### CERTIFICATE REQUIREMENTS

#### Required Courses

DEP 2001	Child Development	3 cc
EEC 1100	Introduction to Early Childhood	3 cc
EEC 1312	Creative Experiences for Young Children	3 cc
EEC 1601	Observation and Assessment in Early Childhood	3 cc

Some courses require field experience or service learning. Check course descriptions for more information.

\*\*\*EEC 1100 and DEP 2001 fulfills a portion of the requirements toward the Florida Child Care Professional Credential (FCCPC). The FCCPC, awarded by the Florida Department of Children and Families, is a 12 college credit program designed to prepare students as entry-level childcare workers and teachers. It requires completion of 4 courses in addition to 480 hours of work and/or service learning experience.

**Total Credit Hours: 12**

## INFANT/TODDLER SPECIALIZATION COLLEGE CREDIT CERTIFICATE (BABY-CT)

The Baby-CT College Technical Certificate is a 12 college-credit program designed to provide students with the skills and information needed to design a developmentally appropriate environment and curriculum for infants and toddlers. This program is composed of selected college-credit courses offered within the AS and AA Early Childhood degree programs and will count toward those degrees.

### CERTIFICATE REQUIREMENTS

#### Required Courses

DEP 2001	Child Development	3 cc
EEC 1100	Introduction to Early Childhood	3 cc
EEC 2500	Infant and Toddler Development	3 cc
EEC 2940C	Early Childhood Practicum	3 cc

Some courses require field experience or service learning. Check course descriptions for more information.

\*\*\*DEP 2001, EEC 1100, and EEC 2940C fulfills a portion of the requirements toward the Florida Child Care Professional Credential (FCCPC). FCCPC is a 12 college credit program to prepare students as entry-level childcare workers and teachers. It requires completion of 4 courses in addition to 400 hours of work and/or service learning experience.

**Total Credit Hours: 12**

## EARLY CHILDHOOD INTERVENTION COLLEGE CREDIT CERTIFICATE (CHD- CT)

The CHD-CT Child Development and Early Intervention Technical Certificate is a 36- college credit program designed to prepare students as entry level teachers in a child care or pre-school program. Upon completion of this program, students will have earned their FCCPC along with Pre-K and Infant/Toddler specialization certificates. This program is composed of selected college credit courses offered within the AS Early Childhood degree program and will count toward that degree. Selected credits will count toward the Early Childhood Teacher Pre-Primary AA program. Please contact the program coordinator for advising.

### CERTIFICATE REQUIREMENTS

#### Required Courses

DEP 2001	Child Development	3 cc
EEC 1100	Introduction to Early Childhood	3 cc
EEC 1312	Creative Experiences for Young Children	3 cc
EEC 1601	Observation and Assessment in Early Childhood	3 cc
EEC 2401	Home and Community	3 cc
EEC 2500	Infant and Toddler Development	3 cc
EEC 2521	Childcare Management	3 cc
EEC 2940C	Early Childhood Practicum	3 cc
EEX 1600	Behavior Management	3 cc
EEX 2010	Introduction to Exceptional Children	3 cc
	Approved Elective	6 cc

#### Approved Elective List (choose two)

EDF 2085	Introduction to Diversity for Educators	3 cc
EME 2040	Introduction to Technology for Educators	3 cc
EDF 1005	Introduction to the Teaching Profession	3 cc
HSC 2400	First Aid and Injuries	3 cc
HSC 2100	Personal and Community Health	3 cc

Some courses require field experience or service learning. Check course descriptions for more information.

**Total Credit Hours: 36**

## ELECTRONICS ENGINEERING TECHNOLOGY ASSOCIATE IN SCIENCE (ELEC-AS)

The Electronics Engineering Technology Program provides students with the fundamentals of electronics that will prepare them as technicians in a variety of fields including computer technology, networking, instrumentation, and biomedical. Selected specialty courses are available to provide detailed instruction in these technical areas. The content includes but is not limited to DC circuits, AC circuits, solid-state devices, analog circuits, digital fundamentals and circuits. Integrated into this content will be communications skills, employability skills, safe and efficient work practices, use of circuit diagrams and schematics, and soldering. Program includes lecture and significant hands-on lab experiences. The program focuses on a common core of foundational, intermediate and advanced courses required of all students. Students will then specialize in one or more emphasis areas depending on their career goals. Students are strongly urged to consult with the Department when selecting their courses.

We strongly encourage that you contact the Engineering Technology Department for assistance in planning your program of study.

The Associate in Science in Electronics Engineering includes the following college credit certificate:

Electronics Aide (p. 97)

Students in this program are encouraged to apply to graduate with the certificate as the requirements are satisfied.

**Department Head:**  
**Vacant**

**Program Contact:**  
**Larry Ball, (850) 484-2577**  
lball@pensacolastate.edu

### DEGREE REQUIREMENTS

#### Semester 1 (17 cc)

CGS 1061C	Introduction to Computers in Technology	3 cc
	Choose one of the following Mathematics General Education Courses:	
MAC 1105	College Algebra	3 cc
MGF 1107	Mathematics for Liberal Arts II	3 cc
EET 1015C	Direct Current Circuits	3 cc
EET 1025C	Alternating Current Circuits	3 cc
CET 1112C	Digital Fundamentals	3 cc
	Emphasis Electives	2 cc

MAC 1105 recommended for students planning to complete a baccalaureate degree.

#### Semester 2 (17 cc)

CET 2113C	Digital Circuits	3 cc
EET 1141C	Electronic Devices and Integrated Circuits I	3 cc
EET 2142C	Linear Circuits	3 cc
ETI 1701	Industrial Safety	3 cc
	Emphasis Electives	2 cc
See Choices	Natural Sciences (General Education Core Course)	3 cc

See general education course list (p. 83) for general education course options.

#### Semester 3 (17 cc)

COP 1510	Programming Concepts	3 cc
ENC 1101C	English Composition I	3 cc
	Emphasis Electives	11 cc

#### Semester 4 (17 cc)

See Choices	Humanities (General Education Core Course)	3 cc
See Choices	Social Sciences (General Education Core Course)	3 cc
	Emphasis Electives	11 cc

See general education course list (p. 83) for general education course options.

### EMPHASIS COURSES (26 CC)

#### Cisco Certified Networking Associate (C.C.N.A.) Emphasis

CET 1020C	Introduction to Networks	3 cc
CET 1610C	Routing and Switching Essentials	3 cc
CET 2025C	Scaling Networks	3 cc
CET 2026C	Connecting Networks	3 cc

#### Computer Technician Emphasis

CET 1178C	PC Hardware (A+)	3 cc
CET 1179C	PC Operating Systems (A+)	3 cc
CET 1588	Network+	3 cc
CET 1634C	Telecommunications Distribution Systems	3 cc
CET 2172C	Personal Computers Maintenance, Upgrade and Support	3 cc
CIS 1350C	Security Awareness	3 cc
CTS 1155	Help Desk Technician	3 cc
CTS 2106C	Linux+	3 cc
CTS 2120C	Security+	3 cc

#### Manufacturing Emphasis

EET 1931	Special Topics in Electronics Engineering Technology	1 cc
EET 1932	Special Topics in Electronics Engineering Technology	2 cc
EET 1933	Special Topics in Electronics Engineering Technology	3 cc
EET 2084C	Introduction to Electronics	3 cc
EET 2215C	Instrumentation Electronics	3 cc
EGN 1123	Engineering Graphics	3 cc
ETD 2364	3D Parametric Modeling Using SOLIDWORKS I	4 cc
ETD 2368	3D Parametric Modeling Using SOLIDWORKS II	4 cc
ETI 1622C	Concepts of LEAN Manufacturing and Six Sigma	3 cc
ETI 1931	Special Topics in Mechanical Design	1 cc
ETI 1932	Special Topics in Mechanical Design	2 cc
ETI 1933	Special Topics in Mechanical Design	3 cc
ETI 2411	Manufacturing Processes CNC Machining/MasterCam-Lathe	4 cc
ETI 2414	Computer-Aided Manufacturing MasterCam-Mill 2-D & Solidworks	4 cc
ETM 2315C	Hydraulics and Pneumatics	3 cc
ETS 1603C	Robotics-Mechanics and Controls	3 cc
ETS 2511C	Motors and Controls	3 cc
ETS 2542C	Programmable Logic Controller (PLC) Fundamentals	3 cc

**Biomedical Emphasis**

BSC 1093	Anatomy and Physiology I	3 cc
BSC 1093L	Anatomy and Physiology I Laboratory	1 cc
BSC 1094	Anatomy and Physiology II	3 cc
BSC 1094L	Anatomy and Physiology II Laboratory	1 cc
ETS 2406	Biomedical Equipment	4 cc

**Cooperative Education**

EET 2947	Electronic Technology Co-op	1 cc
EET 2948	Electronic Technology Co-op	2 cc
EET 2949	Electronic Technology Co-op	3 cc

**Total Credit Hours: 68****ELECTRONICS AIDE COLLEGE CREDIT CERTIFICATE (ELEC-CT)**

The Credits in this certificate may be applied towards the Electronics Engineering Technology AS degree program.

**CERTIFICATE REQUIREMENTS****Required Courses**

EET 1015C	Direct Current Circuits	3 cc
EET 1025C	Alternating Current Circuits	3 cc
EET 1141C	Electronic Devices and Integrated Circuits I	3 cc
CET 2113C	Digital Circuits	3 cc

This certificate assumes the student has a basic knowledge of digital principles. If not, the student may need to take CET 1112C prior to taking CET 2113C.

**Total Credit Hours: 12****ELECTRONICS TECHNICIAN CCC (ETECH-CT)**

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the manufacturing career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the manufacturing career cluster. The content includes but is not limited to DC circuits, AC circuits, solid-state devices, analog circuits, and digital circuits. Integrated into this content will be safe and efficient work practices, use of circuit diagrams and schematics, soldering, and laboratory practices. This program focuses on broad, transferable skills and stresses understanding and demonstration of the skills required to enter a variety of fields within the Electronics industry.

Students are encouraged to contact the Engineering Technology Department for assistance in planning of the program of study.

**CERTIFICATE REQUIREMENTS****Required Courses**

EET 1015C	Direct Current Circuits	3 cc
EET 1025C	Alternating Current Circuits	3 cc
CET 1112C	Digital Fundamentals	3 cc
CET 2113C	Digital Circuits	3 cc
EET 1141C	Electronic Devices and Integrated Circuits I	3 cc
EET 2142C	Linear Circuits	3 cc
ETI 1701	Industrial Safety	3 cc

COP 1510	Programming Concepts	3 cc
CET 1588	Network +	3 cc
ETM 2315C	Hydraulics and Pneumatics	3 cc
EET 1931	Special Topics in Electronics Engineering Technology	1 cc

**Total Credit Hours: 31****EMERGENCY MEDICAL SERVICES ASSOCIATE IN SCIENCE (EMS-AS)**

The EMS-AS degree program completes the academic progress of a graduate of an Emergency Medical Technician Program and a Paramedic Certificate with 16 hours of general education courses.

Minimum requirements for eligibility to the program include high school diploma or GED, satisfactory scores in reading and math on the Test of Adult basic education (TABE), documentation of unencumbered current Florida EMT Certification, and a current American Heart Association or American Red Cross BLS for Healthcare Provider Card.

Students in the EMS-AS have generally completed 1) all general education courses and the EMT-ATD program, or 2) have completed the EMT-ATD program and are enrolled in the Paramedic Program and completing the general education requirements.

The Associate in Science in Emergency Medical Services includes the following college credit certificate:

Paramedic (p. 98)

The student is encouraged to apply to graduate with the certificate as the requirements are satisfied.

The interested student should contact the Nursing and Emergency Medical department for assistance in planning the program of study.

**Department Head:**

**Linda Whitenton**, (850) 484-2253

lwhitenton@pensacolastate.edu

**Program Contact (EMS-AS and Paramedic):**

**Rebecca Brownfield**, (850) 484-2217

rbrownfield@pensacolastate.edu

**DEGREE REQUIREMENTS****Prerequisite Courses (12 cc)**

EMS 1119	Emergency Medical Technician	7 cc
EMS 1119L	EMT Lab	2 cc
EMS 1411L	EMT Clinical Internship	2 cc
EMS 1521L	EMT Professional	1 cc

The EMS prefix courses come from the EMT-ATD program (p. 114), which is a closed program. See catalog for entry requirements.

**Semester 1 (16 cc)**

EMS 2613	Patient Assessment	1 cc
EMS 2614	Airway Management and Respiratory Emergencies	3 cc
EMS 1601	Introduction to Advanced Prehospital Care	1 cc
EMS 2231L	Paramedic Lab I	3 cc

**Anatomy Requirement**

BSC 1080	Essentials of Anatomy and Physiology	3 cc
BSC 1080L	Essentials of Anatomy and Physiology Laboratory	1 cc
	Approved Elective (Consult Program Advisor)	4 cc
	or	
BSC 1093	Anatomy and Physiology I	3 cc
BSC 1093L	Anatomy and Physiology I Laboratory	1 cc
BSC 1094	Anatomy and Physiology II	3 cc
BSC 1094L	Anatomy and Physiology II Laboratory	1 cc

Anatomy requirement must be met by the end of Semester 1.

**Semester 2 (15 cc)**

EMS 1683	Fundamentals of Advanced Prehospital Care	1 cc
EMS 1654L	Paramedic Field/Clinical Experience I	3 cc
EMS 2627	Medical Emergencies	4 cc
EMS 1612	Cardiovascular Emergencies	2 cc
EMS 2232L	Paramedic Lab II	2 cc
ENC 1101C	English Composition I	3 cc

**Semester 3 (15 cc)**

EMS 2681	Special Considerations in Prehospital Care	1 cc
EMS 2680	Behavioral Emergencies	1 cc
EMS 2628	OB/GYN/Neonatal/Pediatric Emergencies	2 cc
EMS 2655L	Paramedic Field/Clinical Experience II	3 cc
EMS 2682	Advanced Prehospital Trauma Management	2 cc
EMS 2236L	Paramedic Lab III	3 cc
MAC 1105	College Algebra	3 cc

**Semester 4 (15 cc)**

EMS 2656L	Paramedic Field/Clinical Internship	5 cc
EMS 2460L	EMS Field Leadership	1 cc
SYG 2000	Introduction to Sociology	3 cc
See Choices	Humanities (General Education Core Course)	3 cc
DEP 2004	Human Growth and Development	3 cc

See general education course list (p. 83) for general education course options.

**Total Credit Hours: 73**

## PARAMEDIC COLLEGE CREDIT CERTIFICATE (PARAM-CT)

The four semester certificate program is designed to provide those responsible for pre-hospital emergency care the opportunity to become skilled in advanced life support measures. The program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP; [CoAEMSP.org](http://CoAEMSP.org)).

**Special Admission Requirements**

Admission is limited by special accreditation requirements and/or the availability of clinical assignments; therefore, students seeking admission to the program must complete applications to both the College and the program. Application packets are available from the Health Admissions Office on the Warrington campus or the Pensacola State College website at <http://pensacolastate.edu/healthprograms>. All application requirements must be completed by the established deadlines

before students will be considered eligible for admission to this program.

Minimum requirements for eligibility to the program include high school diploma, or GED, satisfactory scores in reading and math on the Test of Basic Education (TABE), documentation of current unencumbered Florida EMT Certification and a current American Heart or American Red Cross BLS for Healthcare 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 or she will be offered admission in the next available class.

**CERTIFICATE REQUIREMENTS****Required Courses**

BSC 1080	Essentials of Anatomy and Physiology	3 cc
BSC 1080L	Essentials of Anatomy and Physiology Laboratory	1 cc
EMS 2613	Patient Assessment	1 cc
EMS 2614	Airway Management and Respiratory Emergencies	3 cc
EMS 1601	Introduction to Advanced Prehospital Care	1 cc
EMS 2231L	Paramedic Lab I	3 cc
EMS 1683	Fundamentals of Advanced Prehospital Care	1 cc
EMS 1654L	Paramedic Field/Clinical Experience I	3 cc
EMS 2627	Medical Emergencies	4 cc
EMS 1612	Cardiovascular Emergencies	2 cc
EMS 2232L	Paramedic Lab II	2 cc
EMS 2681	Special Considerations in Prehospital Care	1 cc
EMS 2680	Behavioral Emergencies	1 cc
EMS 2628	OB/GYN/Neonatal/Pediatric Emergencies	2 cc
EMS 2655L	Paramedic Field/Clinical Experience II	3 cc
EMS 2682	Advanced Prehospital Trauma Management	2 cc
EMS 2236L	Paramedic Lab III	3 cc
EMS 2460L	EMS Field Leadership	1 cc
EMS 2656L	Paramedic Field/Clinical Internship	5 cc

EMS 2627: This course includes field experience or service learning. See course description for more information.

**Total Credit Hours: 42**

## ENGINEERING TECHNOLOGY - ADVANCED MANUFACTURING ASSOCIATE IN SCIENCE (ENGNR-AS)

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the manufacturing career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the manufacturing career cluster. The program consists of general education requirements and a set of Engineering Technology Core courses which leads to the college credit certificate, Engineering Technology Support Specialist. The program Engineering Technology Core aligns with the Manufacturing Skills Standards Council's (MSSC). MSSC skill standards define the knowledge,

skills, and performance needed for manufacturing workers. After completing the Technical Core and the General Education requirements, students should be prepared to pass the MSSC - CPT Certified Production Technician (CPT) Certification. A student can also acquire practical working experience by participating in our Co-op opportunities with local manufacturers. We strongly encourage that you contact the Engineering Technology Department for assistance in your decision to take coursework and in the planning of your program of study. The Engineering Technology AS program requires students to select one of two specializations; Advanced Manufacturing or Mechanical Design and Fabrication.

The Associate in Science in Engineering Technology-Advanced Manufacturing includes the following college credit certificate:

Engineering Technology Support Specialist (p. 99)  
Pneumatics Hydraulics and Motors for Manufacturing CCC (PNEUM-CT) (p. 100)

Students in this program are encouraged to apply to graduate with the certificate as the requirements are satisfied.

We strongly encourage you to contact the Engineering Technology Department for assistance in planning your program of study.

**Department Head:**  
**Vacant**

**Program Contact:**  
**Larry Ball**, (850) 484-2577  
lball@pensacolastate.edu

## DEGREE REQUIREMENTS

### Semester 1 (15 cc)

CET 1112C	Digital Fundamentals	3 cc
EET 1015C	Direct Current Circuits	3 cc
EET 1025C	Alternating Current Circuits	3 cc
EET 2084C	Introduction to Electronics	3 cc
MGF 1107	Mathematics for Liberal Arts II	3 cc

### Semester 2 (15 cc)

CGS 1061C	Introduction to Computers in Technology	3 cc
EGN 1123	Engineering Graphics	3 cc
ETI 1110	Introduction to Quality Assurance	3 cc
ETS 1603C	Robotics-Mechanics and Controls	3 cc
See Choices	Natural Sciences (General Education Core Course)	3 cc

See general education course list (p. 83) for general education course options.

### Semester 3 (15 cc)

ETS 2542C	Programmable Logic Controller (PLC) Fundamentals	3 cc
ETS 2511C	Motors and Controls	3 cc
EET 2215C	Instrumentation Electronics	3 cc
ETM 2315C	Hydraulics and Pneumatics	3 cc
ENC 1101C	English Composition I	3 cc

### Semester 4 (15 cc)

ETI 1622C	Concepts of LEAN Manufacturing and Six Sigma	3 cc
ETI 1701	Industrial Safety	3 cc
See Choices	Humanities (General Education Core Course)	3 cc
See Choices	Social Sciences (General Education Core Course)	3 cc
	Emphasis Electives	3 cc

See general education course list (p. 83) for general education course options.

## Emphasis Electives

CET 1588	Network +	3 cc
CET 1634C	Telecommunications Distribution Systems	3 cc
CET 2113C	Digital Circuits	3 cc
CTS 1155	Help Desk Technician	3 cc
EET 2949	Electronic Technology Co-op	3 cc
ETD 2340	Computer Drafting	3 cc
ETM 1010	Mechanical Measurement & Instrumentation	3 cc
ETI 1420	Mechanical Processes & Materials	3 cc

**Total Credit Hours: 60**

## ENGINEERING TECHNOLOGY SUPPORT SPECIALIST COLLEGE CREDIT CERTIFICATE (ESPEC-CT)

A sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the manufacturing career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the manufacturing career cluster. The content includes but is not limited to communication skills, leadership skills, human relations and employability skills, technical competency, safe and efficient work practices and a combination of theory and laboratory activities to gain the necessary cognitive and manipulative skills to perform preventive and corrective maintenance and support for engineering design, processes, production, testing, and/or maintaining product quality. This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the Engineering Technology and Industrial Applications: production materials and processes, quality, computer-aided drafting, electronics, mechanics, instrumentation and safety.

The 18 credit hour certificate is the Technical Core to our Engineering Technology A.S. program. The Engineering Technology Support Specialist certificate has been defined to align with the Manufacturing Skills Standards Council's (MSSC). MSSC skill standards define the knowledge, skills, and performance needed for manufacturing workers. After completing the Technical Core and the General Education requirements, students should be prepared to pass the MSSC - CPT Certified Production Technician (CPT) Certification.

**We strongly encourage that you contact the Engineering Technology Department for assistance in your decision to take coursework and in the planning of your program of study.**

**CERTIFICATE REQUIREMENTS****Required Courses**

EET 2084C	Introduction to Electronics	3 cc
EGN 1123	Engineering Graphics	3 cc
ETI 1110	Introduction to Quality Assurance	3 cc
ETI 1420	Mechanical Processes & Materials	3 cc
ETI 1701	Industrial Safety	3 cc
ETM 1010	Mechanical Measurement and Instrumentation	3 cc

**Total Credit Hours: 18**

## **PNEUMATICS HYDRAULICS AND MOTORS FOR MANUFACTURING COLLEGE CREDIT CERTIFICATE (PNEUM-CT)**

Provides students with considerable experience in manufacturing with the knowledge and skills to become a Mechanical Engineering technician. The content includes but is not limited to, the theory of operation, supporting mathematics, and troubleshooting of Industrial Equipment. The program covers electric motors and the control of electric motors to include variable speed AC drives, as well as, how to troubleshoot basic electric motor circuits. It also includes the basic fundamentals of process control, and the control of industrial processes with an industrial computer. Pneumatics and hydraulics are also covered with emphasis on their role in process control.

Students may be required to complete EET1015C, Direct Current Circuits and a math class before completing this college credit certificate. Contact the Department Head or Program Coordinator for more information.

We strongly encourage that you contact the Engineering Technology Department for assistance in your decision to take coursework and in the planning of your program of study.

**CERTIFICATE REQUIREMENTS****Required Courses**

EET 2215C	Instrumentation Electronics	3 cc
ETM 2315C	Hydraulics and Pneumatics	3 cc
ETS 2511C	Motors and Controls	3 cc
ETS 2542C	Programmable Logic Controller (PLC) Fundamentals	3 cc

**Total Credit Hours: 12**

## **ENGINEERING TECHNOLOGY - MECHANICAL DESIGN AND FABRICATION ASSOCIATE IN SCIENCE (MECH-AS)**

The Mechanical Design & Fabrication specialization prepares students for careers in CNC machining, mechanical design and metal fabrication. The program offers unique technical skills and opportunities for employment in local and regional industries. The coursework provides the basis for employment in a variety of manufacturing areas some of which include Computer Aided Design (CAD), Computer Aided Manufacturing (CAM), Computerized Machining (CNC), Production Welding; and Metal and Composite Fabrication. Industry standard software taught in this program includes AutoCAD, PlasmaCAM, MasterCam and SolidWorks. A major objective in this program is to teach proficiency in CNC programming, set-up and operation of CNC

machining and turning centers to prepare students for employment in this high demand industry. To accomplish this task, the lab is equipped with Haas CNC milling and turning machining centers, Camtech CNC gantry router, CNC plasma cutting, metal fabricating, and welding equipment. Additional skills taught include precision measuring and Rapid prototyping using an EMS 3D printer. Included in the Engineering Technology A.S. degree are five college credit certificates, these "micro-degrees" are CNC Machinist / Fabricator, CNC Machinist Operator / Programmer, CNC Composite Fabricator/Programmer, Mechanical Designer Programmer, and Engineering Technology Support Specialist. Most can be completed in one semester. Students can also acquire practical working experience by participating in Co-op opportunities with local manufacturers.

The Associate in Science in Engineering Technology-Mechanical Design and Fabrication includes the following college credit certificates:

- CNC Composite Fabricator/Programmer (p. 101)
- CNC Machinist/Fabricator (p. 101)
- CNC Machinist Operator Programmer (p. 101)
- Mechanical Designer/Programmer (p. 101)
- Engineering Technology Support Specialist (p. 99)
- Rapid Prototyping Specialist CCC (RAPID-CT) (p. 102)

Students in this program are encouraged to apply to graduate with each certificate as the requirements are satisfied.

You are strongly encouraged to contact the Engineering Technology Department for assistance in your decision to take coursework and in the planning of your program of study.

**DEGREE REQUIREMENTS****Semester 1 (15 cc)**

ETI 2416	Metal Working Processes (Welding & Fabrication)	4 cc
ETI 2411	Manufacturing Processes CNC Machining/MasterCam-Lathe	4 cc
EGN 1123	Engineering Graphics	3 cc
ETI 1931	Special Topics in Mechanical Design	1 cc
ETI 1701	Industrial Safety	3 cc

Apply for graduation: CNC Machinist/Fabricator College Credit certificate (CNC-CT).

**Semester 2 (15 cc)**

EET 2084C	Introduction to Electronics	3 cc
ENC 1101C	English Composition I	3 cc
ETD 2364	3D Parametric Modeling Using SOLIDWORKS I	4 cc
ETI 1931	Special Topics in Mechanical Design	1 cc
ETI 2414	Computer-Aided Manufacturing MasterCam-Mill 2-D & Solidworks	4 cc

Apply for graduation: CNC Machinist Operator/Programmer (CNCMO-CT) and Mechanical Designer/Programmer (MECH-CT) College Credit certificates.

**Semester 3 (16 cc)**

ETI 2415	Woodworking Processes (MasterCam Router)	4 cc
ETI 1420	Mechanical Processes & Materials	3 cc
See Choices	Humanities (General Education Core Course)	3 cc
ETM 1010	Mechanical Measurement & Instrumentation	3 cc
ETI 1110	Introduction to Quality Assurance	3 cc

Apply for graduation: Engineering Technology Support Specialist (ESPECT-CT) College Credit certificate.

See general education course list (p. 83) for general education course options.

**Semester 4 (14 cc)**

ETI 2412	Fabrication Processes (MasterCam ART)	4 cc
See Choices	Social Sciences (General Education Core Course)	3 cc
See Choices	Natural Sciences (General Education Core Course)	3 cc
MAC 1105	College Algebra	3 cc
ETI 2947	Manufacturing Technology Co-op	1 cc

Apply for graduation: CNC Composite Fabricator/Programmer (CNCW-CT) College Credit certificate.

See general education course list (p. 83) for general education course options.

**Total Credit Hours: 60**

## **CNC COMPOSITE FABRICATOR/PROGRAMMER COLLEGE CREDIT CERTIFICATE (CNCW-CT)**

Offers training in Composite Fabrication, CNC Tool path Operations, Programming and Mastercam Design. The training also offers a solid foundation CNC Router setup and operations. Master Cam Router and ART is the primary programs used generate 2D & 3D projects on the Camtech CNC router. The goal of this certificate is to offer entry level skills in the CNC Composite fabrication industry. Students may choose to Co-op to gain working experiences while in school. The four courses that comprise this Certificate are all applicable to the Engineering Technology A.S., Specialization: Mechanical Design & Fabrication.

The student is strongly encouraged to contact the Engineering Technology Department for assistance in the decision to take coursework and in the planning of the program of study.

**CERTIFICATE REQUIREMENTS****Required Courses**

EGN 1123	Engineering Graphics	3 cc
ETI 2415	Woodworking Processes (MasterCam Router)	4 cc
ETI 2412	Fabrication Processes (MasterCam ART)	4 cc
ETI 1931	Special Topics in Mechanical Design	1 cc

**Total Credit Hours: 12**

## **CNC MACHINIST/FABRICATOR COLLEGE CREDIT CERTIFICATE (CNC-CT)**

The CNC Machinist/Fabricator Certificate reflects the culmination of those learned skills and proficiencies that allow a student to set-up, operate and program CNC machining and turning centers. Pensacola State College is a Haas Educational Training Center (HTEC). Students will acquire specialized training on the Haas VF-2, TM-2 Mill and the Haas ST-10, TL-1 Lathe. Metal Fabrication training includes operations and processes in CNC plasma cutting, aircraft solid riveting and sheet metal processes, metalworking equipment operations and production Welding processes to include MIG (GMAW), TIG (GTAW), Stick (SMAW) and Oxyacetylene (OAW). Complete the requirements for this certificate to get a head start in the field as a CNC Machinist/Fabricator in one semester allowing students to start a new career. There are many employment opportunities in the local and regional areas.

**CERTIFICATE REQUIREMENTS****Required Courses**

EGN 1123	Engineering Graphics	3 cc
ETI 2416	Metal Working Processes (Welding & Fabrication)	4 cc
ETI 2411	Manufacturing Processes CNC Machining/MasterCam-Lathe	4 cc
ETI 1931	Special Topics in Mechanical Design	1 cc

**Total Credit Hours: 12**

## **CNC MACHINIST OPERATOR/PROGRAMMER COLLEGE CREDIT CERTIFICATE (CNCMO-CT)**

This technical certificate utilizes four essential courses used in the Engineering Technology Specialization Mechanical Design & Fabrication A.S. degree. The CNC Machinist certificate reflects the culmination of those learned skills and proficiencies that allow a student to set-up, operate and program CNC machining and turning centers. The core courses provide training in MasterCam Lathe and MasterCam Mill 2-D, and introduction to Solidworks. We offer skilled training on a Haas machining centers. The student will train on the Haas VF-2 and TM-2 Mill, Haas ST-10 and TL-1 Lathe to complete the requirements for this certificate to get a head start in the field as a CNC Machinist. There are many employment opportunities in the local and regional area in this field of study. While working on your courses, you may choose to co-op to gain valuable working experiences as you learn. In addition, you are building a solid foundation for the companion two-year A.S. degree in Engineering Technology Specialization Mechanical Design Fabrication. The primary goal of this certificate program is to prepare the student with employable technical skills to be applied in the CNC machining industry.

We strongly encourage that you contact the Engineering Technology Department for assistance in your decision to take coursework and in the planning of your program of study.

**CERTIFICATION REQUIREMENTS****Required Courses**

EGN 1123	Engineering Graphics	3 cc
ETI 2411	Manufacturing Processes CNC Machining/MasterCam-Lathe	4 cc
ETI 2414	Computer-Aided Manufacturing MasterCam-Mill 2-D & Solidworks	4 cc
ETI 1931	Special Topics in Mechanical Design	1 cc

**Total Credit Hours: 12**

## **MECHANICAL DESIGNER/PROGRAMMER COLLEGE CREDIT CERTIFICATE (MECH-CT)**

The Mechanical Designer / Programmer Certificate reflects the culmination of those learned skills and proficiencies that allow a student become proficient in 3D mechanical design with the use of Solidworks and Inventor. Students have the opportunity to acquire certifications in MasterCam 2D & 3D toolpath processes and programming. At completion students should be prepared to take the Solidworks certificate exam. Students will process their designs on various Haas machining centers. There are employment opportunities as a Mechanical Designer in the local and regional areas. While working on your classes you may choose to co-op to gain valuable working experiences as you learn. This certificate can be completed in two semesters allowing you to start a new career in

the machining and fabrication industry as a Mechanical Designer / Programmer. All courses used in the certificate are also applicable to the Engineering Technology A.S., Specialization: Mechanical Design & Fabrication degree.

We strongly encourage that you contact the Engineering Technology Department for assistance in your decision to take coursework and in the planning of your program of study.

### CERTIFICATE REQUIREMENTS

#### Required Courses

EGN 1123	Engineering Graphics	3 cc
ETI 2414	Computer-Aided Manufacturing MasterCam-Mill 2-D & Solidworks	4 cc
ETD 2364	3D Parametric Modeling Using SOLIDWORKS I	4 cc
ETI 1931	Special Topics in Mechanical Design	1 cc

**Total Credit Hours: 12**

### RAPID PROTOTYPING SPECIALIST CCC (RAPID-CT)

The Rapid Prototyping Specialist certificate reflects the demand for individuals who are proficient in three dimensional (3D) digital modeling and rapid prototyping. Specific attention will surround product design, 3D printing and additive manufacturing technologies. The design software used in the college certificate program is SOLIDWORKS.

The student will utilize 3D technologies for solid modeling design and physical creation of prototype parts and obtain the skills necessary for entry-level employment in modern design and advanced manufacturing companies. While working on classes, co-op opportunities will provide valuable working experience to the student.

Each student is encouraged to contact the Engineering Technology Department for assistance in planning the program of study.

### CERTIFICATE REQUIREMENTS

#### Required Courses

EGN 1123	Engineering Graphics	3 cc
ETD 2364	3D Parametric Modeling Using SOLIDWORKS I	4 cc
ETD 2368	3D Parametric Modeling Using SOLIDWORKS II	4 cc
ETD 1931	Special Topics in Drafting Design or	1 cc
ETD 2947	Drafting and Design Technology Co-op.	1 cc

**Total Credit Hours: 12**

### GRAPHICS TECHNOLOGY ASSOCIATE IN SCIENCE (GRAPH-AS)

A two-year program that serves as a prerequisite for Pensacola State's Bachelor of Applied Science with a concentration in Graphic Design degree. It also 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.

We strongly encourage you to contact the Visual Arts Department for assistance in planning your program of study.

#### Department Head:

**Krist Lien**, (850) 484-2554

klien@pensacolastate.edu

#### Program Contact:

**Mark Hopkins**, (850) 484-1087

mhopkins@pensacolastate.edu

### DEGREE REQUIREMENTS

#### Semester 1 (18 cc)

Choose one of the following  
Mathematics General Education  
Courses:

MAC 1105	College Algebra	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

ART 1201C	Two-Dimensional Design	3 cc
ART 1300C	Drawing I	3 cc
GRA 1109C	History of Graphic Design	3 cc
GRA 2151C	Computer Graphics I	3 cc
PGY 2401C	Photography I	3 cc

#### Semester 2 (16 cc)

ENC 1101C	English Composition I	3 cc
ART 1301C	Drawing II	3 cc
GRA 2152C	Computer Graphics II	3 cc
GRA 2190C	Graphic Design I	3 cc
PGY 2801C	Digital Photography I	3 cc
	Art Elective (ART, GRA, or PGY prefix only)	1 cc

#### Semester 3 (15 cc)

ART 1400C	Print Making I	3 cc
GRA 2210C	Electronic Prepress	3 cc
GRA 2721C	Creative Web Design	3 cc
GRA 2206C	Typography	3 cc
PGY 2201C	Photographic Lighting Techniques	3 cc

#### Semester 4 (15 cc)

ART 2905	Portfolio	3 cc
ARH 1051	Art History II	3 cc
GRA 2191C	Graphic Design II	3 cc
See Choices	Natural Sciences (General Education Core Course)	3 cc
See Choices	Social Sciences (General Education Core Course)	3 cc

See general education course list (p. 83) for general education course options.

**Note:** Students should register in the Visual Arts Department and work out their personal schedules with the department head.

**Total Credit Hours: 64**

## HEALTH INFORMATION TECHNOLOGY ASSOCIATE IN SCIENCE (HIT-AS)

The two-year degree provides a student with the technical skills necessary to prepare, analyze, and maintain health information required by the patient, health facility and public. The program is accredited by the Commission on the Accreditation for Health Informatics and Information Management (CAHIIM; www.CAHIIM.org). Graduates of the program are eligible to sit for the national qualifying examination offered through AHIMA for certification as Registered Health Information Technician (RHIT).

### Special Requirements

Persons interested in the program should contact the Health Programs Admissions Office at the Warrington Campus. Applications must be returned to this office.

In order to establish candidacy and eligibility to enter the program, students must earn a C or better in the following prerequisite courses: ENC 1101C English Composition I, CGS 1570 Computer Concepts and MAC 1105 College Algebra. Any remedial courses must be completed before the college credit level courses listed above are completed to progress to the candidates' status for the program.

The Associate in Science in Health Information Technology includes the following college credit certificate:

Medical Information Coder/Biller (p. 104).

Students in this program are encouraged to apply to graduate with the certificate as the requirements are satisfied.

The interested student should contact the Allied Health department for assistance in planning the program of study.

**Department Head:**  
Vacant

**Program Contact:**  
TBD

### DEGREE REQUIREMENTS

#### Prerequisite Courses (9 cc)

The following courses MUST be completed, with a grade of C or better, prior to enrolling in any core courses in the Health Information Technology Program:

ENC 1101C	English Composition I	3 cc
CGS 1570	Computer Concepts and Applications	3 cc
MAC 1105	College Algebra	3 cc

#### Semester 1 (13 cc)

HIM 1000C	Introduction to Health Information Management	3 cc
HSC 1531	Medical Terminology	3 cc
BSC 1080	Essentials of Anatomy and Physiology	3 cc
BSC 1080L	Essentials of Anatomy and Physiology Laboratory	1 cc
See Choices	Social Sciences (General Education Core Course)	3 cc

See general education course list (p. 83) for general education course options.

#### Semester 2 (14 cc)

HSC 2550	Pathophysiology	3 cc
HIM 2214C	Health Data Management	3 cc
HSC 2641	Health Care Law	3 cc
HIM 1442	Pharmacology	2 cc
CIS 1350C	Security Awareness	3 cc

#### Semester 3 (2 cc)

HIM 1800	Health Information Management	2 cc
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#### Professional Practice I

HIM 1800: Certain courses are offered only once a year, therefore it is important that you work with your advisor to determine the most effective course plan and sequencing for graduation from the program.

#### Semester 4 (14 cc)

HIM 2229C	Introduction to Coding and Classification	3 cc
HIM 2620	Medical Statistics and Financial Applications	3 cc
HIM 2512	Health Information Management and Supervision	3 cc
HIM 2810	Health Information Management Professional Practice II	2 cc
PHI 2600	Ethics	3 cc

HIM 2620, HIM 2512, and HIM 2810: Certain courses are offered only once a year, therefore it is important that you work with your advisor to determine the most effective course plan and sequencing for graduation from the program.

#### Semester 5 (13 cc)

HIM 2253C	Outpatient Reimbursement Methodologies (CPT Coding)	3 cc
HIM 2653C	Medical Informatics and Health Information Technologies	3 cc
HIM 2500C	Performance Improvement in Healthcare	2 cc
HIM 2284C	Intermediate Coding and Classification Systems	3 cc
HIM 2820L	Health Information Technology Professional Practice III	2 cc

HIM 2653C, HIM 2500C, and HIM 2820L: Certain courses are offered only once a year, therefore it is important that you work with your advisor to determine the most effective course plan and sequencing for graduation from the program.

#### Semester 6 (5 cc)

HIM 2932	Special Topics in Health Information Management	2 cc
HIM 2285C	Advanced Coding and Classifications Systems	3 cc

**Total Credit Hours: 70**

## MEDICAL INFORMATION CODER/BILLER COLLEGE CREDIT CERTIFICATE (HIT-CT)

The Medical Information Coder/Biller program provides students with the technical skills necessary to code medical diagnoses, procedures and services provided for reimbursement in a wide variety of settings including hospital, outpatient, ambulatory surgery centers, clinics and physician offices. Upon completion of the program graduates 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; www.AHIMA.org). Upon completion of the program graduates will have the option to progress towards a two-year Associate in Science (AS) degree in Health Information Technology to become Registered Health Information Technicians (RHIT).

Each student enrolled in the Medical Information Coder/Biller 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 Allied Health 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 that office.

The interested student should contact the Allied Health Department for assistance in planning the program of study.

### CERTIFICATE REQUIREMENTS

#### Required Courses

HSC 1531	Medical Terminology	3 cc
HIM 1000C	Introduction to Health Information Management	3 cc
BSC 1080	Essentials of Anatomy and Physiology	3 cc
BSC 1080L	Essentials of Anatomy and Physiology Laboratory	1 cc
HSC 2550	Pathophysiology	3 cc
HSA 1172	Medical Billing and Third Party Payer	2 cc
HIM 1442	Pharmacology	2 cc
HIM 2229C	Introduction to Coding and Classification	3 cc
HIM 2214C	Health Data Management	3 cc
HIM 2284C	Intermediate Coding and Classification Systems	3 cc
HIM 2253C	Outpatient Reimbursement Methodologies (CPT Coding)	3 cc
HIM 2285C	Advanced Coding and Classifications Systems	3 cc
HSC 2641	Health Care Law	3 cc
HIM 2813C	Coding Professional Practice	2 cc

Upon completion, graduates of the Health Information Coder Certificate program will have the option to transfer into Health Information Technology A.S. degree program.

**Total Credit Hours: 37**

## HEALTH SERVICES MANAGEMENT ASSOCIATE IN SCIENCE (HSM-AS)

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.

### Special Requirements

Admission is limited. All program requirements must be met before students are eligible for admission. Seats are allotted to qualified students on a first-qualified, first-admitted basis.

The interested student should contact the Allied Health department for assistance in planning the program of study.

### Program Contact:

**Donna Flynn**, (850) 484-2223

dflynn@pensacolastate.edu

### DEGREE REQUIREMENTS

#### Prerequisite Courses (6 cc)

**The following course MUST be completed, with a C or better, to be accepted into the Health Services Management Program:**

ENC 1101C	English Composition I	3 cc
MAC 1105	College Algebra	3 cc

#### Semester 1 (12 cc)

CGS 1570	Computer Concepts and Applications	3 cc
HSC 1531	Medical Terminology	3 cc
BSC 1080	Essentials of Anatomy and Physiology	3 cc
HSC 1000	Introduction to Healthcare Management	3 cc

#### Semester 2 (13 cc)

HSA 1172	Medical Billing and Third Party Payer	2 cc
HIM 1442	Pharmacology	2 cc
HIM 2653C	Medical Informatics and Health Information Technologies	3 cc
PHI 2600	Ethics	3 cc
COM 2100	Business Communications	3 cc

#### Semester 3 (3 cc)

ACG 2021	Financial Accounting Principles	3 cc
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#### Semester 4 (12 cc)

ACG 2071	Introduction to Managerial Accounting	3 cc
HIM 2620	Medical Statistics and Financial Applications	3 cc
HIM 2512	Health Information Management and Supervision	3 cc
ECO 2013	Macroeconomics	3 cc

#### Semester 5 (14 cc)

HIM 2500C	Performance Improvement in Healthcare	2 cc
CGS 2510	Spreadsheet	3 cc
MNA 1300	Human Resource Management	3 cc
HSA 2810L	Health Services Management Practicum	2 cc
HSC 2930	Special Topics in Healthcare Management	1 cc
HSC 2641	Health Care Law	3 cc

Note: Certain courses are offered only once a year, therefore it is important that each student work with an academic advisor to determine the most effective course sequence.

**Total Credit Hours: 60**

## HOSPITALITY AND TOURISM MANAGEMENT ASSOCIATE IN SCIENCE (HOTEL-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 bar and beverage as well as many other management positions in the lodging, restaurant, hospitality and tourism industry. Courses in the program prepare students to work in any area of the hospitality industry. The students completing the program will have gained in knowledge and competencies in three areas: first in the management of people and other business resources; second the administrative skills to operate a business in the hospitality/tourism industry; and third how to apply their administrative and management skills in any position in the industry.

Students may receive dual credit 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.

Articulation agreements between this program and several Florida universities may be available for students desiring a bachelor's degree by earning a 64 credit hospitality and tourism management associates of science degree from Pensacola State College then transferring to a Florida university and completing 60 credits in hospitality management. Call or e-mail the program contact for details.

The Associate in Science in Hospitality and Tourism Management includes the following college credit certificates:

- Event Planning Management (p. 105)
- Food and Beverages Management (p. 106)
- Guest Services Specialist (p. 106)
- Rooms Division Management (p. 106)

Students in this program are encouraged to apply to graduate with each certificate as the requirements are satisfied.

We strongly encourage you to contact the Professional Service Careers Department for assistance in planning your program of study.

**Department Head:**  
**Vacant**

**Program Contact:**  
**L.B. (Sandy) Southerland**, (850) 484-1422  
ssoutherland@pensacolastate.edu

### DEGREE REQUIREMENTS

#### Semester 1 (12 cc)

ENC 1101C	English Composition I	3 cc
HFT 1000	Introduction to the Hospitality Industry	3 cc
HFT 1254	Lodging Operations	3 cc
HFT 1410	Hospitality Industry Accounting	3 cc

#### Semester 2 (12 cc)

ENC 1102	English Composition II	3 cc
HFT 1313	Hospitality Property Management	3 cc
HFT 2451	Cost Control and Purchasing	3 cc
	Program Electives	3 cc

#### Semester 3 (11 cc)

HFT 1860	Bar and Beverage Management	3 cc
HFT 2211	Hospitality Resource Management	3 cc

HFT 2212	Food Service Sanitation and Safety	2 cc
FSS 2284C	Catering, Banquet, and Event Management	3 cc

#### Semester 4 (12 cc)

	Mathematics (General Education Core Course)	3 cc
See Choices	Social Sciences (General Education Core Course)	3 cc
HFT 2600	Concepts of Hospitality Law	3 cc
	Program Electives	3 cc

#### Semester 5 (12 cc)

See Choices	Natural Sciences (General Education Core Course)	3 cc
FSS 1221C	Introduction to Culinary Production	3 cc
HFT 2500	Marketing in the Hospitality Industry	3 cc
HFT 2850C	Management of Dining	3 cc

#### Semester 6 (5 cc)

See Choices	Humanities (General Education Core Course)	3 cc
HFT 2948	Hospitality Management Co-op	2 cc

#### Program Electives

Choose from the following list of course prefixes: ACG, CGS, ECO, ENC, FOS, FRE, FSS, GEB, HFT, HLP, HUN, LEI, LIS, MAC, MAN, MAR, MAT, MCB, MNA, PEL, PEM, PEN, PEO, PET, PSY, REA, SLS, SPN, STA.

Students planning to transfer to The University of West Florida to complete a bachelor's degree should take the following courses as part of their hospitality and tourism management associates of science degree from Pensacola State College: ECO 2013, MAC 1105, LIS 1004, SPC 1608, STA 2023, 3 credits of a literature class, 3 credits of a biological science class, and 1 credit of a biological science lab class.

**Total Credit Hours: 64**

## EVENT PLANNING MANAGEMENT COLLEGE CREDIT CERTIFICATE (EVENT-CT)

The purpose of this program is to prepare students for employment in hospitality and tourism related positions including: Event Planner, Event Planning Specialist, Event Coordinator, Convention Services Assistant Manager, Convention Services Assistant, Catering Coordinator, Assistant Sales Manager, Sales Coordinator, Catering & Sales Manager, Lodging Assistant Manager and Manager, Guest Services Specialist and Supervisor, Food Service Manager and Assistant Manager in the hospitality industry and/or to provide supplemental training for persons previously or currently employed in these occupations. This technical certificate is part of the Hospitality and Tourism Management AS degree.

**CERTIFICATE REQUIREMENTS****Required Courses**

FSS 1221C	Introduction to Culinary Production	3 cc
HFT 1860	Bar and Beverage Management	3 cc
HFT 2850C	Management of Dining	3 cc
HFT 2212	Food Service Sanitation and Safety	2 cc
HFT 2451	Cost Control and Purchasing	3 cc
HFT 2500	Marketing in the Hospitality Industry	3 cc
HFT 2600	Concepts of Hospitality Law	3 cc
FSS 2284C	Catering, Banquet, and Event Management	3 cc
HFT 2947	Hospitality Management Co-op	1 cc

HFT 1860: This course has limited offerings. Students should check the course description in planning their course of study.

**Total Credit Hours: 24**

## **FOOD AND BEVERAGES MANAGEMENT COLLEGE CREDIT CERTIFICATE (FBMGT-CT)**

The purpose of this program is to prepare students for employment in hospitality and tourism related positions in the food and beverage management area. Possible job titles include Assistant Hospitality Manager, Catering/Sales Service Representative, Food and Beverage Specialist, and Hospitality Manager. Skills emphasized in this program include hotel staffing operations, legal issues affecting the hospitality industry, liability and risk management, set up and control maintenance, energy consumption management, planning and maintaining of purchasing and receiving procedures, customer service, and human relations. This technical certificate is part of the Hospitality and Tourism Management AS degree.

**CERTIFICATE REQUIREMENTS****Required Courses**

HFT 1410	Hospitality Industry Accounting	3 cc
HFT 1860	Bar and Beverage Management	3 cc
HFT 2211	Hospitality Resource Management	3 cc
HFT 2212	Food Service Sanitation and Safety	2 cc
FSS 2284C	Catering, Banquet, and Event Management	3 cc
HFT 2451	Cost Control and Purchasing	3 cc
HFT 2500	Marketing in the Hospitality Industry	3 cc
HFT 2600	Concepts of Hospitality Law	3 cc
HFT 2850C	Management of Dining	3 cc
FSS 1221C	Introduction to Culinary Production	3 cc
HFT 2947	Hospitality Management Co-op	1 cc

HFT 1860: This course has limited offerings. Students should check the course description in planning their course of study.

**Total Credit Hours: 30**

## **GUEST SERVICES SPECIALIST COLLEGE CREDIT CERTIFICATE (GUEST-CT)**

The purpose of this program is to prepare students for employment in guest services positions including: Guest Services Representative, Guest Services Specialist, Concierge, Front Office Representative, and Front Office Lead in the hospitality industry and/or to provide supplemental training for persons previously or currently employed in these occupations. The content includes, but is not limited to, customer service, hospitality attitude, guest

experience, communications, human relations, security issues, and front office operations. This technical certificate is part of the Hospitality and Tourism Management AS degree.

**CERTIFICATE REQUIREMENTS****Required Courses**

HFT 1254	Lodging Operations	3 cc
HFT 1313	Hospitality Property Management	3 cc
HFT 1410	Hospitality Industry Accounting	3 cc
HFT 2211	Hospitality Resource Management	3 cc
HFT 2600	Concepts of Hospitality Law	3 cc

HFT 1313: This course has limited offerings. Students should check the course description in planning their course of study.

**Total Credit Hours: 15**

## **ROOMS DIVISION MANAGEMENT COLLEGE CREDIT CERTIFICATE (ROOMS-CT)**

The purpose of this program is to prepare students for employment within the Hospitality industry in positions involving hotel management. Positions including: Guest Services Representative, Guest Services Specialist, Concierge, Front Office Representative, and Front Office Lead in the hospitality industry and/or to provide supplemental training for persons previously or currently employed in these occupations. The content includes, but is not limited to, identifying the organization and function of the hospitality industry, performing general hotel duties, managing the front office, demonstrating use of a property management system, identifying effective selling techniques, understanding marketing and business fundamentals, developing customer service skills as well as developing communication and human relations skills. This technical certificate is part of the Hospitality and Tourism Management AS degree.

**CERTIFICATE REQUIREMENTS****Required Courses**

HFT 1000	Introduction to the Hospitality Industry	3 cc
HFT 1254	Lodging Operations	3 cc
HFT 1313	Hospitality Property Management	3 cc
HFT 1410	Hospitality Industry Accounting	3 cc
HFT 2211	Hospitality Resource Management	3 cc
HFT 2451	Cost Control and Purchasing	3 cc
HFT 2500	Marketing in the Hospitality Industry	3 cc
HFT 2600	Concepts of Hospitality Law	3 cc
	Two Hospitality Management Electives	6 cc

Hospitality Management Electives: See Program Contact for approval of Hospitality Management electives.

**Total Credit Hours: 30**

## INDUSTRIAL MANAGEMENT TECHNOLOGY ASSOCIATE IN SCIENCE (IMT-AS)

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.

We strongly encourage you to contact the Engineering Technology Department for assistance in planning your program of study.

**Department Head:**  
**Vacant**

**Program Contact:**  
**Mike Cannon**, (850) 484-2524  
mcannon@pensacolastate.edu

### DEGREE REQUIREMENTS

#### Semester 1 (15 cc)

CGS 1061C	Introduction to Computers in Technology	3 cc
ENC 1101C	English Composition I	3 cc
ETI 1701	Industrial Safety	3 cc
	Program Electives	6 cc

#### Semester 2 (15 cc)

CGS 1584	PowerPoint Presentations for Business	3 cc
ENC 1210	Technical Writing I	3 cc
ECO 2013	Macroeconomics	3 cc
MAC 1105	College Algebra	3 cc
	Program Electives	3 cc

#### Semester 3 (15 cc)

GEB 2112	Entrepreneurship	3 cc
See Choices	Humanities (General Education Core Course)	3 cc
See Choices	Natural Sciences (General Education Core Course)	3 cc
	Program Electives	6 cc

See general education course list (p. 83) for general education course options.

#### Semester 4 (15 cc)

MAN 2021	Principles of Management	3 cc
GEB 2430	Business Ethics	3 cc
MAR 2011	Marketing	3 cc
	Program Electives	6 cc

#### Electives (21 cc)

Choose 21 college credits from the following list of course prefixes:  
AER, BCN, CCJ, CET, CGS, CIS, CJT, COP, CTE, EET, EGS, EST, ETC, ETD, ETI, ETM, EVS, FIN, FSS, GEB, MAN, MNA, OST, SUR.

**Total Credit Hours: 60**

## NURSING REGISTERED NURSE 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 and Emergency Medical Services' 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 experiences are offered day, evenings and/or weekends. Graduates will be eligible to apply to the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The Associate Degree program is accredited by the Accreditation Commission for Education in Nursing, ACEN, 3343 Peachtree Road NE, Suite 850, Atlanta GA 30326.

### Special Admission Requirements

Students seeking admission to the program must complete application to the College and the program. Admission to this program is limited by student/faculty ratios and availability of clinical resources. All application requirements must be completed before a student will be considered for admission to the nursing program. Once all admission requirements are complete candidates are ranked according to a points system based on GPA and HESI test scores. A complete explanation of the points system may be found in the Associate Degree Nursing Student Information Packet which may be accessed on the Registered Nurse AS Degree page of the College website. Students are required to pass a criminal background check and a urine drug screen prior to clinical experiences. Applicants who have an arrest record (other than a minor traffic violation) should be aware that they may not be permitted to sit for the licensing examination NCLEX-RN after graduation. The Florida Board of Nursing determines eligibility for NCLEX-RN after receiving an individual's application to take NCLEX-RN. Refer to [www.doh.state.fl.us/mqa/nursing/nur\\_faq.html](http://www.doh.state.fl.us/mqa/nursing/nur_faq.html) for questions.

Progression to the clinical component of the program is contingent upon submission of satisfactory physical examination/immunization forms and current (American Heart Association only) CPR certification at the Health Care provider level.

### Admission Requirements:

- Minimum 2.75 cumulative grade point average in all college courses taken in the past 8 years
- Completion of all required prerequisite courses with a grade of C or better and an overall grade point average of these courses of 2.75
- Minimum score of 75 on each of the HESI A<sup>2</sup> components (reading, grammar, vocabulary, math, anatomy and physiology) in one sitting

### Requirements for Progression:

- Progression through the ADN program requires:
- Grade of C or higher in courses in the curriculum;
- Grade of C or higher in all corequisites and prerequisites;
- Current CPR certification at the Health Care Provider level (American Heart Association) only
- Minimum score of 90% on a dosage calculation examination semester 1 and 3 of nursing courses prior to clinical rotations.
- Satisfactory level of mental and physical health, including current immunizations, Hepatitis B vaccinations; yearly TB testing and ability to meet Performance Standards
- Passing a criminal background check and a urine drug screen prior to clinical experience.

Students who do not meet progression requirements must withdraw from the ADN program and apply for readmission.

We strongly encourage you to contact the Health Admission Specialist for assistance in the application process.

### Director of Nursing:

**Linda Whitenton**, (850) 484-2253

lwhitenton@pensacolastate.edu

**DEGREE REQUIREMENTS****Required Prerequisite Courses (17 cc)**

BSC 1093	Anatomy and Physiology I	3 cc
BSC 1093L	Anatomy and Physiology I Laboratory	1 cc
BSC 1094	Anatomy and Physiology II	3 cc
BSC 1094L	Anatomy and Physiology II Laboratory	1 cc
DEP 2004	Human Growth and Development	3 cc
ENC 1101C	English Composition I	3 cc
MAC 1105	College Algebra	3 cc

**Semester 1 (12 cc)**

HUN 1201	Elements of Nutrition	3 cc
NUR 1020C	Introduction to Nursing	8 cc
NUR 1511	Mental Health I	1 cc

**Semester 2 (15 cc)**

MCB 1000	Applied Microbiology	3 cc
MCB 1000L	Applied Microbiology Laboratory	1 cc
NUR 1211C	Adult Health Nursing I	8 cc
See Choices	Humanities (General Education Core Course)	3 cc

See general education course list (p. 83) for general education course options.

**Semester 3 (12 cc)**

NUR 2212C	Adult Health Nursing II	6 cc
NUR 2440C	Maternal-Child Health Nursing	6 cc

**Semester 4 (12 cc)**

NUR 2213C	Adult-Health Nursing III	6 cc
NUR 2523C	Mental Health II	3 cc
SYG 2000	Introduction to Sociology	3 cc

**Semester 5 (4 cc)**

NUR 2811C	Transitional Practice/Preceptorship	4 cc
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**Requirements for Readmission:**

Students who interrupt the specified progression through the program of study must apply for readmission to the program. Contact the Department of Nursing for specific instructions.

**Total Credit Hours: 72**

**CAREER MOBILITY OPTIONS**

The Career Mobility Option is designated to give the licensed practical nurse (LPN) and the certified paramedic the opportunity to complete the associate degree nursing program.

**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 an application to both the College and the program. All application requirements must be completed before a student will be considered for admission this program option. Once all admission requirements are completed candidates are ranked according to a points system based on GPA and HESI test scores. A complete explanation of the points system may be found in the Associate Degree Nursing Student Information Packet which may be accessed on the Registered Nurse AS Degree page of the College website. Students are required to pass a criminal background check and a urine drug screen prior to clinical experiences.

**Eligibility for admission requires:**

- Minimum 2.75 cumulative grade point average in all college courses taken in the past 8 years

- Completion of all required prerequisite courses with a grade of C or better and an overall grade point average on these courses of 2.75
- Minimum score of 75 on each of the HESI A<sup>2</sup> components (reading, grammar, vocabulary, math, anatomy and physiology) in one sitting
- Current unencumbered Florida licensure as a Practical Nurse or current unencumbered Florida certification as a Paramedic

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 level (American Heart Association only).

(For information on the requirements for Progression, Readmission and Academic Eligibility, see Nursing (Associate Degree) RN program.

We strongly encourage you to contact the Health Admission Specialist for assistance in the application process.

**Director of Nursing:**

**Linda Whitenton**, (850) 484-22534

lwhitenton@pensacolastate.edu

**LPN TO RN CAREER MOBILITY OPTION ASSOCIATE IN SCIENCE (RNCM-AS)****Required Prerequisite Courses (17 cc)**

DEP 2004	Human Growth and Development	3 cc
BSC 1093	Anatomy and Physiology I	3 cc
BSC 1093L	Anatomy and Physiology I Laboratory	1 cc
BSC 1094	Anatomy and Physiology II	3 cc
BSC 1094L	Anatomy and Physiology II Laboratory	1 cc
MAC 1105	College Algebra	3 cc
ENC 1101C	English Composition I	3 cc

**Semester 1 (12 cc)**

NUR 2003C	Career Mobility Nursing Concepts	4 cc
NUR 1511	Mental Health I	1 cc
MCB 1000	Applied Microbiology	3 cc
MCB 1000L	Applied Microbiology Laboratory	1 cc
HUN 1201	Elements of Nutrition	3 cc

**Semester 2 (12 cc)**

NUR 1211C	Adult Health Nursing I	8 cc
See Choices	Humanities (General Education Core Course)	3 cc
SYG 2000	Introduction to Sociology	3 cc

See general education course list (p. 83) for general education course options.

**Semester 3 (6 cc)**

NUR 2212C	Adult Health Nursing II	6 cc
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**Semester 4 (9 cc)**

NUR 2213C	Adult-Health Nursing III	6 cc
NUR 2523C	Mental Health II	3 cc

**Semester 5 (4 cc)**

NUR 2811C	Transitional Practice/Preceptorship	4 cc
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Upon completion of the Career Mobility Option LPN to RN, an additional 10 semester hours are granted. Thus, the student graduating from the Career Mobility Option LPN to RN earns 72 semester credits for the Associate Science Degree.

## PARAMEDIC TO RN CAREER MOBILITY OPTION ASSOCIATE IN SCIENCE (RNP-AS)

### Required Prerequisite Courses (17 hours)

BSC 1093	Anatomy and Physiology I	3 cc
BSC 1093L	Anatomy and Physiology I Laboratory	1 cc
BSC 1094	Anatomy and Physiology II	3 cc
BSC 1094L	Anatomy and Physiology II Laboratory	1 cc
DEP 2004	Human Growth and Development	3 cc
ENC 1101C	English Composition I	3 cc
MAC 1105	College Algebra	3 cc

### Semester 1 (12 cc)

HUN 1201	Elements of Nutrition	3 cc
NUR 1020C	Introduction to Nursing	8 cc
NUR 1511	Mental Health I	1 cc

### Semester 2 (15 cc)

MCB 1000	Applied Microbiology	3 cc
MCB 1000L	Applied Microbiology Laboratory	1 cc
NUR 1211C	Adult Health Nursing I	8 cc
See Choices	Humanities (General Education Core Course)	3 cc

See general education course list (p. 83) for general education course options.

### Semester 3 (12 cc)

NUR 2212C	Adult Health Nursing II	6 cc
NUR 2440C	Maternal-Child Health Nursing	6 cc

### Semester 4 (12 cc)

NUR 2213C	Adult-Health Nursing III	6 cc
NUR 2523C	Mental Health II	3 cc
SYG 2000	Introduction to Sociology	3 cc

### Semester 5 (4 cc)

NUR 2811C	Transitional Practice/Preceptorship	4 cc
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## PARALEGAL STUDIES (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, all students must complete 48 hours of core courses.

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 semester.

We strongly encourage you to contact the Business Department for assistance in planning your program of study.

### Department Head:

**Debra Kuhl**, (850) 484-2504

dkuhl@pensacolastate.edu

### Program Contact:

**James Hightower**, (850) 484-1367

jhightower@pensacolastate.edu

## DEGREE REQUIREMENTS

### Semester 1 (15 cc)

ENC 1101C	English Composition I	3 cc
PLA 1003	The Legal Profession	3 cc
PLA 1104	Legal Research and Writing I	3 cc
PLA 1273	Torts	3 cc
See Choices	Humanities (General Education Core Course)	3 cc

See general education course list (p. 83) for general education course options.

### Semester 2 (16 cc)

ENC 1102	English Composition II	3 cc
PLA 1203	Civil Litigation	3 cc
PLA 1700	Legal Ethics	3 cc
PLA 2880	Constitutional Law	3 cc
SPC 1006	Study of Speaking and Listening	1 cc

Choose one of the following  
Mathematics General Education  
Courses:

MAC 1105	College Algebra	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

MAC 1105 is recommended.

### Semester 3 (18 cc)

PLA 2730	Computers in Law	3 cc
See Choices	Any Natural Sciences General Education Course	3 cc
See Choices	Any Social Sciences General Education Course	3 cc
	Program Electives	9 cc

See general education course list (p. 83) for general education course options.

### Semester 4 (15 cc)

PLA 2114	Legal Research and Writing II	3 cc
PLA 2944	Paralegal Practicum	3 cc
	Program Electives	9 cc

### Program Electives

PLA 1303	Criminal Law and Procedure	3 cc
PLA 2260	Evidence	3 cc
PLA 2276	Automobile Insurance, Workers' Compensation, and Administrative Law	3 cc
PLA 2423	Contracts	3 cc
PLA 2433	Business Organizations	3 cc
PLA 2601	Probate	3 cc
PLA 2610	Real Estate Law	3 cc
PLA 2800	Domestic Relations	3 cc
PLA 2943	Law Office Internship	3 cc
	or	
PLA 2949	Paralegal Studies Co-op	3 cc
CGS 1570	Computer Concepts and Applications	3 cc

Only students who are not familiar with the Microsoft Office products (Word, Excel, PowerPoint and Access) should take CGS 1570.

**Total Credit Hours: 64**

## PHARMACY MANAGEMENT ASSOCIATE IN SCIENCE (PHM-AS)

The Associate in Science (A.S.) degree in Pharmacy Management expands on the curriculum of the Pharmacy Technician Applied Technology Diploma to prepare students for careers as Pharmacy Technician Specialists. Students can enroll directly into the A.S. degree program or transition from the Pharmacy Technician ATD program.

Upon successful completion of the program, graduates earn an Associate in Science degree and are equipped to assume entry-level management responsibilities in a pharmacy. Graduates are prepared for employment in hospitals, long term care facilities, retail stores, drug manufacturing companies, wholesale drug houses and health maintenance organizations.

The interested student should contact the Allied Health Department for assistance in planning the program of study.

**Department Head:**  
**Vacant**

### DEGREE REQUIREMENTS

#### Semester 1-Fall (16 cc)

CHM 1025	Introduction to College Chemistry	3 cc
CHM 1025L	Introduction to College Chemistry Laboratory	1 cc
ENC 1101C	English Composition I	3 cc
SPC 2300	Interpersonal Communication	3 cc
MAC 1105	College Algebra	3 cc
SLS 1353	Generations at Work	3 cc

#### Semester 2-Spring (15 cc)

GEB 1011	Introduction to Business	3 cc
BSC 1080	Essentials of Anatomy and Physiology	3 cc
CGS 1570	Computer Concepts and Applications	3 cc
HSC 1531	Medical Terminology	3 cc
PHI 2600	Ethics	3 cc

#### Semester 3-Summer (12 cc)

BSC 2033	Ethical Issues in Biology	2 cc
PTN 1001	Introduction to Pharmacy	3 cc
PTN 1017	Pharmacy Technician Math	3 cc
PTN 1121	Therapeutic Agents I	3 cc
PTN 1132C	Basic Business Skills for the Pharmacy Technician	1 cc

#### Semester 4-Fall (15 cc)

PTN 1122C	Therapeutic Agents II	3 cc
PTN 1131	Applied Pharmacy Practice	3 cc
PTN 1131L	Applied Pharmacy Practice Lab	3 cc
PTN 1930	Pharmacy Seminar	1 cc
PTN 1940L	Pharmacy Practicum I	2 cc
PSY 2012	General Psychology	3 cc

#### Semester 5-Spring (12 cc)

MAN 2021	Principles of Management	3 cc
ACG 2001	Accounting I	3 cc
PTN 1941L	Pharmacy Practicum II	3 cc
PTN 1942L	Pharmacy Practicum III	3 cc

**Total Credit Hours: 70**

## PHOTOGRAPHIC TECHNOLOGY ASSOCIATE IN SCIENCE (PHOTO-AS)

This two-year photography program is designed to train students for careers in the emerging fields of commercial/artistic photography, emphasizing digital technology, and analog

processes. Importance is placed on technical competence, aesthetics and creative approach. Upon graduation, this degree initiates transferable courses for persons wishing to continue their education toward an advanced four-year school. Additional general education course work may be required for transfer to a four-year college. Contact the four-year school for information.

We strongly encourage you to contact the Visual Arts Department for assistance in planning your program of study.

#### Department Head:

**Krist Lien**, (850) 484-2554

klien@pensacolastate.edu

#### Program Coordinator:

**Mark Francis**, (850) 484-2552

mfrancis@pensacolastate.edu

### DEGREE REQUIREMENTS

#### Semester 1 (15 cc)

	Choose one of the following Mathematics General Education Courses:	
MAC 1105	College Algebra	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
ART 1201C	Two-Dimensional Design	3 cc
ART 1300C	Drawing I	3 cc
GRA 2151C	Computer Graphics I	3 cc
PGY 2401C	Photography I	3 cc

#### Semester 2 (15 cc)

ENC 1101C	English Composition I	3 cc
PGY 1000	History of Photography	3 cc
PGY 1110C	Color, Materials, and Methods	3 cc
PGY 2404C	Photography II	3 cc
PGY 2801C	Digital Photography I	3 cc

#### Semester 3 (18 cc)

See Choices	Social Sciences (General Education Core Course)	3 cc
PGY 2201C	Photographic Lighting Techniques	3 cc
PGY 2107C	Large Format Camera	3 cc
PGY 2802C	Digital Photography II	3 cc
	Art Electives (ART, GRA, or PGY prefix only)	6 cc

See general education course list (p. 83) for general education course options.

#### Semester 4 (16 cc)

PGY 2220C	Commercial Photography	3 cc
PGY 2272C	Photography Seminar	3 cc
ART 2905	Portfolio	3 cc
ARH 1051	Art History II	3 cc
See Choices	Natural Sciences (General Education Core Course)	3 cc
	Art Elective (ART, GRA, or PGY prefix only)	1 cc

See general education course list (p. 83) for general education course options.

Note: Students should register in the Visual Arts Department and work out their personal schedules with the department head.

**Total Credit Hours: 64**

## PHYSICAL THERAPIST ASSISTANT ASSOCIATE IN SCIENCE (PTA-AS)

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. The Physical Therapist Assistant Program at Pensacola State College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: <http://www.capteonline.org>.

### Special Admissions Requirements

Enrollment in the program is limited. The number of students in each class will be determined by the availability of space, equipment, qualified faculty and hospital and clinical facilities necessary for a meaningful education. Only one class per year is accepted. Program acceptance is based on selection from all qualified applicants meeting the minimum criteria on a first-qualified/first served basis. After the allotted seats for each class are filled, the applicants meeting the minimum criteria will be guaranteed a seat in the next available class. All applicants who meet the established criteria will be accepted into the program. However, not all will be guaranteed seats in the class of their choice if the application is not completed in a timely fashion. Minimum requirements for eligibility include high school diploma or GED. Applications for both the College and program must be complete and the appropriate transcripts must be on file. Applicants must have a GPA of 2.5 or higher and have completed prerequisite course work with "C's" or better. Finally, applicants must provide documentation of 48 hours of observation of physical therapy in three different venues. Final admission to the program is contingent upon submission of a satisfactory federal criminal background check and a drug screen. Admissions information packets are available on the Pensacola State College website.

The interested student should contact the Allied Health Department for assistance in planning the program of study.

**Department Head:**  
Vacant

**Program Contact (Interim):**  
**Teena Carroll**, (850) 484-2373  
[tc Carroll@pensacolastate.edu](mailto:tc Carroll@pensacolastate.edu)

### DEGREE REQUIREMENTS

#### Prerequisite Courses (12 cc)

**Students must complete prerequisite courses with a C or better to be accepted into the Physical Therapist Assistant Program.**

BSC 1080	Essentials of Anatomy and Physiology	3 cc
ENC 1101C	English Composition I	3 cc
HLP 1081	Concepts of Life Fitness	3 cc
MAC 1105	College Algebra	3 cc

#### Semester 1 (18 cc)

DEP 2004	Human Growth and Development	3 cc
PHI 2600	Ethics	3 cc
PHT 1000	Introduction to Physical Therapy	3 cc
PHT 1120	Functional Anatomy and Kinesiology	3 cc
PHT 1120L	Functional Anatomy and Kinesiology Laboratory	2 cc

PHT 1251	Basic Skills in Patient Care	2 cc
PHT 1251L	Basic Skills in Patient Care Laboratory	2 cc

**Before the start of Semester 2, students must possess and maintain a Healthcare Providers CPR card, American Heart or Red Cross only. Certification can be earned by successfully completing W 00753 CPR for Healthcare Providers.**

DEP 2004 must be completed prior to Semester 3.

#### Semester 2 (15 cc)

LIS 2005	Information and Internet Research	3 cc
PHT 1210C	Therapeutic Modalities	3 cc
PHT 1253	Neuromuscular Therapeutic Techniques I	1 cc
PHT 1253L	Neuromuscular Therapeutic Techniques I Laboratory	2 cc
PHT 1224	Musculoskeletal Therapeutic Techniques I	3 cc
PHT 1224L	Musculoskeletal Therapeutic Techniques I Laboratory	2 cc
PHT 1801L	PTA Clinic I	1 cc

#### Semester 3 (14 cc)

PHT 2162	Neuromuscular Therapeutic Techniques II	1 cc
PHT 2162L	Neuromuscular Therapeutic Techniques II Laboratory	2 cc
PHT 2301	Pathological Conditions in Physical Therapy I	3 cc
PHT 2227C	Musculoskeletal Therapeutic Techniques II	2 cc
PHT 2810L	PTA Clinic II	6 cc

#### Semester 4 (15 cc)

PHT 2020	Trends and Issues in PTA	4 cc
PHT 2304	Pathological Conditions in Physical Therapy II	3 cc
PHT 2401	Psychosocial Issues of the Disabled	2 cc
PHT 2820L	PTA Clinic III	6 cc

**Total Credit Hours: 74**

## RADIOGRAPHY ASSOCIATE IN SCIENCE (XRAY-AS)

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 AS Degree in Radiologic Technology and are eligible to sit for the national examination given by the American Registry of Radiologic Technologists (ARRT). ARRT certification is recognized throughout the United States. The Radiography program is fully accredited by the Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182. Telephone (313) 704-5300. [www.JRCERT.org](http://www.JRCERT.org)

### Special Admissions Requirements

Admission is limited. All program entry requirements must be met before students are eligible for admission. One class per year is accepted. Seats are allotted to qualified students on a first qualified/first served basis.

Minimum requirements for eligibility to the program include high school diploma or GED and satisfactory scores on diagnostic tests in reading and math computation skills.

Application packets are available from the Health Programs Admissions Office (850-484-2210) on the Warrington Campus or the Pensacola State College website

at [www.pensacolastate.edu/healthprograms](http://www.pensacolastate.edu/healthprograms). Next, scroll to the Radiography Information Packet.

When students complete all sections of the application process and meet 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. Applicants 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, drug screen and criminal background check.

Core courses with an RTE prefix may not be taken on a Pass/Fail option.

#### Requirements for the Associate in Science Degree for Hospital Based Radiographer graduates:

Pensacola State 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, applicants must submit an application to the College and the Allied Health Department. Applicants must also submit an official transcript to the College and hold a current, unrestricted RT registration. Once applicants have completed the required general education courses, they would receive 62 credits and would be awarded the Associate in Science degree. Please contact the Allied Health Department for advising.

**Department Head:**  
Vacant

#### DEGREE REQUIREMENTS

##### Prerequisite Courses (9 cc)

**Students must complete prerequisite courses with a C or better to be accepted into the Radiography Program:**

CHM 1025	Introduction to College Chemistry	3 cc
ENC 1101C	English Composition I	3 cc
MAC 1105	College Algebra	3 cc

##### Semester 1 (8 cc)

PSY 2012	General Psychology	3 cc
PHI 2600	Ethics	3 cc
RTE 1000C	Introduction to Radiologic Technology	2 cc

**Before the start of clinics (Semester 2), students must possess and maintain a Healthcare Providers CPR card, American Heart or Red Cross only. Certification can be earned by successfully completing W 00753 CPR for Healthcare Providers.**

##### Semester 2 (14 cc)

RTE 1111C	Radiographic Nursing Procedures	3 cc
RTE 1503	Radiographic Positioning I	2 cc
RTE 1613	Radiographic Physics	2 cc
RTE 1702	Radiographic Anatomy and Physiology I	2 cc
RTE 1804L	Radiography Clinic I	5 cc

##### Semester 3 (12 cc)

RTE 1418C	Principles of Radiographic Exposure	3 cc
RTE 1513	Radiographic Positioning II	2 cc
RTE 1712	Radiographic Anatomy and Physiology II	2 cc
RTE 1814L	Radiography Clinic II	5 cc

##### Semester 4 (7 cc)

RTE 1562	Radiographic Special Procedures	2 cc
RTE 1824L	Radiography Clinic III	2 cc
RTE 1834L	Radiography Clinic IV	3 cc

##### Semester 5 (15 cc)

RTE 2523	Radiographic Positioning III	2 cc
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RTE 2563	Advanced Radiographic Procedures II	3 cc
RTE 2601	Radiographic Imaging I	2 cc
RTE 2722	Radiographic Anatomy and Physiology III	2 cc
RTE 2844L	Radiography Clinic V	4 cc
RTE 2931	Radiographic Critique I	2 cc

##### Semester 6 (12 cc)

RTE 2385	Radiation Biology	1 cc
RTE 2473	Introduction to Radiation Safety and Quality Assurance	1 cc
RTE 2572	Advanced Radiographic Procedures I.	2 cc
RTE 2602	Radiographic Imaging II	2 cc
RTE 2782	Applied Radiographic Pathophysiology	2 cc
RTE 2854L	Radiography Clinic VI	4 cc

**Total Credit Hours: 77**

## SONOGRAPHY (DIAGNOSTIC MEDICAL SONOGRAPHY) ASSOCIATE IN SCIENCE (SON-AS)

The Associate in Science in Diagnostic Medical Sonography curriculum prepares the student to exercise initiative and independent judgment in the performance of sonographic examinations.

Each graduate is encouraged to pursue registry and are eligible to sit for the American Registry for Radiologic Technology (ARRT) sonography exam upon graduation. The American Registry for Diagnostic Medical Sonography (ARDMS) is another national registry that graduates can qualify for by different pathways. The information packet has more information about registry.

#### Special Requirements

Admission is limited by the availability of clinical assignments. All program requirements must be met before students are eligible for admission. One class per year is accepted. Seats are allotted to qualified students on a first qualified, first admitted basis. All qualified students will be accepted into the program but their seats may not be available in the year of their choice.

The minimum requirements include: application to both the College and program, high school diploma or GED, appropriate transcripts on file, minimum score of 55 on all 5 subcategories segments of the Test of Essential Academic Skills V for Allied Health (TEAS-VAH), pre-orientation/information sheet, completion of all pre-requisite courses with a minimum grade of "C" or better in each course and a minimum GPA in these courses combined of 2.75, and a minimum composite (all college credits attempted) of 2.50.

Applicants who have completed a program in an allied health care field that is patient care related at an associate degree level or higher may qualify for special admission requirements. The information packet details this articulation agreement.

Immediately prior to the clinical portion of the program all students must satisfactorily pass a federal criminal background check, drug screen, physical examination/immunization record, and hold a current American Heart Association CPR for Health Care Provider card. There is a technical standard for the clinical portion of the program and other clinical restrictions may apply.

Details of the program requirements and all forms needed are available from the Health Programs Admissions Office on the Warrington Campus or on the Pensacola State College website, [www.pensacolastate.edu](http://www.pensacolastate.edu).

The interested student should contact the Allied Health department for assistance in planning the program of study.

**Department Head:**  
Vacant

**Program Contact:**  
**Liesa Bromet, (850) 484-2251**  
**lbromet@pensacolastate.edu**

### DEGREE REQUIREMENTS

#### Prerequisites (10 cc)

ENC 1101C	English Composition I	3 cc
BSC 1080	Essentials of Anatomy and Physiology	3 cc
BSC 1080L	Essentials of Anatomy and Physiology Laboratory	1 cc
MAC 1105	College Algebra	3 cc

#### Semester 1 (13 cc)

PHI 2600	Ethics	3 cc
PHY 1025	Introduction to Fundamentals of Physics	3 cc
SON 1004C	Basic Procedures	4 cc
SYG 2000	Introduction to Sociology	3 cc

#### Semester 2 (8 cc)

SON 1100C	Principles and Protocols of Sonography	5 cc
SON 1170	Sonography of the Circulatory System	3 cc

#### Semester 3 (18 cc)

SON 1211	Medical Sonography Physics I	3 cc
SON 1111	Abdominal Sonography I	3 cc
SON 1121	OB/GYN Sonography I	3 cc
SON 1214	Practical Aspects of Sonography I	3 cc
SON 1804L	Sonography Clinic I	6 cc

#### Semester 4 (18 cc)

SON 1212	Medical Sonography Physics II	3 cc
SON 1112	Abdominal Sonography II	3 cc
SON 1122	OB/GYN Sonography II	3 cc
SON 1215	Practical Aspects of Sonography II	3 cc
SON 1814L	Sonography Clinic II	6 cc

#### Semester 5 (10 cc)

SON 1144	Superficial Structures (Small Parts)	3 cc
SON 1824L	Sonography Clinic III	6 cc
SON 2009	Diagnostic Medical Sonography Review	1 cc

**Total Credit Hours: 77**

## SPORTS, FITNESS, AND RECREATION MANAGEMENT (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.

We strongly encourage you to contact the History/Languages/Social Sciences Department for assistance in planning your program of study.

**Department Head:**  
**Susan Morgan, (850) 484-2137**  
**smorgan@pensacolastate.edu**

**Program Contact:**  
**Paul Swanson, (850) 484-2538**  
**pswanson@pensacolastate.edu**

### DEGREE REQUIREMENTS

#### Semester 1 (15 cc)

ENC 1101C	English Composition I	3 cc
	Choose one of the following Mathematics General Education Courses:	
MAC 1105	College Algebra	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
	Electives	3 cc
PEO 1011	Team Sports	3 cc
LEI 1141	Introduction to Recreation and Leisure Services	3 cc

#### Semester 2 (15 cc)

HSC 2400	First Aid and Injuries	3 cc
LEI 1541	Outdoor Recreation Management	3 cc
PEO 1031	Individual Sports	3 cc
PEO 2013C	Sports Officiating	3 cc
See Choices	Social Sciences (General Education Core Course)	3 cc

See general education course list (p. 83) for general education course options.

#### Semester 3 (15 cc)

LEI 2730	Adaptive/Therapeutic Recreation	3 cc
See Choices	Humanities (General Education Core Course)	3 cc
See Choices	Natural Sciences (General Education Core Course)	3 cc
HLP 1081	Concepts of Life Fitness	3 cc
	Electives	3 cc

See general education course list (p. 83) for general education course options.

#### Semester 4 (15 cc)

PET 2604	Basic Care and Prevention of Athletic Injuries	3 cc
SLS 1353	Generations at Work	3 cc
	Electives	9 cc

#### Recommended Electives:

CGS 1570	Computer Concepts and Applications	3 cc
HLP 2949	Human Performance and Recreation Co-op	3 cc
HSC 2100	Personal and Community Health	3 cc
HUS 2400	Drugs and Behavior	3 cc
MAR 2011	Marketing	3 cc
PEQ 2105C	Management of Aquatic Programs	3 cc
PET 2941	Recreation Internship	1 cc
PET 2942	Recreation Internship	2 cc
PET 2943	Recreation Internship	3 cc
SPC 1608	Public Speaking	3 cc
	PEL, PEM or PEO Activity Courses	

**Total Credit Hours: 60**

## VETERINARY TECHNOLOGY ASSOCIATE IN SCIENCE (VET-AS)

The two year, full-time program prepares students to perform entry-level skills as a Veterinary Technician. Skills are mastered through classroom instruction and supervised laboratory instruction. Students will be assigned to a clinical work site throughout the program. The core courses of the program begin in August of each year. Prior to starting core courses students must have completed the following general education courses: ENC 1101 (p. 167) (English Composition I), MAC 1105 (p. 183) (College Algebra) and ZOO 1010 (p. 206) (General Zoology with ZOO 1010L (p. 206) General Zoology Lab) or BSC1010 (p. 146) (Principles of Biology with BSC1010L (p. 146), Principles of Biology Lab). Other required general education courses can be taken prior to graduation. Students must also complete 30 hours of veterinary clinical work or volunteer experience prior to acceptance into the program. The veterinary clinic observation form can be found in the application packet. The complete information packet and application process can be found at [www.pensacolastate.edu/vettech/](http://www.pensacolastate.edu/vettech/). Please read the application procedures carefully and use the student checklist provided. Applicants are advised to contact the department at [veterinarytech@pensacolastate.edu](mailto:veterinarytech@pensacolastate.edu) to assess their application status. Program information is subject to change.

The interested student encouraged to contact the Veterinary Technology Program Coordinator for assistance in planning their program of study.

### Department Head:

**Michael R. Allen**, (850) 484-1167

[mrallen@pensacolastate.edu](mailto:mrallen@pensacolastate.edu)

### Program Contact:

**Sarah Meyer-Patterson**, (850-471-4673)

[smeyer-patterson@pensacolastate.edu](mailto:smeyer-patterson@pensacolastate.edu)

### Email Contact:

[veterinarytech@pensacolastate.edu](mailto:veterinarytech@pensacolastate.edu)

## DEGREE REQUIREMENTS

### General Education Courses (16 cc)

The following prerequisite courses must be completed prior to enrolling in any core courses of the Veterinary Technology Program and completed with a grade of C or better in each course and a cumulative grade of 2.0 or higher.

BSC 1010	Principles of Biology	3 cc
BSC 1010L	Principles of Biology Laboratory	1 cc
	or	
ZOO 1010	General Zoology	3 cc
ZOO 1010L	General Zoology Laboratory	1 cc
ENC 1101C	English Composition I	3 cc
MAC 1105	College Algebra	3 cc
PHI 2600	Ethics	3 cc
DEP 2004	Human Growth and Development	3 cc
	or	
PSY 2012	General Psychology	3 cc

### Semester 1 (12 cc)

ATE 1050	Canine and Feline Behavior	2 cc
ATE 1110	Animal Anatomy and Physiology	3 cc
ATE 1110L	Animal Anatomy and Physiology Lab	1 cc
ATE 1311	Veterinary Office Procedures and Terminology	3 cc
ATE 1650C	Introduction to Clinical Procedures	3 cc

### Semester 2 (15 cc)

ATE 1612	Large Animal Medicine	3 cc
ATE 1636	Large Animal Clinical Procedures	3 cc
ATE 1636L	Large Animal Clinical Procedures Lab	1 cc
ATE 1941L	Clinical Work Experience	1 cc
ATE 2632	Small Animal Clinical Procedures II	3 cc
ATE 2632L	Small Animal Clinical Procedures II Lab	1 cc
ATE 2648	Radiography	3 cc

### Semester 3 (6 cc)

ATE 1942L	Clinical Work Experience II	1 cc
ATE 2671	Laboratory Animal Medicine	2 cc
ATE 2671L	Laboratory Animal Medicine Lab	1 cc
ATE 2722	Avian, Exotic, Small Mammals and Fish	2 cc

### Semester 4 (12 cc)

ATE 2630	Pharmacology	4 cc
ATE 2634	Small Animal Clinical Procedures III	3 cc
ATE 2634L	Small Animal Clinical Procedures III Lab	1 cc
ATE 2710	Veterinary Emergency Medicine	3 cc
ATE 2943L	Clinical Work Experience III	1 cc

### Semester 5 (12 cc)

ATE 2501	Professional Development	2 cc
ATE 2511	The Human Animal Bond	2 cc
ATE 2618	Small Animal Diseases	3cc
ATE 2635	Small Animal Clinical Procedures IV	3 cc
ATE 2635L	Small Animal Clinical Procedures IV Lab	1 cc
ATE 2944L	Clinical Work Experience IV	1 cc

**Note:** Clinical Work Experience will require that the student spend four hours per week at an approved clinical site each semester.

**Total Credit Hours: 73**

## APPLIED TECHNOLOGY DIPLOMA (ATD) PROGRAMS

The Applied Technology 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 Technology Diploma program are applicable towards a related Associate in Applied Science Degree or an Associate in Science Degree. The Applied Technology Diploma does not contain a separate general education component.

## EMERGENCY MEDICAL TECHNICIAN APPLIED TECHNOLOGY 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 Pensacola State College as a training center for EMT and Paramedic programs.

Graduates are eligible to take the State and National EMT Certification examination. Health Program applications are available from the Admissions Specialist, Health Programs Office on the Warrington Campus or on the Pensacola State College website at [www.pensacolastate.edu](http://www.pensacolastate.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. Background and drug screen must be completed by the established deadlines.

Minimum requirements for eligibility to the program include high school diploma or GED and 18 years of age. 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. Must meet a composite score of 10.0 on the Nelson Denny Reading Comprehension exam and score at the 10th grade reading level. Acceptable cards include American Heart Association, American Red Cross, and American Safety and Health Institute. This completion card must remain current through the program, once the applicant has been accepted. For questions regarding this requirement, please email the program director.

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. Fall and Spring classes are limited to 32 students and Summer classes are limited to 24 students. 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.

#### Department Head:

**Linda Whitenton**, (850) 484-2253

lwhitenton@pensacolastate.edu

### DIPLOMA REQUIREMENTS

#### Required Courses

EMS 1119	Emergency Medical Technician	7 cc
EMS 1119L	EMT Lab	2 cc
EMS 1411L	EMT Clinical Internship	2 cc
EMS 1521L	EMT Professional	1 cc

**Total Credit Hours: 12**

### PHARMACY TECHNICIAN APPLIED TECHNOLOGY DIPLOMA (PHRM-ATD)

The program prepares graduates to work in both institutional and community pharmacy settings under the supervision of a pharmacist. Pharmacy technicians assist pharmacists in dispensing medications and are accountable to the supervising pharmacist who is legally responsible through state licensure for the care and safety of patients served by the pharmacy.

Pharmacy technician job duties include providing medication and other health care products to patients and working with third party agents and physicians in resolving adjudication of patients' insurance or state program. Pharmacy technicians often do the routine tasks associated with preparing and providing prescribed medications to patients, but may also do compounding of medications, doctor calls, expense and medication orders, returns and expired credits, and non-licensed pharmacy management. State rules and regulations as well as job policies and procedures define the functions and responsibilities of pharmacy technicians.

#### Special Admission Requirements

Student enrollment in the program is limited. The number of students in each class shall be determined by the availability of space, equipment, qualified faculty, and institutional and community clinical facilities necessary for a meaningful education. Only one class per year is accepted. Program acceptance is based on selection from all qualified applicants meeting the minimum criteria on a first-qualified/first-seated basis. All applicants who meet the established criteria will be accepted into the program.

However, not all will be guaranteed seats in the class of their choice if the application is not completed in a timely fashion.

Minimum requirements for eligibility to the program include high school diploma or GED. Applications for both the College and program must be on file. Applicants must have a GPA of 2.0 or higher and be at least 17 years of age. Final admission to the program is contingent upon submission of satisfactory physical examination/immunization forms, a federal background check and a drug screen. Admissions information packets are available on the Pensacola State College website.

#### Department Head:

**Vacant**

#### Program Director:

**Jennifer Moore**, (850) 484-2210

jmoore@pensacolastate.edu

### DIPLOMA REQUIREMENTS

The following courses must be completed with a grade of C or better.

#### Semester 1-Spring (12 cc)

BSC 1080	Essentials of Anatomy and Physiology	3 cc
ENC 1101C	English Composition I	3 cc
PTN 1001	Introduction to Pharmacy	3 cc
PTN 1017	Pharmacy Technician Math	3 cc

BSC 1080: Students who have completed BSC 1093 and BSC 1094 may request these two courses to be substituted for the BSC 1080 requirement. See Program Director or an Advisor to discuss the course substitution.

#### Semester 2-Summer (10 cc)

CGS 1570	Computer Concepts and Applications	3 cc
HSC 1531	Medical Terminology	3 cc
PTN 1121	Therapeutic Agents I	3 cc
PTN 1132C	Basic Business Skills for the Pharmacy Technician	1 cc

#### Semester 3-Fall (12 cc)

PTN 1122C	Therapeutic Agents II	3 cc
PTN 1131	Applied Pharmacy Practice	3 cc
PTN 1131L	Applied Pharmacy Practice Lab	3 cc
PTN 1930	Pharmacy Seminar	1 cc
PTN 1940L	Pharmacy Practicum I	2 cc

#### Semester 4-Spring (6 cc)

PTN 1941L	Pharmacy Practicum II	3 cc
PTN 1942L	Pharmacy Practicum III	3 cc

**Note** : CPR for Health Care Providers must be taken prior to starting clinicals. All courses must be completed with a grade of C or higher. Additionally, Test of Adult Basic Education (TABE) scores must be on file, if required. Please check with the Testing Center for more information.

**Total Credit Hours: 40**

## DEVELOPMENTAL EDUCATION

Developmental education is instruction through which a high school graduate may attain the communication and computation skills necessary to successfully complete college credit instruction.

The College offers developmental education courses in English, reading, and mathematics. According to the Florida Administrative Code, an entering student who is not exempt from common placement testing and developmental education must take Florida's placement test, the PERT (Post-Secondary Education Readiness Test). A non-exempt student whose PERT scores in English, reading, or mathematics fall below the minimum in these areas must take developmental education courses.

Per Florida Statute 1008.30, the following students are **exempt** from the requirement to take the common placement test and to enroll in developmental education:

1. Students who entered Grade 9 in a Florida public school in 2003-2004 or thereafter and earned a Florida standard high school diploma; and
2. Students who are serving as active duty members of any branch of the United States Armed Services.  
However, a student who is not required to take the common placement test nor to enroll in developmental education courses may choose to be assessed and enroll in developmental education instruction.

A student who is not exempt from common placement testing and who tests into developmental education and subsequently enrolls in developmental courses must successfully complete the required developmental education courses by the time he or she has accumulated 12 credit hours of college coursework or must maintain continuous enrollment in developmental coursework each semester until the requirements are completed while performing satisfactorily in the degree earning coursework. A student who is required to take two or more developmental education courses must also complete SLS 1101 College Success (p. 202).

Developmental education courses do not satisfy any requirements for graduation. Each developmental education course is designated in the course description 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 an advisor.

In accordance with Florida law, a student may use Adult Education, Adult Secondary Education, private provider instruction, or approved documented student achievements as an alternative to traditional developmental education instruction. For information on these options, contact Mr. Kirk Bradley in the Mathematics Department at 850-484-1128 or Dr. Tracy Peyton in the English and Communications Department at 850-484-1400.

### Developmental Education Courses

#### ENC 0015 - Developmental Writing I 3 cp

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.

Prerequisite: Appropriate score on the Florida entry-level placement exam. Offered: FA, SP, SU

#### ENC 0025 - Developmental Writing II 3 cp

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.

Prerequisite: Appropriate score on the Florida entry-level placement exam or completion of ENC 0015 with a grade of C or better. Offered: FA, SP, SU

#### ENC 0055 - Developmental Writing Modules 1 cp

Based on a student's performance on a diagnostic instrument or in a previous attempt of ENC 0025, this course covers up to 33% of the material in ENC 0025, which provides a review of grammar rules, language usage, sentence structure, and punctuation.

Prerequisite: Appropriate score on the Florida entry-level placement exam or accelerated completion of 67% or more of ENC 0025 and department head approval. Offered: FA, SP, SU Notes: Lab fee.

#### ENC 0056 - Developmental Writing Modules 2 cp

Based on a student's performance on a diagnostic instrument or in a previous attempt of ENC 0025, this course covers up to 66% of the material in ENC 0025, which provides a review of grammar rules, language usage, sentence structure, and punctuation.

Prerequisite: Appropriate score on the Florida entry-level placement exam or accelerated completion of 34% or more of ENC 0025 and department head approval. Offered: FA, SP, SU Notes: Lab fee.

#### MAT 0018 - Developmental Mathematics I 3 cp

A math course for students who have little or no algebra background. The major topics in the course are operations with signed numbers, fractions, decimals, ratios and proportions, percents, and geometric figures. The prealgebra topics will include properties of signed numbers, simplifying polynomials, and equation solving. Students must earn a grade of C or higher in order to advance to the next higher mathematics course which is MAT 0028.

Prerequisite: Appropriate score on Florida entry-level placement exam. Offered: FA, SP, SU

#### MAT 0022C - Developmental Mathematics Combined 4 cp

Prepares students for MAT 1033C or MGF 1106 or MGF 1107. Course topics include operations with signed numbers, fractions, decimals, ratios and proportions, percentages, geometric figures, properties of signed numbers, exponents, algebraic expressions, equation solving, simplifying and factoring polynomials, linear and quadratic equations, rational and radical expressions, and an introduction to graphing. Students who earn a "C" or higher are eligible for MAT 1033C or MGF 1106 or MGF1107.

Prerequisite: Appropriate score on the Florida entry-level placement exam. Offered: FA, SP, SU

#### MAT 0028 - Developmental Mathematics II 3 cp

This course is designed for students who have had some previous algebra instruction and it will provide the algebra skills needed for success in MAT 1033. The major topics in the course are signed numbers, algebraic expressions, exponents, polynomials, factoring polynomials, linear and quadratic equations, rational and radical expressions, and an introduction to graphing. Students must earn a grade of "C" or higher in order to advance to the next higher mathematics course which is MAT 1033.

Prerequisite: Appropriate score on Florida entry-level placement exam or completion of MAT0018 with a grade of C or higher. Offered: FA, SP, SU

#### MAT 0055 - Developmental Mathematics Modules 1 cp

Based on a student's performance on a diagnostic instrument or in a previous attempt of MAT 0028, this course covers up to 33% of the materials in MAT0028, which provides algebra skills needed for success in MAT1033. The major topics in the course may include signed numbers, algebraic expressions, exponents, polynomials, factoring polynomials, linear and quadratic

equations, rational and radical expressions, and an introduction to graphing.

Prerequisite: Appropriate score on Florida entry-level placement exam or completion of MAT0018 with a grade of C or higher.  
Offered: TBA Notes: Lab fee.

#### **MAT 0056 - Developmental Mathematics Modules 2 cp**

Based on a student's performance on a diagnostic instrument or in a previous attempt of MAT 0028, this course covers up to 66% of the material in MAT 0028, which provides algebra skills needed for success in MAT 1033. The major topics in the course may include signed numbers, algebraic expressions, exponents, polynomials, factoring polynomials, linear and quadratic equations, rational and radical expressions, and an introduction to graphing.

Prerequisite: Appropriate score on Florida entry-level placement exam or completion of MAT0018 with a grade of C or higher.  
Offered: TBA Notes: Lab fee.

#### **REA 0007 - Developmental Reading I 3 cp**

REA0007 is a college preparatory reading course that builds basic skills in vocabulary and literal and critical comprehension. This course emphasizes student development of successful reading strategies.

Prerequisite: Appropriate score on the Florida entry-level placement exam. Offered: FA, SP, SU

#### **REA 0017 - Developmental Reading II 3 cp**

REA0017 is a college preparatory reading course that advances college-level skills in vocabulary and literal and critical comprehension. This course emphasizes student development of successful reading strategies.

Prerequisite: Appropriate score on the Florida entry-level placement exam or completion of REA 0007 with grade of C or better. Offered: FA, SP, SU

#### **REA 0055 - Developmental Reading Modules 1 cp**

Based on a student's performance on a diagnostic instrument or in a previous attempt of REA 0017, this course covers up to 33% of the material in REA 0017, which advances college-level skills in vocabulary and literal and critical comprehension and emphasizes student development of successful reading strategies.

Prerequisite: Appropriate score on the Florida entry-level placement exam or accelerated completion of 67% or more of REA 0017 and department head approval. Offered: FA, SP, SU Notes: Lab fee.

#### **REA 0056 - Developmental Reading Modules 2 cp**

Based on a student's performance on a diagnostic instrument or in a previous attempt of REA 0017, this course covers up to 66% of the material in REA 0017, which advances college-level skills in vocabulary and literal and critical comprehension and emphasizes student development of successful reading strategies.

Prerequisite: Appropriate score on the Florida entry-level placement exam or accelerated completion of 34% or more of REA 0017 and department head approval. Offered: FA, SP, SU Notes: Lab fee.

## **VOCATIONAL CERTIFICATE (CLOCK HOUR) PROGRAMS**

The Vocational Certificate (Clock Hour) programs prepare students for careers that provide direct entry into the workforce. The programs require prescribed vocational clock hour courses and the student is 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 Graduation Requirements:**

1. A student must earn 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. A student must achieve appropriate minimum skill levels on the Test of Adult Basic Education (TABE) for Applied Technology Diploma and vocational certificates with 450 clock hours or more. A student pursuing a certificate may be exempted from the TABE requirement based on prior attainment of an Associate in Arts or higher degree.
3. A student must meet academic residence requirement of completing at least 25% of the program with classes at Pensacola State College.

### **Vocational Certificate (Clock Hour) Programs (VC)**

Advanced Esthetics (p. 117)  
Applied Welding Technologies (p. 118)  
Barbering (p. 118)  
Carpentry (p. 118)  
Cosmetology (p. 119)  
Electricity (p. 119)  
Electrocardiograph Technician (p. 119)  
Facials Specialty (p. 120)  
Heating, Ventilation, and Air Conditioning (p. 120)  
Massage Therapy (p. 120)  
Medical Assisting (p. 121)  
Nails Specialty (p. 121)  
Nursing Assistant (p. 121)  
Nursing - Practical Nursing (p. 123)  
Patient Care Technician (PCT-VC) (p. 122)  
Phlebotomy (p. 122)  
Plumbing Technology (p. 123)  
Psychiatric Technology Career and Technical Certificate (PSYT-VC) (p. 124)  
Public Safety Telecommunicator Career and Technical Certificate (DSP-VC) (p. 124)  
Surgical Technology (p. 124)

## **ADVANCED ESTHETICS CAREER AND TECHNICAL CERTIFICATE (ESTHE-VC)**

This program is targeted at those who are already working as a registered Facial Skin Care Specialist and is a continuation of the Facials/Skin Care Specialty program. It is designed for Facial Skin Care Specialist/Estheticians needing the advanced skills required for employment within the spa industry, medical offices including dermatologist and plastic surgeons, and the medi-spa industry.

Areas of study include Florida cosmetology law and rules; spa therapies; chemical peels; exfoliates, exfoliation techniques; microdermabrasion equipment; advanced esthetics; advanced European treatments; and esthetics chemistry.

We strongly encourage you to contact the Professional Service Careers Department for assistance in planning your program of study.

**Department Head:**  
**Vacant**

**Program Contact:**  
**Sonja McCall-Strehlow, (850) 484-1642**  
smccall-strehlow@pensacolastate.edu

**CERTIFICATE REQUIREMENTS (600 CH)****Required Courses**

CSP 0105C	Advanced Skin Care I	150 ch
CSP 0106C	Advanced Skin Care II	150 ch
CSP 0264C	Facial Treatments	150 ch
CSP 0931	Specialty Topics	60 ch
CSP 0505	Ethical Business Practices	30 ch
CSP 0940L	Internship	60 ch

**ADVANCED WELDING TECHNOLOGY**

This post-secondary adult vocational program prepares students for entry as a class B level welder. Students applying for this program are expected to have completed an Applied Welding Technology course, or have significant experience in the welding field. The program uses a combination of theoretical, simulation and hands on instruction. Strong emphasis is placed on safety as well as specific welding techniques and skills in an effort for students to obtain industry certifications. Students successfully progressing through the program will earn Welder Level 3 Certification issued by National Center for Construction Education and Research (NCCER) and are prepared to test to become certified through the American Welding Society. The full program is designed to be completed in 750 clock hours. Students are responsible for supplying personal protective equipment (PPE) and basic hand tools that are standard in the welding profession.

**Department Head:**

Vacant

**CERTIFICATE REQUIREMENTS (750)****Required Courses**

PMT 0077C	Advanced Welder 1A	375 ch
PMT 0078C	Advanced Welder 1B	225 ch
PMT 0076C	Advanced Welder II	150 ch

**APPLIED WELDING TECHNOLOGY  
CAREER AND TECHNICAL  
CERTIFICATE (WELD-VC)**

This post-secondary adult vocational program prepares students for entry level work in the welding field in both the manufacturing and construction sectors. The program uses a combination of theoretical, simulation and hands on instruction. Strong emphasis is placed on safety as well as specific welding techniques and skills in an effort for students to obtain industry certifications. Students successfully progressing through the program are prepared to take National Center for Construction Education and Research (NCCER) welding certification exams as well as test to become certified through the American Welding Society. The full program is designed to be completed in 1050 clock hours. Students are responsible for supplying personal protective equipment (PPE) and basic hand tools that are standard in the welding profession.

**Department Head:**

Vacant

**Program Contact:**

**Jac S. Rolison**, (850) 484-4823  
jrolison@pensacolastate.edu

**CERTIFICATE REQUIREMENTS (1050 CH)****Required Courses**

PMT 0070C	Welder Assistant I	150 ch
PMT 0071C	Welder Assistant 2	150 ch
PMT 0072C	Welder, SMAW 1	150 ch

PMT 0073C	Welder, SMAW 2	150 ch
PMT 0080C	Welder I	150 ch
PMT 0081C	Welder II	150 ch
PMT 0082C	Welder III	150 ch

**BARBERING CAREER AND TECHNICAL  
CERTIFICATE (BARB-VC)**

Prepares students for licensure and employment as a barber to administer hair designs and hair care. For questions regarding entrance requirements and program application, contact the Professional Service Careers Department. Evening classes only (Monday–Thursday). Summer Term Monday–Friday.

We strongly encourage you to contact the Professional Service Careers Department for assistance in planning your program of study.

**Department Head:**

Vacant

**Program Contact:**

**Sherry McCrea**, (850) 484-1014  
smccrea@pensacolastate.edu

**CERTIFICATE REQUIREMENTS (1200 CH)****Semester 1**

COS 0421C	Barbering I	240 ch
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**Semester 2**

COS 0422C	Barbering II	240 ch
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**Semester 3**

COS 0423C	Barbering III	240 ch
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**Semester 4**

COS 0424C	Barbering IV	240 ch
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**Semester 5**

COS 0425L	Barbering V	210 ch
COS 0920	Barbering-State Board Preparation	30 ch

**CARPENTRY CAREER AND TECHNICAL  
CERTIFICATE (CARP-VC)**

This three semester program prepares students for a career in the carpentry trade by focusing on broad, transferable skills that stress both theory and hands on training. Carpenters make up the largest building trades occupation in the industry and those with all-around skills are in high demand. Carpenters are involved in many different kinds of construction activities, from building highways and bridges to installing kitchen cabinets. Carpenters construct, erect, install, and repair structures and fixtures made from wood and other materials. 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 to be your own boss. This four-level curriculum covers content leading to certification by the National Center for Construction Education and Research (NCCER). Basic entry-level skills in math, reading, and language must be attained in order to complete this program. Students wishing to enter this program of study should be advised by the instructor or program manager prior to enrollment in these courses.

**Department Head:**

Vacant

**Program Contact:**

**Anthony B. Grahame**, (850) 484-4875  
agrahame@pensacolastate.edu

**CERTIFICATE REQUIREMENTS****Required Courses (1200 ch)**

BCV 0003C	Introductory to Craft Skills	150 ch
BCV 0117C	Introduction to Carpentry	240 ch
BCV 0120C	Carpentry Framing & Finishing	210 ch
BCV 0121C	Rigging and Concrete	180 ch
BCV 0123C	Foundations and Forms	210 ch
BCV 0124C	Advanced Carpentry	210 ch

**Total Credit Hours: 1200**

## **COSMETOLOGY CAREER AND TECHNICAL CERTIFICATE (COSM-VC)**

Cosmetology is a twelve-month, 1200 clock hour program of study that prepares students for State licensure and employment in the areas of hair, nail and skin care. Classes begin in August, January, and May and are limited to spaces available. For questions regarding entrance requirements and program application, contact the Professional Service Careers Department. The Cosmetology program is offered in the Pensacola, Milton, and Century campuses.

We strongly encourage you to contact the Professional Service Careers Department for assistance in planning your program of study.

**Department Head:**  
**Vacant**

**Program Contact:**  
**Kimberly Markwick**, (850) 484-4663  
kmarkwick@pensacolastate.edu

**CERTIFICATE REQUIREMENTS (1200 CH)****Semester 1 (450 ch)**

COS 0010	Cosmetology I	300 ch
COS 0010L	Cosmetology I Lab	150 ch

**Semester 2 (450 ch)**

COS 0088	Cosmetology II	150 ch
COS 0088L	Cosmetology II Lab	300 ch

**Semester 3 (300 ch)**

COS 0089	Cosmetology III	60 ch
COS 0089L	Cosmetology III Lab	240 ch

## **EKG TECHNICIAN CAREER AND TECHNICAL CERTIFICATE (EKG-VC)**

This program prepares the student for employment as an electrocardiograph aide, electrocardiograph technician, EKG technician, or other job requiring knowledge of how to perform a 12-lead EKG and recognize a cardiac emergency. Course content includes normal cardiac function, the relationship of EKG markings to normal function, preparing a patient mentally and physically, setting up equipment properly, recognizing cardiac emergencies, interpersonal skills, an overview of cardiovascular anatomy and physiology, medical terminology, patient care techniques, medical instrumentation, cardiovascular drugs, the interpretation of monitoring and testing results, medical ethics, cardiac wellness and rehabilitation, safe and efficient work practices, CPR, and employability skills.

Program graduates may sit for the EKG Technician National Certification Exam through the National Healthcareer Association (NHA).

The interested student should contact the Allied Health department for assistance in planning the program of study.

**Department Head:**  
**Vacant**

**Program Contact:**  
**Wilma Duncans-Burnett**, 484-2216  
wduncans-burnett@pensacolastate.edu

**CERTIFICATE REQUIREMENTS (465 CH)****Required Courses**

HSC 0003C	Basic Healthcare Worker	90 ch
MEA 0540C	EKG Aide	75 ch
MEA 0541C	EKG Technician	300 ch

## **ELECTRICITY CAREER AND TECHNICAL CERTIFICATE (ELECT-VC)**

This program offers entry level electrical skills required by the construction industry. Electricians install electrical systems in structures; they install wiring and other electrical components, such as circuit breaker panels, switches, and light fixtures, and they follow blueprints, the National Electrical Code® and state and local codes. Completers of this program earn a Florida Vocational Certificate in Electricity. The program is also nationally certified by The National Center for Construction Education and Research (NCCER).

Courses in this 1200 hour program offer a combination of theory and hands-on training. Among the topics covered are: DC/AC theories; proper selection and use of power and hand tools used in the trade; use of blueprints; National Electrical Code (NEC); wiring techniques; and electrical maintenance procedures. Training experience will consist of "hands-on" situations in the lab and through actual construction projects with the emphasis placed on safety in the lab and on the project site. Basic entry-level skills in math, reading, and language must be attained in order to complete this program. Students wishing to enter this program of study should be advised by the instructor or program manager prior to enrollment in these courses.

**Department Head:**  
**Vacant**

**CERTIFICATE REQUIREMENTS (1200 CH)****Required Courses**

BCV 0003C	Introductory to Craft Skills	150 ch
BCV 0670C	Introduction to Electricity Level 1	120 ch
BCV 0671C	Intermediate Electricity Level 1	120 ch
BCV 0672C	Introduction to Electricity Level 2	180 ch
BCV 0673C	Intermediate Electricity Level 2	120 ch
BCV 0674C	Intermediate Electricity Level 3	120 ch
BCV 0675C	Intermediate Electricity Level 3	120 ch
BCV 0676C	Introduction to Electricity Level 4	150 ch
BCV 0677C	Intermediate Electricity Level 4	150 ch

## **FACIALS SPECIALTY CAREER AND TECHNICAL CERTIFICATE (FACE-VC)**

Our Facials/Skin Care Specialist program is a one semester program of study that prepares skin-care students for licensure and a career in the esthetics profession.

In an age of specialization, the esthetician plays a crucial role in the cast of our Salons and Day Spas. As a Certified Facials/Skin Care Specialist, your skills as a make-up artist and skin-care technician will serve you well in a world where "pampering" is no longer a luxury enjoyed by the privileged few. Studies will emphasize the structure and function of the skin and will prepare students to crucially assess and meet the unique needs of each client. The program delivers a strong foundation in the applied and general sciences. Business and career development classes, along with training in Florida laws and regulations, are also offered. The program offers instruction in basic facials, color theory, makeup artistry, body treatments, lash application, brow tinting, and hair removal. Each of our comprehensive programs also covers sanitation procedures, bacteriology, chemistry, electricity such as 81 machines, and the use of microdermabrasion.

Admission is by application only. Please contact the program coordinator in Building 12 at (850) 484-1642.

We strongly encourage you to contact the Professional Service Careers Department for assistance in planning your program of study.

**Department Head:**  
**Vacant**

**Program Contact:**  
**Sonja McCall-Strehlow** (850) 484-1642  
smccall-strehlow@pensacolastate.edu

### **CERTIFICATE REQUIREMENTS (300 CH)**

#### **Required Courses**

CSP 0005	Introduction to Facials	30 ch
CSP 0263C	Facial Specialty Services	60 ch
CSP 0201C	Introduction to Skin Care	30 ch
CSP 0300L	Facials/Make-up Clinic	90 ch
CSP 0331	Make-up/Salon Management	30 ch
CSP 0370	Professional Practices in Esthetics	30 ch
CSP 0031	Anatomy & Physiology for Facial Specialty	30 ch

## **HEATING, VENTILATION AND AIR CONDITIONING CAREER AND TECHNICAL CERTIFICATE (HVAC-VC)**

This program prepares students for entry level employment in the HVAC industry. HVAC is an acronym that stands for heating, ventilation, and air-conditioning. The HVAC industry is made up of skilled professionals, known as HVAC technicians, who install and maintain HVAC systems found in residences, commercial buildings, office buildings, schools, hospitals and retail establishments. Air quality, temperature control, humidity regulation, refrigeration, heating, and other aspects of climate control are all handled by the HVAC systems.

Both theory and hands-on application of skills are emphasized in this program which enables students to obtain Level 1 thru Level 4 NCCER (National Center for Construction Education and Research) certification. The program also demonstrates elements such as planning, management, finance, technical and production skills, the underlying principles of technology, as well as, labor, health, safety, and environmental issues. Basic entry-level skills in

math, reading, and language must be attained in order to complete this program.

Both full time (day) and part time (night) programs are available. The full time program is designed to take students one year to complete while the evening part time program will take longer. Students wishing to enter this program of study should be advised by program personnel as to when introductory courses begin.

**Department Head:**  
**Vacant**

**Program Contact:**  
**Glen Gorman** (850) 484-2596  
ggorman@pensacolastate.edu

### **CERTIFICATE REQUIREMENTS (1350 CH)**

#### **Required Courses**

BCV 0003C	Introductory to Craft Skills	150 ch
ACR 0640C	Introduction to HVAC Level I	150 ch
ACR 0641C	Intermediate HVAC Level I	150 ch
ACR 0642C	Introduction to HVAC Level 2	150 ch
ACR 0643C	Intermediate HVAC Level 2	150 ch
ACR 0644C	Introduction to HVAC Level 3	150 ch
ACR 0645C	Intermediate HVAC Level 3	150 ch
ACR 0646C	Introduction to HVAC Level 4	150 ch
ACR 0647C	Intermediate HVAC Level 4	150 ch

## **MASSAGE THERAPY CAREER AND TECHNICAL CERTIFICATE (MT-VC)**

The professional Massage Therapy Program is a 750 clock hours (25 vocational credits), vocational certificate program that prepares students for employment as a Florida licensed massage therapist. The program content includes but is not limited to the theory and practice of massage, theory and practice of hydrotherapy, hygiene, practice demonstration, human anatomy and physiology, legal aspects of massage practice, allied modalities, leadership and human relations skills, health and safety, CPR, and employability skills.

Individuals successfully completing the program will be eligible to sit for the Florida Department of Health, Board of Massage Therapy license examination.

Students must select either the full-time daytime track lasting approximately eight months (two semesters) or the part-time evening track lasting approximately twelve months (three semesters). The both tracks are design to comply with course of study classroom hours as stated in F.A.C. 64B7-32.003.

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. Applicants are strongly encouraged to contact the Pensacola State College Massage Therapy coordinator for assistance.

Contact the Professional Service Careers Department for assistance in planning your program of study.

**Department Head:**  
**Vacant**

**Program Contact:**  
**Sonja McCall-Strehlow**, (850) 484-1642  
smccall-strehlow@pensacolastate.edu

### FULL-TIME DAY TRACK REQUIRED COURSES (750 CH)

The full-time day track will consist of the following course sequence:

#### Semester 1

HSC 0003C	Basic Healthcare Worker	90 ch
MSS 0205C	Massage Therapy I	285 ch

#### Semester 2

MSS 0206C	Massage Therapy II	375 ch
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### PART-TIME EVENING TRACK REQUIRED COURSES (750 CH)

The part-time evening track will consist of the following course sequence:

#### Semester 1

HSC 0003C	Basic Healthcare Worker	90 ch
MSS 0207C	Massage Therapy A	180 ch

#### Semester 2

MSS 0262C	Massage Therapy B	210 ch
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#### Semester 3

MSS 0263C	Massage Therapy C	270 ch
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### MEDICAL ASSISTING CAREER AND TECHNICAL CERTIFICATE (MEDAS-VC)

The one-year certificate program prepares students for employment as Medical Assistants and is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB). CAAHEP may be contacted by writing or calling: Commission on Accreditation of Allied Health Education programs, 1361 Park Street, Clearwater, FL 33756. Telephone (727) 210-2350.

The interested student should contact the Allied Health Department for assistance in planning the program of study.

**Department Head:**  
Vacant

**Program Director:**  
**Marie Hattabaugh**, (850) 484-2304  
[mhattabaugh@pensacolastate.edu](mailto:mhattabaugh@pensacolastate.edu)

### CERTIFICATE REQUIREMENTS (1300 CH)

#### Semester 1 (565 ch)

HSC 0003C	Basic Healthcare Worker	90 ch
MEA 0250	Introduction to Medical Assisting	250 ch
MEA 0501C	Medical Office Procedures	75 ch
MEA 0521C	Phlebotomist, MA	75 ch
MEA 0543C	EKG Aide, MA	75 ch

#### Semester 2 (555 ch)

MEA 0506C	Administrative Office Procedures	90 ch
MEA 0530C	Pharmacology for Medical Assisting	110 ch
MEA 0573C	Laboratory Procedures	125 ch
MEA 0581C	Clinical Assisting	230 ch

#### Semester 3 (180 ch)

MEA 0942L	Practicum Experience	180 ch
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### NAILS SPECIALTY CAREER AND TECHNICAL CERTIFICATE (NAILS-VC)

Nails Specialty is a one semester program of study that prepares students for state licensure and employment in the areas of manicuring, pedicuring, and nail extension services. Evening classes only (Monday–Thursday).

We strongly encourage you to contact the Professional Service Careers Department for assistance in planning your program of study.

**Department Head:**  
Vacant

**Program Contact:**  
**Heather McDaniel**, (850) 484-1346  
[amcdaniel@pensacolastate.edu](mailto:amcdaniel@pensacolastate.edu)

### CERTIFICATE REQUIREMENT (240 CH)

#### Required Course

CSP 0015C	Nail Technology	240 ch
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### NURSING ASSISTANT CAREER AND TECHNICAL CERTIFICATE (NA-VC)

The Nursing Assistant Program consists of one class taken after one core course in the same semester. The program provides technical skill proficiency, competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, occupation-specific skills specific to patient care.

Successful completion of the program prepares students for certification for employment as a Certified Nursing Assistant in a nursing home, in accordance with 464.203, of the Florida Statutes.

#### Special Admission Requirements

Admission is limited by special accreditation requirements and/or the availability of clinical resources. Students seeking admission to the program must complete application to both the College and the Nursing Assistant program. All application requirements must be completed before students will be considered for admission to the Nursing Assistant program. Students must hold a high school diploma or GED equivalent, and an overall 2.0 grade point average.

#### Program Progression

Students must earn a grade of C or better in all courses leading to completion of the Nursing Assistant Program. Background check, drug screen and health form, and appropriate immunizations are required for all applicants. A student whose drug screening and criminal background checks are deemed unsatisfactory may be denied access to clinical experiences by the clinical agency. Failure to qualify for and meet clinical requirements at clinical sites will prevent completion of the program. Withdrawal from the program may be necessary if students cannot be placed for clinical experiences, and withdrawal for these reasons after drop/add period will not include reimbursement of tuition and fees.

**Department Head:**  
**Linda Whitenton**, (850) 484-2253  
[lwhitenton@pensacolastate.edu](mailto:lwhitenton@pensacolastate.edu)

**Program Director:**  
**Suzanne Clemons**, (850) 484-2332  
[sclemons@pensacolastat.edu](mailto:sclemons@pensacolastat.edu)

**CERTIFICATE REQUIREMENTS (165 CH)****Required Courses**

HSC 0003C	Basic Healthcare Worker	90 ch
HCP 0121C	Nursing Aide	75 ch

**PATIENT CARE TECHNICIAN**

This program is designed to prepare students for employment as advanced cross trained nursing assistants (patient care technicians). This program offers a broad foundation of knowledge and skills, expanding the traditional role of the nursing assistant, for both acute and long term care settings.

**Department Head:**

**Linda Whitenton**, (850) 484-2253

lwhitenton@pensacolastate.edu

**CERTIFICATE REQUIREMENTS (600)****Semester 1**

HSC 0003C	Basic Healthcare Worker	90 ch
HCP 0020C	Patient Care Assistant	75 ch
HCP 0121C	Nursing Aide	75 ch
HCP 0332C	Advanced Home Health Aide	50 ch

**Semester 2**

HCP 0006C	Patient Care Technician	60 ch
HCP 0016C	Allied Health Assistant	150 ch
MEA 067C	Advanced Allied Health Assistant	100 ch

**PHLEBOTOMY CAREER AND TECHNICAL CERTIFICATE (PHLEB-VC)**

The Phlebotomy program trains students in the basic and supporting skills of the phlebotomist. Skills include: specimen collection by venipuncture and capillary puncture, basic anatomy and physiology, infection control, safety, and patient relations.

This program meets the requirements for taking the Phlebotomist National Certification Exam through the National Health Career Association (NHA) and the American Society of Clinical Pathology (ASCP).

Interested students should contact the Allied Health department for assistance in planning their program of study.

**Special Requirements**

Admission is limited by clinical assignments. All program requirements must be met before students are eligible for admission. Three classes per year are accepted. Seats are allotted to qualified applicants on a first qualified/first served basis. All qualified students will be accepted into the program, but their seats may not be available in the year of their choice.

Details of the program requirements and all forms needed are available from the Health Programs Admission Office on the Warrington Campus or on the Pensacola State College website, [www.pensacolastate.edu](http://www.pensacolastate.edu). The minimum requirements include: applications to the College and program, high school diploma or GED, appropriate transcripts on file, a minimum composite college level GPA of 2.0 and a minimum age of 18. All students must satisfactorily pass a federal background check, drug screen, physical examination/immunization record, and a front/back copy of a current American Heart Association Basic Life Support card. Technical standards 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.

**Department Head:**  
**Vacant**

**Program Contact:**

**Wilma Duncans-Burnett**, (850) 484-2216

wduncans-burnett@pensacolastate.edu

**CERTIFICATE REQUIREMENTS (285 CH)****Required Courses**

HSC 0003C	Basic Healthcare Worker	90 ch
MEA 0520C	Phlebotomist	75 ch
MEA 0522L	Phlebotomy Clinic	120 ch

## PLUMBING TECHNOLOGY CAREER AND TECHNICAL CERTIFICATE (PLUMB-VC)

This program prepares students for employment or advanced training in a variety of pipe occupations by focusing on broad, transferable skills, and stressing the understanding of all aspects of the plumbing industry. Topics include pipe fitting, plumbing tools, types of valves, DWV (drains, waste and venting), and potable water treatment leading to entry level positions within the plumbing industry. Plumbers install, maintain, and repair many different types of pipe systems in residential, commercial and industrial settings. For example, some systems move water to a municipal water treatment plant and then to residential, commercial, and public buildings. Other systems dispose of waste, provide gas to stoves and furnaces, or supply air conditioning. The curriculum follows The National Center for Construction Education and Research (NCCER) guidelines and leads to Level 1-4 certification. This program prepares students for employment or advanced training in a variety of pipe occupations by focusing on broad, transferable skills, and stressing the understanding of all aspects of the plumbing industry. Topics include pipe fitting, plumbing tools, types of valves, DWV (drains, waste and venting), and potable water treatment leading to entry level positions within the plumbing industry. Plumbers install, maintain, and repair many different types of pipe systems in residential, commercial and industrial settings. For example, some systems move water to a municipal water treatment plant and then to residential, commercial, and public buildings. Other systems dispose of waste, provide gas to stoves and furnaces, or supply air conditioning. The curriculum follows The National Center for Construction Education and Research (NCCER) guidelines and leads to Level 1-4 certification.

Basic entry-level skills in math, reading, and language must be attained in order to complete this program. Students wishing to enter this program of study should be advised by the instructor or program manager prior to enrollment in these courses.

**Department Head:**  
**Vacant**

**Program Contact:**  
**Jamie T. Brame**, (850) 484-1139  
jbrame@pensacolastate.edu

### CERTIFICATE REQUIREMENTS (960 CH)

#### Required Courses

BCV 0003C	Introductory to Craft Skills	150 ch
BCV 0501C	Pipefitting/Plumbing	90 ch
BCV 0523C	Introduction to Plumbing Level 2	120 ch
BCV 0524C	Intermediate Plumbing Level 2	120 ch
BCV 0570C	Introduction to Plumbing Level 3	120 ch
BCV 0593C	Intermediate Plumbing Level 3	120 ch
BCV 0594C	Introduction to Plumbing Level 4	120 ch
BCV 0595C	Intermediate Plumbing Level 4	120 ch

## NURSING - PRACTICAL NURSING CAREER AND TECHNICAL CERTIFICATE (LPN-VC)

Prepares the students 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. The Practical

Nursing program is a candidate for accreditation with the Accreditation Commission

### 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 practical nursing program. Admission is based on a first qualified, first accepted. Students are required to pass a criminal background check and urine drug screen prior to clinical experiences. Also required is a satisfactory physical examination/immunization forms and current CPR certification at the Health Care Provider level (American Heart Association).

### Eligibility for Admission Requirements

- Minimum 2.0 cumulative grade point average
- Minimum raw scores of 24 on Judgment and Comprehension (reading),
- 36 on Academic Aptitude and 42 of Natural Science on the Practical Nursing Entrance Exam
- Minimum score of 23 of the Health Related Math Exam

### Requirements of Progression

- 2.0 cumulative vocation GPA
- Minimum grade of "C" in all courses required in the curriculum
- Fulfillment of all course prerequisites and corequisites
- Satisfactory level of mental and physical health, including current immunizations, Hepatitis B vaccinations, yearly TB testing and ability to meet Technical Standards/Physical Abilities
- Current CPR certification at the Health Care Provider level (American Heart Association only)
- Satisfactory urine drug screen and criminal background check

Students who do not meet progression requirements must withdraw from the Practical Nursing Program and apply for readmission. Requirements for readmission will be discussed with the student at the time of the exit interview by the Director or Assistant Director of Nursing.

### CERTIFICATE REQUIREMENTS (1350 CH)

#### Semester 1 (450 ch)

HSC 0003C	Basic Healthcare Worker	90 ch
HCP 0121C	Nursing Aide	75 ch
PRN 0091C	Practical Nurse I	285 ch

#### Semester 2 (450 ch)

PRN 0092C	Practical Nurse II	450 ch
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#### Semester 3 (450 ch)

PRN 0096C	Practical Nurse III	450 ch
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## PSYCHIATRIC TECHNOLOGY CAREER AND TECHNICAL CERTIFICATE (PSYT-VC)

The Psychiatric Technology program is a 450 clock-hour program which provides an introduction to the health care industry specific to duties and responsibilities of a Psychiatric Technician. This curriculum presents the foundational theory and skills necessary to gain entry-level employment as a mental health employee in psychiatric treatment facilities, residential treatment program, and other similar programs. Graduates of the program are eligible to take an examination to qualify as a Nationally Certified Psychiatric Technician through the American Association of Psychiatric Technicians.

Enrollment in this program is limited by available clinical assignments. 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, and hold a current American Heart Association CPR for health care provider card. Students should contact the Allied Health Department or the Admissions Specialist, Health Programs Office on the Warrington Campus for information on admissions procedures and criteria.

The program information packet is available on the college website for answers to frequently asked questions, program schedule and more specific details.

We strongly encourage you to contact the Allied Health Department for assistance in planning your program of study.

**Department Head:**  
**Vacant**

### REQUIRED COURSES (450 CH)

#### Semester 1 (270 ch)

HSC 0003C	Basic Healthcare Worker	90 ch
HCP 0852	Psychiatric Aide	180 ch

#### Semester 2 (180 ch)

HCP 0852L	Psychiatric Aide Clinical Practice	180 ch
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## PUBLIC SAFETY TELECOMMUNICATOR CAREER AND TECHNICAL CERTIFICATE (DSP-VC)

The purpose of this program is to prepare students for employment as dispatcher for police, fire, and ambulance agencies. Content includes ethics; role of the telecommunicator; standard operating procedures; relationship to field personnel; command levels; message center layouts; performance aids; overview of emergency agencies; functions and terminology; use of correct words and grammar; types of communications equipment, functions and terminology; malfunctions and maintenance agreements; proper, correct telephone and dispatching procedures and techniques; cooperation and reciprocal agreements with other agencies; communication rules (federal, state, local); emergency situations and operating procedures; emergency medical dispatch procedures; leadership and human relations skills; and health/safety including CPR.

### Special Admission Requirements

Program admission requirements and prerequisites: High school graduate or GED, overall 2.0 grade point average. Students must earn a "C" or better to complete the program. TABE prerequisite, exit at 10th grade level prior to completion of the program.

Background check, drug screen required for all applicants. Students whose drug screening and criminal background checks are deemed unsatisfactory may be denied access to clinical experiences by the clinical agencies. Students with any felony arrest, no contest, or conviction will not be permitted entry into the program. Failure to qualify for and meet clinical requirements at clinical sites may prevent completion of the program. Withdrawal from the program may be necessary if students cannot be placed for clinical experiences, and withdrawal for these reasons after drop/add period will not include reimbursement of tuition and fees.

**Department Head:**  
**Vacant**

**Program Contact:**  
**Rebecca Brownfield**, (850) 484-2217  
rbrownfield@pensacolastate.edu

### CERTIFICATE REQUIREMENT (240 CH)

#### Required Course

EMS 0000C	Public Safety Telecommunication	240 ch
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## SURGICAL TECHNOLOGY CAREER AND TECHNICAL CERTIFICATE (SURG-VC)

The Surgical Technology program prepares the student to perform as a member of the surgical team who works closely with surgeons, anesthesiologist, registered nurses and other surgical personnel in delivering patient care and assuming appropriate responsibilities before, during and after surgery.

The Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Accreditation Review Committee for Education in Surgical Technology and Surgical Assistants (ARC-ST/SA). Information may be obtained from CAAHEP, 1361 Park Street, Clearwater, FL 33756; (727) 210-2350 and ARC-ST, 6 W. Dry Creek Circle, Suite 210, Littleton, CO 80120; (303) 694-9262

### Special Admission Requirements

Admission is limited by accreditation requirements, student/faculty ratio and availability of clinical resources. Students seeking admission to the program must complete application to both the College and the program. All application requirements must be completed before students will be considered for admission to the Surgical Technology program. Admission is based on first qualified, first accepted.

### Eligibility Requirements

1. Test of Adult Basic Education (TABE) on file, if required;
2. 2.0 grade point average.

Progression to the clinical component of the program is contingent upon submission of satisfactory physical examination/immunization status and current CPR certification at the Health Care Provider level (American Heart Association); Ability to meet and comply with standards and policies in the current College catalog and Student Handbook; satisfactory background and urine drug screen.

### Requirements for Progression

Progression through the ST program requires:

1. Grade of C or higher in all courses in the curriculum
2. Satisfactory completion of all corequisites and prerequisites
3. Current CPR certification at the Health Care Provider level (American Heart Association)

4. Satisfactory level of mental and physical health, including current immunizations, Hepatitis B vaccination and yearly TB testing.

Students who do not meet progression requirements must withdraw from the ST program and apply for readmission.

Interested students should contact the Nursing and Emergency Medical Services Department for assistance in planning your program of study.

**Department Head:**

**Linda Whitenton**, (850) 484-2254

lwhitenton@pensacolastate.edu

**CERTIFICATE REQUIREMENTS (1335 CH)**

**Semester 1 (450 ch)**

HSC 0003C	Basic Healthcare Worker	90 ch
STS 0015C	Central Supply Technician	210 ch
STS 0010	Surgical Technologist 1	150 ch

**Semester 2 (450 ch)**

STS 0011C	Surgical Technologist 2	450 ch
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**Semester 3 (435 ch)**

STS 0012L	Surgical Technologist 3	435 ch
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**Requirements for Readmission**

Students who interrupt the specified progression through the program of study must apply for readmission to the program. A discussion of requirements for readmission will be given to the student at the time of the Exit Interview from the program by the Program Director.

## ADULT EDUCATION

The Adult Education Department offers classes for any adult who wants to improve his or her basic academic skills, prepare for the GED Examinations, or learn English. The program offers the following:

1. 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.
2. Convenient class locations throughout the community and on all Pensacola State College campuses.
3. Open entry classes: enroll at almost any time.
4. Morning, afternoon, and evening classes.

**Tuition** - Florida law requires all students (Florida Residents, Alabama Residents and all other out-of state students) to pay \$30 per semester.

The Adult Education Department provides several options for students:

1. Adult Basic Education 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 for non-native speakers of English who wish to improve their English language skills. Everyday survival skills and a basic knowledge of the English language are covered.
4. Adult Education for Adults with Disabilities classes are provided for clients at Pollack Training Center and at Capstone Adaptive Learning & Therapy Centers, Inc. (formerly known as United Cerebral Palsy of Northwest Florida). For information about Pollack Training Center, please call (850) 438-5577. For information about Capstone Adaptive Learning & Therapy Centers, Inc. (UCP of NWFL), please call (850) 432-1596.

The GED Examinations are offered at the Test Center on the Pensacola campus. For information about test registration and fees, call the Test Center at (850) 484-1656 or visit GED.com.

### Director:

**Kathy Van Dyck**, 484-2120  
kvandyck@pensacolastate.edu

## ADULT EDUCATION

### A 099EA-ESOL Foundation - ESOL Foundation

ESOL 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.

### A 099EB - ESOL Low Beginner

ESOL 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.

### A 099EC - ESOL High Beginner

ESOL 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.

### A 099ED - ESOL Low Intermediate

ESOL Low Intermediate, High Intermediate and Advanced non-credit courses designed to fine tune student skills in grammar, contextual reading, and paragraph writing. Science, health, social studies, and consumer education help prepare the student for a high school or college diploma. Written and oral communication is strengthened to help the student achieve goals in the workplace and/or academic arena.

### A 099EE - ESOL High Intermediate

ESOL Low Intermediate, High Intermediate and Advanced non-credit courses designed to fine tune student skills in grammar, contextual reading, and paragraph writing. Science, health, social studies, and consumer education help prepare the student for a high school or college diploma. Written and oral communication is strengthened to help the student achieve goals in the workplace and/or academic arena.

### A 099EF - ESOL Advanced

ESOL Low Intermediate, High Intermediate and Advanced non-credit courses designed to fine tune student skills in grammar, contextual reading, and paragraph writing. Science, health, social studies, and consumer education help prepare the student for a high school or college diploma. Written and oral communication is strengthened to help the student achieve goals in the workplace and/or academic arena.

### A 099GC - GED Comprehensive

GED Comprehensive is a non-credit course designed to prepare adult learners for all aspects of the GED examinations.

### A 099GL - GED Reasoning through Language Arts

The Reasoning through Language Arts (RLA) course of the GED preparation program will prepare students to pass the GED RLA Test. The course focuses on the fundamentals in three major content areas: Reading, Language Arts, and Writing. Students will achieve the ability to read closely, write clearly, and edit and understand the use of standard written English in context.

### A 099GM - GED Mathematics Reasoning

The Mathematical Reasoning course of the GED preparation program will prepare students to pass the GED Mathematical Reasoning Test. The course will focus on the fundamentals of mathematics in two major content areas: quantitative problem solving and algebraic problem solving. Students will achieve a deeper conceptual understanding, procedural skill and fluency, and the ability to apply these fundamentals in realistic situations.

### A 099LA - Adult Basic Education (ABE) Basic 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.

### A 099LB - Adult Basic Education (ABE) Beginning 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.

**A 099LC - Adult Basic Education (ABE) Intermediate 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.

**A 099LD - Adult Basic Education (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.

**A 099MA - Adult Basic Education Basic 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 099MB - Adult Basic Education (ABE) Beginning 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 099MC - AE Intermediate Mathematics**

AE 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 AE Mathematics continuum of classes.

**A 099MD - Adult Basic Education (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 099RA - Adult Basic Education Basic 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 099RB - Adult Basic Education (ABE) Beginning 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 099RC - Adult Basic Education (ABE) Intermediate 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 099RD - Adult Basic Education (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.

## COLLEGIATE HIGH SCHOOL

The Collegiate High School is located in the Raymond B. and Leila Hobbs Center for Teaching Excellence in building 11 on the Pensacola campus. A generous donor provided the funds which created the Raymond B. and Leila Hobbs Center for Teaching Excellence to honor the Hobbses, who dedicated their lives to teaching and learning.

The Collegiate High School has a long tradition of providing quality education to students 16 years of age or older in the greater Northwest Florida area. Over the 60 year history, more high school diplomas have been awarded through the Pensacola State College Collegiate High School than any other similar program in Florida.

**Principal:**  
**Joseph V. Kyle**, 484-2130  
jkyle@pensacolastate.edu

**Counselor:**  
**Karen Harris**, 484-2177  
kharris@pensacolastate.edu

### High School Program

High school courses are made available to a Florida resident who wishes to continue his or her education. The primary purpose of the Collegiate High School is to provide an individual the opportunity to earn a traditional high school diploma in an accelerated amount of time. Courses offered in this program are the same as those offered in a traditional high school program. A student earns high school credit in about half the time required in a regular high school. Individualized programs meet specific interests and academic goals of the student. Academic competency is a consequence of good learning skills, learning confidence, and self-discipline. Thus, the Collegiate High School faculty and staff assist the student in the development of life skills that will enhance future success.

Not all courses are offered every session. Each current and prospective student should contact the Collegiate High School for the current course schedule and make an appointment with a Collegiate High School counselor for advising.

### Dual Enrollment Program

Dual enrollment is an acceleration program that allows an eligible high school student to simultaneously earn credit toward a high school diploma and toward an associate degree or certificate. For additional information and eligibility requirements, contact a Collegiate High School counselor.

### Florida Bright Futures Scholarship Program

A Collegiate High School student is eligible to apply for a Florida Bright Futures Scholarship. This program rewards a Florida high school graduate who has demonstrated high academic achievement.

### Enrollment Fees

As of July 1, 2011, Pensacola State College began assessing a one-time per semester enrollment fee for Collegiate High School students (excluding transient students). There are three semesters (Fall, Spring, and Summer) per academic year. The fee remains the same, regardless of how many credits a student takes each semester.

### Fee Schedule

Florida law requires **all students** (Florida Residents, Alabama Residents and all other out-of-state students) pay \$30.00 per semester.

### Semester Schedule

A full-time Collegiate High School student can earn as many as two years of high school credit in nine months. This accelerated program offers courses during two 8-week sessions in the fall

semester, two 8-week sessions during the spring semester, and two 6-week sessions during the summer semester.

## Graduation Requirements for Collegiate High School

### High School Diploma Requirements:

1. Earn a minimum of 24 high school credits as specified by Florida Statute 228.0422. (See high school course requirements below.)
2. Pass the required statewide assessments: Florida Comprehensive Assessment Test (FCAT), FCAT 2.0, and Florida End-of-Course (EOC) Assessments.
3. Achieve a 2.0 or higher cumulative grade point average (GPA) in all courses attempted in high school.
4. Earn at least three high school credits in residence at Pensacola State College Collegiate High School. One of the three required credits may be earned through dual enrollment.

Upon satisfactory completion of the high school program, Pensacola State College awards the graduate a high school diploma.

### High School Course Requirements

English	4 credits
Science	3 credits
Mathematics	4 credits
United States History	1 credit
World History	1 credit
United States Government	1/2 credit
Economics (Financial Literacy)	1/2 credit
Performing/Practical Arts	1 credit
Health/First Aid	1 credit
Electives	8 credits

**Note:** Each student is required to purchase textbooks used in the Collegiate High School program. In addition, each student is required to wear his or her Pensacola State College ID while on the Collegiate High School campus.

### High School Courses

#### 0104300 - Advanced Placement Art-Drawing Portfolio 1/2 cr

The purpose of this course is to give advanced students the opportunity to develop quality, concentration, discipline, and breadth in drawing.

Prerequisite: 0104340, 0104370.

#### 0104340 - Drawing I 1/2 cr

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 cr

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.

Prerequisite: 0104340.

#### 0104370 - Painting I 1/2 cr

The fundamentals of art are now put to use in actual painting and design.

**0104380 - Painting II 1/2 cr**

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.

Prerequisite: 0104370.

**0111310 - Sculpture I 1 cr**

The purpose of this course gives the student an understanding of expression in sculpture.

**0111320 - Sculpture II 1 cr**

This course gives the student an understanding of three dimensional expression in sculpture.

**0200300 - Introduction to Computers 1/2 cr**

The purpose of this course is to provide opportunities that will allow students to understand the capabilities, applications, and social implications of computer terminology.

**0701320 - French I 1 cr**

This course will introduce students to French and French culture and to develop communication skills and cross-cultural understanding.

**0701330 - French II 1 cr**

French II reinforces previously acquired fundamental skills and will develop increased listening, speaking, reading, and writing skills, as well as cultural awareness.

Prerequisite: 0701320.

**0705320 - Italian 1 1 cr**

This course is designed for beginners learning the language via listening, speaking, reading, and writing. Students will also learn about Italian culture. Students will be exposed to Total Physical Response (TRP) for listening practice.

**0705330 - Italian 2 1 cr**

Italian 2 reinforces the fundamental skills acquired by the students in Italian 1. The course develops increased listening, speaking, reading, and writing skills as well as cultural awareness. Specific content to be covered is a continuation of listening and oral skills acquired in Italian 1. Reading and writing receive more emphasis, while oral communication remains the primary objective.

Prerequisite: 0705320.

**0708340 - Spanish I 1 cr**

This course is an introduction to Spanish and Hispanic culture. Students will develop communication skills and cross-cultural understanding.

**0708350 - Spanish II 1 cr**

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.

Prerequisite: 0708340.

**0800300 - Health I Life Management Skills 1/2 cr**

The purpose of this course is to develop and enhance critical life management skills necessary to make sound decisions and take positive actions for healthy and effective living.

**0800310 - Health II Personal Health 1/2 cr**

The purpose of this course is to provide students with knowledge and skills related to health topics, which will enhance their ability to make wise health decisions for themselves, their families, and communities. 0800320 - First Aid and Safety 1/2 cr

The purpose of this course is to enable students to acquire skills in first aid, emergency care, and personal safety.

**1000400 - Intensive Language Arts 1 cr**

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 cr**

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)

**1001310 - English I 1cr**

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 cr**

This course will provide instruction in English language skills and in the study of world literature.

Prerequisite: 1001310.

**1001370 - English III 1 cr**

An introduction to American literature and English language skills.

Prerequisite: 1001340.

**1001405 - English IV: Florida College Prep 1 cr**

This course incorporates reading and writing study through writing a variety of informative text using grade-level writing craft and through the in-depth reading and analysis of informational selections in order to develop critical reading and writing skills necessary for success in college courses. This course prepares students for successful completion of Florida college English courses. The benchmarks reflect the Florida College Competencies necessary for entry-level college courses and are also related to the College and Career Readiness (CCR) anchor standards, the exit standards of Florida's K-12 Common Core Standards.

Prerequisite: 1001370.

**1006300 - Journalism I 1 cr**

The purpose of this course is to enable students to develop fundamental skills in the production of print or electronic journalistic media. The content should include, but not be limited to, the following: writing processes; production skills for varied media; history and ethics of journalism; applications and issues in photojournalism; organization and management techniques; technology for research, production, and dissemination; analysis of journalistic media and careers in journalism.

**1008300 - Reading I 1 cr**

Reading I helps students with serious reading problems develop reading skills. (counselor approval)

**1008320 - Advanced Reading 1/2 cr**

Develops advanced reading skills in students who plan to continue their formal education after high school.

**1009300 - Writing I 1/2 cr**

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.

**1009310 - Writing II 1/2 cr**

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.

Prerequisite: 1009300.

**1009320 - Creative Writing I 1/2 cr**

The purpose of this course is to develop writing and language skills needed for individual expression in literary forms.

**1200300 - Pre-Algebra 1 cr**

Students will develop the skills necessary for success in algebra.

**1200310 - Algebra I 1 cr**

This course will provide the foundation for more advanced mathematics courses and to develop the skills needed to solve mathematical problems.

**1200330 - Algebra II 1 cr**

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.

Prerequisite: 1200310 or 1200380.

**1200370 - Algebra IA 1 cr**

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 cr**

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.

Prerequisite: 1200370.

**1200400 - Intensive Mathematics 1 cr**

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)

**1200700 - Mathematics for College Readiness 1 cr**

This course continues the study of mathematics including functions and relations, polynomials, rational expressions and equations, logarithmic and quadratic equations.

Prerequisite: 1200370, 1206310.

**1206310 - Geometry 1 cr**

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.

Prerequisite: 1200310.

**1208300 - Liberal Arts Math 1 cr**

The purpose of this course is to strengthen mathematical skills necessary for further study of advanced mathematics.

Prerequisite: 1200310 or 1200380

**1700370 - Critical Thinking/Study Skills 1/2 cr**

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 cr**

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.

**2000310 - Biology I 1 cr**

General exploratory experience and activities in the fundamental concepts of life will be covered in this course.

**2000350 - Anatomy and Physiology 1 cr**

This course provides a comprehension study of the anatomy and physiology of the human body. Laboratory investigations that include the use of scientific inquiry, research, measurement, problem solving, laboratory apparatus and technologies, and safety procedures are an integral part of this course. Laboratory work includes dissections of preserved specimens, microscopic study, and physiological experiments. Upon completion students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their inner relationships.

**2001310 - Earth/Space Science 1 cr**

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 cr**

A study of man's interaction with the environment.

**2002500 - Marine Science I 1 cr**

This course provides students with an overview of the marine environment. The content includes the origins of the ocean, the nature of the marine habitat including chemical, physical, and geological aspects, ecology of the sea zonation, marine communities, classification, taxonomy, characteristics of major phyla/divisions, and man's interrelationship with the oceans. State Code 2002500

**2003310 - Physical Science 1 cr**

This course is a quantitative investigative study of the introductory concepts of physics and chemistry.

**2003340 - Chemistry I 1 cr**

Students will study the composition, properties, and changes associated with matter.

Prerequisite: 2003310 or instructor approval.

**2100310 - United States History 1 cr**

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.

**2100340 - African-American History 1/2 cr**

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.

**2102335 - Economics Financial Literacy 1/2 cr**

This course introduces new concepts (financial and investment markets) and the business cycle in addition to the study of concepts and processes of the national and international economic systems.

Prerequisite: 2109310, 2100310.

**2106310 - United States Government 1/2 cr**

An understanding of American government and political behavior.

**2106350 - Law Studies 1/2 cr**

The purpose of this course is to acquire an understanding of the American legal process.

**2107300 - Psychology I 1/2 cr**

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 cr**

An understanding of group interaction and its impact on individuals.

**2109310 - World History 1 cr**

By examining the political, economic, social, religious, military, dynastic, scientific, and cultural events that have affected humanity, students will acquire an understanding of the chronological development of civilization.

**2109430 - Holocaust 1/2 cr**

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.

**8200320 - Practical Keyboarding Skills 1/2 cr**

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 cr**

The purpose of this course is to teach practical computer skills and the effects of its application on society.

**8207110 - Web Design I 1 cr**

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.

Prerequisite: 8200330 or 8209020.

**8207120 - Web Design II 1 cr**

This course provides advanced concepts for Internet, Intranet, and Web design. The content includes Internet/Intranet tools, Web site promotion, advanced HTML commands, advanced page design, and multimedia applications.

Prerequisite: 8207110.

**8209010 - Keyboarding and Document Processing 1 cr**

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.

Prerequisite: 8200320 or 8200330.

**8209020 - Business Systems and Technology 1 cr**

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.

Prerequisite: 8200320 or 8200330.

**8212010 - Word Processing I 1 cr**

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.

Prerequisite: 8209010 or 8200320 or 8200330.

**8300310 - Workplace Essentials 1/2 cr**

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.

**8500120 - Personal and Family Finance 1/2 cr**

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 cr**

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 cr**

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 cr**

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 cr**

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 cr**

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.

## CONTINUING EDUCATION

Continuing Education offers 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 or programs for a variety of reasons, including learning new skills, broadening the knowledge base for special topics of interest, cultivating hobbies, and enhancing 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 classes 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.

Subject matter is provided under a vast array of categories, including creative arts, hobbies, home and garden, sports and fitness, work and life balance, and online courses. Courses include such topics of interest as painting and drawing, photography, acting, vocal and instrumental instruction, computer science, foreign languages, aerobic exercise, tennis, yoga, swimming, handcrafts, hobbies, home improvements, language arts, dog obedience, and more.

A unique program provided by the College is Pensacola State Kids' College, which is a non-credit educational opportunity for young people ages 6–12, conducted during the summer months. Kids' College is designed to give students quality instruction that is fun, interesting, and challenging. Subject areas include the arts and sciences, languages, computers, music and theater, career exploration, sports, crafts and hobbies among others.

A number of state-regulated and court-mandated courses and programs are coordinated through Continuing Education, including TransParenting, Guardianship Education, Driver Improvement School, Motorcycle Safety Endorsement, and Tobacco and Consequences for Teens. For additional information please contact Continuing Education at (850) 484-1797.

### Coordinator:

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### Dean:

**Dan Busse**, (850) 484-1158

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## CENTER FOR CORPORATE AND PROFESSIONAL DEVELOPMENT TRAINING

Workforce and Economic Development serves several important functions within the College and the Pensacola Bay Area business community. The Pensacola State College Center for Corporate and Professional Development Training 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 Pensacola State College Center for Corporate and Professional Development provides education and training intent upon skills enhancement, certification, or licensure. A wide range of course offerings 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, and Project Management. In addition, the Pensacola State College Center for Corporate and Professional Development can develop training to meet any business 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 Pensacola State College 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.

Pensacola State College supports new business growth and development. In partnership with the Pensacola Area Chamber of Commerce, FloridaWest Economic Development Agency and several other organizations, the downtown center now houses a community small business incubator. For additional information concerning these courses/programs and others, please contact the Center for Corporate and Professional Development Training at (850) 484-1374.

### Coordinator:

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## ACADEMIC PROGRAM ENHANCEMENTS

### ELEARNING (DISTANCE LEARNING)

Pensacola State College is committed to providing every student with a consistent, comprehensive, and user friendly eLearning environment to maximize scheduling flexibility and to reduce travel time.

Most eLearning opportunities are college credit courses that are part of a baccalaureate, Associate in Arts, or Associate in Science program of study. These courses cover the same material at the same level of academic rigor as in the traditional classroom environment; however, most students find online learning to be more challenging than classroom learning. Developmental education courses and Vocational Certificate (clock hour) courses are not available through eLearning. The student utilizing VA benefits should contact the Veterans Services office in Building 6 on the Pensacola Campus or by email at veterans@pensacolastate.edu to discuss using VA benefits for online coursework. The Pensacola State College Collegiate High School offers two courses in the eLearning environment.

The extent to which a student may engage in eLearning is described in the following course models.

1. **Distance Learning Courses:** No campus visits are required. All distance learning courses carry an \$8.33 per credit hour Distance Learning Fee in addition to tuition. Lower level distance learning courses have section numbers in the 9500s, 9600s, or 9700s. Distance learning courses at the baccalaureate level have section numbers in the 7100s.
2. **Hybrid Courses:** Campus visits are reduced and substituted with online instruction. Hybrid courses do not carry a Distance Learning Fee. Lower level hybrid courses have section numbers in the 2400s; baccalaureate level hybrid courses have section numbers from 7000-7049.
3. **Traditional Courses:** The majority of college-credit courses now incorporate some degree of eLearning methods and technology. Although a traditional face-to-face course meets on campus for all instruction, the instructor often includes supplemental course materials via the internet.

### Is Distance Learning right for you?

1. Does your schedule not allow you to take traditional college classes?
2. Do you have excellent time management skills?
3. Are you self-motivated?
4. Do you have a good working knowledge of computer technology and the internet?
5. Do you have routine access to a computer that meets the following criteria?
  - Minimum Operating System Requirements: Windows 7, Mac OSX 10.6, Linux-Chrome OS.
  - Browser Requirements: Current version of Internet Explorer, Chrome, Safari, or Firefox.
  - A reliable Internet connection (broadband access recommended, i.e., cable or DSL). Most problems experienced by distance learning students involve waiting until the last minute to complete tasks and using a computer that does not meet the specifications listed above. **Neither problem will excuse a student from grade penalties assessed due to late or incomplete work.**

### Important things to do prior to registration

1. Visit the Pensacola State College eLearning website for additional information: [www.pensacolastate.edu/elearning](http://www.pensacolastate.edu/elearning).
2. Request access to and complete the eLearning Course Preview on the eLearning website.

For questions regarding eLearning at Pensacola State College, call (850) 484-1238 or email [elearning@pensacolastate.edu](mailto:elearning@pensacolastate.edu).

## DUAL ENROLLMENT

The Dual Enrollment program provides the opportunity for a qualified high school student to enroll in approved courses at Pensacola State College while concurrently enrolled in high school. The student can receive both high school and college credit for these courses. This program is open to the student from a public high school, an accredited private school, or an approved home-education program.

**To be eligible for dual enrollment classes, the student must meet the following criteria as appropriate.**

1. The student must be enrolled in grade six through twelve;
2. The student must have an unweighted high school grade point average of 3.0 or above with a minimum of three high school credits, and who has earned appropriate college placement test scores to enroll in college credit courses; or
3. The student must have an unweighted high school grade point average of 2.5 with a minimum of three high school credits, and who has earned appropriate college placement test scores to enroll in programs leading to an industry certification or an applied technology diploma.
4. A home education student must obtain evidence of eligibility from the School District's dual enrollment coordinator.

A student who is eligible for the Dual Enrollment program may, based on local availability, enroll in courses on the campus of the high school in which they are enrolled or enroll in courses on a Pensacola State College campus or center. A student wishing to participate in the on-campus Dual Enrollment category should consult with his or her high school guidance counselor to determine whether coursework completed will meet high school graduation requirements.

The Escambia and Santa Rosa County School Districts are responsible for ensuring that the participating student has the approved textbooks for Pensacola State College courses. Each private school is responsible for ensuring the student has the

approved textbooks for Pensacola State College courses. The home education student who is approved to enroll in college courses is responsible for purchasing the approved textbooks.

Additional information about the Dual Enrollment Program may be obtained from the College's dual enrollment web page, or the Admissions Office by phone at (850) 484-2544 or by e-mail at [AskUs@pensacolastate.edu](mailto:AskUs@pensacolastate.edu).

## CAREER AND TECHNICAL EDUCATION (CTE) STUDENT RESOURCES

Career and Technical Education (CTE) Student Resources provides free services to the student enrolled in qualifying Associate in Science and vocational certificate (clock hour) programs. Free career assessments are also available in the CTE office to the student who is unsure of his or her academic plans.

Services are contingent upon individual needs, personal eligibility criteria, and available resources. The eligible student must meet one or more of the following criteria.

1. The student is an economically disadvantaged single parent.
2. The student is receiving training for a career that is nontraditional for his or her gender.
3. The student is disabled.
4. The student is a displaced homemaker.
5. The student has limited English proficiency.

The student who meets additional eligibility requirements may be considered for additional services which may include use of required textbooks, scholarships, mentoring, and support services.

Each interested student seeking more information is encouraged to visit the CTE website

at [www.pensacolastate.edu/services/cte/cte.asp](http://www.pensacolastate.edu/services/cte/cte.asp), contact the office at 850-484-2163, or e-mail at [askcte@pensacolastate.edu](mailto:askcte@pensacolastate.edu).

## HONORS PROGRAM

The Pensacola State College Honors program, the Robinson Scholars program, is designed to offer academically gifted students a unique learning experience that goes beyond the traditional classroom. These opportunities for educational enrichment are made possible by the generous endowment from the Grover Robinson IV family.

At the time of this printing, the Honors program was under revision.

For further information, please contact the Office of the Vice President of Academic Affairs at (850) 484-1706.

## PENSACOLA STATE COLLEGE PLANETARIUM AND SPACE THEATRE

The Pensacola State College Planetarium and Space Theater, located in Building 21 of the Pensacola Campus, is a unique College resource used to support courses in astronomy and other subject areas. The planetarium also provides educational opportunities for K-12 students from across northwest Florida as well as students from Alabama.

For more information please visit the website at <http://planetarium.pensacolastate.edu/> or email [planetarium@pensacolastate.edu](mailto:planetarium@pensacolastate.edu).

## UNIVERSITY OF FLORIDA AT PENSACOLA STATE COLLEGE

The University of Florida (UF) offers two Bachelor of Science degree programs on the Pensacola State College Milton Campus: Natural Resource Conservation and Plant Science with specialization in Landscape and Nursery Horticulture. Earning a degree from the University of Florida, Milton Campus is no different than earning a degree from the Gainesville campus.

**Natural Resource Conservation** is a degree program that provides graduates with expertise in the management and conservation of our natural heritage, from forests and wildlife to water and soil. This program covers many different fields including ecology, biology, geology, management, and economic aspects of natural resources. Natural Resource Conservation students meet with a UF advisor to develop personalized programs of study, according to their areas of interest by utilizing elective choices in wildlife, forestry, biology, marine biology, ecotourism and environmental studies. Some areas of specialization include: forestry, soils, coastal and wetland ecology, environmental law, and geographic information computer systems. Students may also choose to minor in Wildlife Ecology and Conservation, Environmental Horticulture, or Soil and Water Science. Natural Resource Conservation graduates find employment in government agencies, consulting firms, and environmental education programs and pursue careers as Ecologists, Environmental Educators, Fisheries Specialists, Environmental Consultants, GIS Specialists, Environmental Lawyers or Consultants, Research Technicians, Park Rangers and Restoration Specialists. See General Education Requirements for AA Degree for a complete description of the Pensacola State College Associate in Arts degree program designed to meet all of the admission requirements for the Natural Resource Conservation degree program at the University of Florida, Milton Campus.

**Plant Science: Specialization in Landscape and Nursery Horticulture** is a field of study that deals with the art and science of breeding, propagating, installing, and maintaining plants that are used to enhance and improve the human environment. In this sustainable field students can be creative, work outdoors, and improve the urban environment. Landscape and Nursery Horticulture represents a diverse field including Ornamental Horticulture, Plant Biotechnology, Plant Conservation, Landscape Design, Floriculture, and Nursery Management. Students learn about the cutting edge of technology in plant science. This degree blends knowledge in business, plant science, and the environment, allowing students to focus on their interests and to prepare them for a career in the horticultural industry. Students apply principals of biology, botany, business, chemistry, mathematics and education to growing and using plants in all areas of life. This degree provides the skills and training for employment in Florida's diverse environmental horticulture industry, including theme parks, nursery industries, and landscape management firms. Graduates look forward to careers as nursery managers/owners, landscape designers, garden magazine journalists, environmental restoration consultants, extension specialists, plant breeders/inspectors and municipal horticulturists. The Plant Science Degree program is administered by the University of Florida's College of Agricultural and Life Sciences. Students may also choose to minor in Wildlife Ecology Conservation and/or Soil and Water Science. See General Education Requirements for AA Degree for a complete description of the Pensacola State College Associate in Arts degree program designed to meet all of the admission requirements for the Plant Science: Environmental Horticulture degree program at the University of Florida, Milton Campus.

Graduates of these programs receive salaries that are among the highest within these industries. Career opportunities include work with forestry, ecologists, biologists, golf courses, athletic fields,

lawn care companies, parks, fisheries, environmental consulting firms, GIS specialists, environmental lawyers, research facilities, agrichemical industries, theme parks, botanical gardens, environmental consulting firms, sod farms and governmental agencies, as well as preparation for graduate school.

### Admission to University of Florida, Milton Campus

Admission to the University of Florida programs requires an Associate in Arts degree. Any AA degree will be accepted by UF, as long as students met the proper prerequisites for their desired program at the University of Florida. Students first enroll in Pensacola State College and complete an AA degree that includes the prerequisites specific to their program of interest. Once the AA is completed, students are eligible to apply for admission to the University of Florida. The University of Florida faculty and staff reside in the local area and deliver this seamless four-year transfer degree program along with other statewide faculty with expertise in a broad range of subjects. The UF programs, faculty, and staff on the Milton Campus are all part of the West Florida Research and Education Center, The Institute of Food and Agricultural Sciences, and the College of Agriculture and Life Sciences. Students admitted to a UF program on the Milton Campus are members of the University of Florida student body and their diploma is conferred by the University of Florida.

Students are highly encouraged to seek counseling and instruction from the University of Florida Academic Coordinator on the Milton Campus in order to facilitate a smooth transition from Pensacola State College to UF.

#### For further information contact:

Academic Program Recruiter

University of Florida, Milton Campus

Building 4900 – Natural Resource Studies Building

Pensacola State College Campus, Milton, Florida

(850) 983-7138

Website: <http://wfrec.ifas.ufl.edu>

[www.facebook.com/UFMiltonCampus](http://www.facebook.com/UFMiltonCampus)

### Scholarships

Scholarship opportunities are available for Pensacola State College students enrolled in these programs while attending Pensacola State College via the 2+2 Scholarship for High School Students. For more information on this scholarship opportunity, please contact the Dean, Milton Campus at (850) 484-4463.

After admission to the University of Florida, additional scholarships and grants are available. As a student of UF, most scholarships and grants are considered automatic with a completed on-time FAFSA. Some require a separate application and can be found on the SFA site <http://www.sfa.ufl.edu/> under the Scholarship Forms Section. Departmental scholarships (such as CALS awards), are both academic and merit based and awarded by the academic departments themselves. Each academic department at UF has its own criteria and guidelines for specific scholarships. Students should also visit the UF Foundation site <http://www.uff.ufl.edu/>. It lists all other UF endowed scholarships by department. Lastly, a few specific transfer scholarships awarded by the Office of Undergraduate Affairs are found on this site <http://undergrad.aa.ufl.edu/scholarships.aspx>. Please contact (850) 983-7138 for more information.

# COURSE DESCRIPTIONS

## FLORIDA'S STATEWIDE COURSE NUMBERING SYSTEM

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and by participating nonpublic institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online SCNS to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at <http://scns.fldoe.org>.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the SCNS. The listing of prefixes and associated courses is referred to as the "SCNS taxonomy". Descriptions of the content of courses are referred to as statewide course profiles.

### Example of Course Identifier

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
ENC	1	1	0	1	
English Composition	Lower (Freshman) Level at this institution	Freshman Composition	Freshman Composition Skills	Freshman Composition Skills I	No laboratory component for this course

### General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions, as listed below in *Exceptions to the General Rule for Equivalency*.

For example, a freshman composition skills course is offered by 84 different public and nonpublic postsecondary institutions. Each institution uses "ENC\_101" to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "ENC" means "English Composition," the century digit "1" represents "Freshman Composition," the decade digit "0" represents "Freshman Composition Skills," and the unit digit "1" represents "Freshman Composition Skills I."

In the sciences and certain other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course that has the same prefix and course number but meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at a Florida College System institution is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent. **NOTE:** Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on the semester-term system. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

### The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or subcategory of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

### Authority for Acceptance of Equivalent Courses

Section 1007.24(7), Florida Statutes, states:

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

### Exceptions to the General Rule for Equivalency

Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include courses that must be evaluated individually or courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

- A. Courses not offered by the receiving institution.
- B. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.
- C. Courses in the \_900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practica, Study Abroad, Theses and Dissertations.
- D. Applied academics for adult education courses.
- E. Graduate courses.
- F. Internships, apprenticeships, practica, clinical experiences, and study abroad courses with numbers other than those ranging from 900-999.
- G. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (e.g., portfolio, audition, interview, etc.).

### Courses at Nonregionally Accredited Institutions

The SCNS makes available on its home page (<http://scns.fldoe.org>) a report entitled "Courses at Nonregionally Accredited Institutions" that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course's transfer level and transfer effective date. This report is updated monthly.

Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to the Office of the Dean of Baccalaureate Studies and Academic Support, Pensacola State College or to the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the SCNS office at (850) 245-0427 or at <http://scns.fldoe.org>.

## COLLEGE CREDIT AND VOCATIONAL CREDIT (CLOCK HOUR) COURSES

Courses are listed alphabetically and are organized by numerical order within each discipline. Each course is designated as college credit (cc), vocational clock hours (ch), developmental education credit (cp), or institutional credit (ic).

The first number following the course prefix indicates the level of the course. If the first number is a zero (0), for example, BSC0070 (p. 146), the course is a vocational certificate (clock hour) course (ch) or developmental education credit (cp), such as MAT0028 (p. 116). A course with a number beginning with a 1 or 2, such as ENC1102 (p. 167) or PHI2070 (p. 195), is a college credit (cc) course. Baccalaureate college credit courses begin with a 3 or 4, such as MAN3303 (p. 184) or NUR4636 (p. 192). In general, vocational certificate (clock hour) courses and developmental education courses are not transferable to baccalaureate programs; college credit courses are usually transferable. College credit courses with the "AS Only" designation in the course description may be transferable to baccalaureate programs at Pensacola State

College and schools with which Pensacola State College has developed specific articulation agreements. Questions about these issues should be addressed with a counselor, the appropriate Departmental Head, or the Registrar's Office. See also the section entitled Florida's Statewide Course Numbering System (p. 135).

Selected courses may be offered online by means of distance learning. Not all courses are offered at all campuses or during all semesters. A student should consult the current course schedule to determine which courses are available. Course sections may be added or canceled based on enrollment.

**Course Section Semester Schedule:** The semester during which courses will be offered are included in the course description with the following indicators:

- FA = Fall Semester;
- SP = Spring Semester;
- SU = Summer Semester; and
- TBA = To Be Announced (consult with the appropriate department).

## ACG - ACCOUNTING GENERAL

### ACG 2001 - Accounting I 3 cc

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.

Offered: FA, SP, SU

### ACG 2002 - Computerized Accounting 3 cc

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.

Prerequisite: ACG 2001 and ACG 2011 or ACG 2021. Corequisite: CGS 1570. Offered: FA, SP Notes: AS only. Lab Fee.

### ACG 2011 - Accounting II 3 cc

A continuation of Accounting I including long-term assets, partnerships, corporations, long-term liabilities, the statement of cash flows, and financial statement analysis.

Prerequisite: ACG 2001. Offered: FA, SP, SU

### ACG 2021 - Financial Accounting Principles 3 cc

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.

Offered: FA, SP, SU

### ACG 2071 - Introduction to Managerial Accounting 3 cc

A study of the accounting tools required in the decision making process in a business environment.

Prerequisite: ACG 2011 or ACG 2021. Offered: FA, SP, SU

### ACG 2947 - Accounting Co-op 1 cc

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.

Offered: FA, SP, SU Notes: AS only.

### ACG 2949 - Accounting Co-op 3 cc

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.

Offered: FA, SP, SU Notes: AS only.

### ACG 3024 - Accounting for Non-Financial Majors 3 cc

Introduction to the principles used in measuring organization performance and reporting the results of organizational activities. For non-business majors only.

Offered: FA, SP, SU

## ACO-ACCOUNTING-OCCUPATIONAL-TECHNICAL-VARIABLE-PACED

### ACO 1806 - Payroll Accounting 3 cc

Trains 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.

Prerequisite: ACG 2001 or ACG 2021 or permission of instructor. Offered: FA, SP Notes: AS only.

### ACO 2943 - Accounting Internship 3 cc

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. Student must have "B" average in accounting courses.

Prerequisite: Permission of the department head. Offered: FA, SP, SU Notes: AS only.

## ACR-HVAC-HEAT-VENTILATION-RERIGERATION-TECH-TRADES

### ACR 0640C - Introduction to HVAC Level I 150 ch

This course is an introductory course within the Heating, Ventilation and Air Conditioning Program. Part of the National Center for Construction Education and Research (NCCER) certification program, the course helps prepare students for Level I certification. Key content includes: Introduction to HVAC, Trade Mathematics, Copper and Plastic Piping Practices, Soldering and Brazing, and Ferrous Metal Piping Practices.

Prerequisite: BCV 0003c or instructor Permission. Offered: TBA Notes: Lab Fee.

### ACR 0641C - Intermediate HVAC Level I 150 ch

This course is part of the National Center for Construction Education and Research (NCCER) certified Heating, Ventilation and Air Conditioning (HVAC) program. Course helps prepare students for Level 1 certification. Key content includes: basic electricity, introduction to cooling and heating, and air distribution systems.

Prerequisite: BCV 0003C or instructor Permission. Offered: TBA Notes: Lab Fee.

### ACR 0642C - Introduction to HVAC Level 2 150 ch

This course is part of the National Center for Construction Education and Research (NCCER) certified Heating, Ventilation and Air Conditioning (HVAC) program. Course helps prepare students for Level II certification. Key content includes: Key content includes: Commercial Airside Systems, Chimneys, Vents and Flues, Introduction to Hydronic Systems, Air Quality Equipment, Leak Detection - Evacuation - Recovery and Charging, Alternating Current, and Basic Electronics.

Prerequisite: BCV 0003C or instructor Permission. Offered: TBA Notes: Lab Fee.

**ACR 0643C - Intermediate HVAC Level 2 150 ch**

This course is part of the National Center for Construction Education and Research (NCCER) certified Heating, Ventilation and Air Conditioning (HVAC) program. Course helps prepare students for Level III certification. Key content includes: Refrigerants and Oils, Compressors, Metering Devices, Retail Refrigeration Systems, Commercial Hydronic Systems and Steam Systems.

Prerequisite: BCV 0003C or instructor Permission. Offered: TBA  
Notes: Lab Fee.

**ACR 0644C - Introduction to HVAC Level 3 150 ch**

This course is part of the National Center for Construction Education and Research (NCCER) certified Heating, Ventilation and Air Conditioning (HVAC) program. Course helps prepare students for Level III certification. Key content includes: Planned Maintenance, Water Treatment, Troubleshooting Electronic Controls Troubleshooting Oil Heating, and Troubleshooting Accessories.

Prerequisite: BCV 0003C or instructor Permission. Offered: TBA  
Notes: Lab Fee.

**ACR 0645C - Intermediate HVAC Level 3 150 ch**

This course is part of the National Center for Construction Education and Research (NCCER) certified Heating, Ventilation and Air Conditioning (HVAC) program. Course helps prepare students for Level III certification. Key content includes: Planned Maintenance, Water Treatment, Troubleshooting Electronic Controls Troubleshooting Oil Heating, and Troubleshooting Accessories.

Prerequisite: BCV 0003C or instructor Permission. Offered: TBA  
Notes: Lab Fee.

**ACR 0646C - Introduction to HVAC Level 4 150 ch**

This course is part of the National Center for Construction Education and Research (NCCER) certified Heating, Ventilation and Air Conditioning (HVAC) program. Course helps prepare students for Level IV certification. Key content includes: System Startup and Shutdown, Heating and Cooling System Design, Commercial and Industrial Refrigeration Systems, Alternative Heating and Cooling Systems, and Introduction to supervisory Skills.

Prerequisite: BCV 0003C or instructor Permission. Offered: TBA  
Notes: Lab Fee.

**ACR 0647C - Intermediate HVAC Level 4 150 ch**

This course is part of the National Center for Construction Education and Research (NCCER) certified Heating, Ventilation and Air Conditioning (HVAC) program. Course helps prepare students for Level IV certification. Key content includes: System Startup and Shutdown, Heating and Cooling System Design, Commercial and Industrial Refrigeration Systems, Alternative Heating and Cooling Systems, and Introduction to supervisory Skills.

Prerequisite: BCV 0003C or instructor Permission. Offered: TBA  
Notes: Lab Fee.

**ACR 0930 - HVAC Co-op 150 ch**

Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's vocational field of study. Each student must meet certain 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 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.

Prerequisite: Permission of instructor. Offered: TBA

**AEB-AGRICULTURAL ECONOMICS AND BUSINESS****AEB 2949 - Agriculture Co-op 3 cc**

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.

Offered: FA, SP, SU Notes: AS only.

**AMH - AMERICAN HISTORY****AMH 2010 - American History to 1877 3 cc**

Survey of the history of the American experience from the Colonial period to 1877. Emphasizes the development and adoption of the Constitution, the major events resulting in the democratization of American society, the sectional struggle over the nature of America's destiny, and the Reconstruction Era.

Prerequisite: Grade of C or better in ENC 1101C. Distribution: General Education, Social Sciences. A writing emphasis course. Offered: FA, SP, SU.

**AMH 2020 - American History from 1877 3 cc**

Survey of the history of the American experience from 1877 to present. Emphasizes the growth of American industry and business and the social and economic reforms connected with that growth. Also emphasizes 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.

Prerequisite: Grade of C or better in ENC 1101C. Distribution: General Education, Social Sciences. A writing emphasis course. Offered: FA, SP, SU.

**AMH 2091 - African-American History and Culture 3 cc**

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 American life for Blacks in America.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better. Distribution: General Education, Social Sciences. Offered: FA, SP.

**AML - AMERICAN LITERATURE**

These courses meet the general education literature requirement. Literature courses further the ability to understand literary devices and language; to appreciate a text and its socio-cultural and historical contexts; to evaluate a text, whether fiction or non-fiction, for its literal and figurative meanings; and to synthesize and communicate the understanding of a text. Further, literature enriches understanding of and appreciation for the diversity of human experience.

**AML 2010 - American Literature to 1870 3 cc**

Selected American literature from its beginnings to the mid-nineteenth century.

Prerequisite: Grade of C or better in ENC 1102. Distribution: Meets A.A. general education literature requirement. A writing emphasis course. Offered: FA, SP, SU.

**AML 2020 - American Literature from 1870 3 cc**

Selected American literature from the mid-nineteenth century to the present.

Prerequisite: Grade of C or better in ENC 1102. Distribution: Meets A.A. general education literature requirement. A writing emphasis course. Offered: FA, SP, SU.

**AML 2600 - Introduction to African American Literature 3 cc**

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 genres, and relates African American literary works to historical present-day concerns.

Prerequisite: Grade of C or better in ENC 1102. Distribution: Meets A.A. general education literature requirement. A writing emphasis course. Offered: FA, SP.

**ANT - ANTHROPOLOGY****ANT 2000 - Introduction to Anthropology 3 cc**

Surveys the biological and cultural development of the human species, using the research tools of anthropology. Anthropology is both a scientific and humanistic approach. Topics include the sub-disciplines of anthropology, human evolution, and the concept of cultural adaptation. The course will examine past and present cultures in terms of survival, socialization, social systems, communication, subsistence, power, spirituality, and cultural change.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better. Distribution: General Education Core, Social Sciences. Offered: FA, SP.

**ANT 2410 - Cultural Anthropology 3 cc**

Founded on the principle that humans are best understood holistically, by examining the entirety of their biological, environmental, and cultural condition. A comparative, cross-cultural approach will be used to study the economic, political, religious, and family systems of past and present cultures.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better. Distribution: General Education, Social Sciences. Offered: SP

**APA - APPLIED ACCOUNTING****APA 2147 - Accounting Software Applications 3 cc**

This course is the study of Accounting Principles, practices and procedures as applied to a computerized environment reinforcement of fundamentals learned in financial accounting course(s). Topics to be covered: accounting cycles of service and merchandising businesses, bank reconciliations, voucher system and budgeting, accounts payable, accounts receivable, payroll, partnerships, corporations, financial statement analysis, departmentalized accounting and accounting system setup.

Prerequisite: ACG 2001 or ACG 2021. Corequisite: CGS 1570, ACG 2011. Offered: FA, SP Notes: AS only. Lab Fee.

**ARH - ART HISTORY****ARH 1002 - Art for Non-Majors 3 cc**

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.

Distribution: General Education, Humanities. Offered: FA, SP.

**ARH 1050 - Art History I 3 cc**

A chronological study of art history (to and including the Middle Ages).

Distribution: General Education, Humanities. Offered: FA.

**ARH 1051 - Art History II 3 cc**

A continuation of ARH 1050 in sequence from the Middle Ages to the present day. May be taken prior to ARH 1050.

Distribution: General Education, Humanities. Offered: FA.

**ARH 2000 - Humanities Art (For Non-Art Majors) 3 cc**

A survey course for non-art majors covering painting, sculpture, architecture, and the arts of Western Civilization from antiquity to the present.

Distribution: General Education Core, Humanities. Offered: FA, SP, SU.

**ART - ART****ART 1150C - Jewelry I 3 cc**

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.

Offered: FA, SP, SU Notes: Lab Fee.

**ART 1151C - Jewelry II 3 cc**

Advanced jewelry making techniques building on those learned in Jewelry I. Processes will include enameling, raising, and forging.

Prerequisite: ART 1150C. Offered: FA, SP, SU Notes: Lab Fee.

**ART 1201C - Two-Dimensional Design 3 cc**

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.

Offered: FA, SP, SU

**ART 1203C - Three-Dimensional Design 3 cc**

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.

Offered: FA, SP Notes: Lab Fee.

**ART 1300C - Drawing I 3 cc**

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.

Offered: FA, SP, SU Notes: Lab Fee.

**ART 1301C - Drawing II 3 cc**

An introductory course in figure drawing, which includes study of the skeletal and muscular compositions of the human form and culminates in drawing from nude models. A variety of media, including color, is also explored during both gesture and extended drawings of the figure. Drawings exhibit the design concepts learned in ART1300C.

Prerequisite: Grade of C or better in ART 1300C. Offered: SP. Notes: Lab Fee.

**ART 1400C - Print Making I 3 cc**

An introduction to the fundamentals of printmaking. Processes may include: relief (linoleum and woodblock), calligraphy, etching, monotypes, and solar prints.

Prerequisite: Grade of C or better in ART 1201C, ART 1300C.  
Offered: TBA. Notes: Lab Fee.

**ART 1401C - Print Making II 3 cc**

A continuation of Printmaking I. Processes may include: relief (linoleum and woodblock), calligraphy, etching, monotypes, and solar prints. Additional exploration into contemporary printmaking including mono prints, chine colle and mixed media with prints.

Prerequisite: Grade of C or better in ART 1400C. Offered: TBA.  
Notes: Lab Fee.

**ART 1750C - Ceramics I 3 cc**

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.

Offered: FA, SP, SU Notes: Lab Fee.

**ART 1751C - Ceramics II 3 cc**

Further exploration of techniques of pottery making.

Prerequisite: Grade of C or better in ART 1750C. Offered: FA, SP, SU. Notes: Lab Fee.

**ART 2183C - Glass Blowing 3 cc**

A basic course in off-hand glass blowing, concerned with preparing, forming, and finishing glass; understanding of glass as an art form; operation and maintenance of a glass studio.

Offered: FA, SP, SU Notes: Lab fee.

**ART 2500C - Painting I 3 cc**

The student is instructed in the academic methods of painting and then encouraged to explore other methods.

Prerequisite: Grade of C or better in ART 1201C and ART 1300C.  
Offered: TBA. Notes: Lab Fee.

**ART 2501C - Painting II 3 cc**

A continuation of ART 2500C in the exploration of traditional painting methods with an emphasis on mixed media and current development.

Prerequisite: Grade of C or better in ART 2500C. Offered: TBA.  
Notes: Lab Fee.

**ART 2701C - Sculpture I 3 cc**

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.

Prerequisite: Grade of C or better in ART 1203C. Offered: FA, SP.  
Notes: Lab Fee.

**ART 2702C - Sculpture II 3 cc**

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.

Prerequisite: Grade of C or better in ART 2701C. Offered: FA, SP.  
Notes: Lab Fee.

**ART 2900 - Independent Study 3 cc**

Independent study courses are available for most studio offerings. Contact the department head for information about any required prerequisites or about repeating this course for credit.

Prerequisite: Some sections may require Permission of instructor.  
Offered: TBA Notes: Lab Fees.

**ART 2901 - Independent Study 3 cc**

Independent study courses are available for most studio offerings. Contact the department head for information about any required prerequisites or about repeating this course for credit.

Prerequisite: Some sections may require Permission of instructor.  
Offered: TBA Notes: Lab Fees.

**ART 2905 - Portfolio 3 cc**

Enables students to present a prospective employer, college, or university with a professional portfolio and proof of experience in studio art courses, graphic design, and photography. Course should be taken during the student's last term of study.

Offered: FA, SP Notes: AS only. Lab Fee.

**ART 2943 - Arts Internship 3 cc**

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.

Offered: TBA Notes: Lab Fee.

**ART 2947 - Art Co-op 1 cc**

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.

Offered: TBA Notes: AS only.

**ART 3170C - Book Binding 3 cc**

This course offers basic book binding techniques, methods, structures, and production of books.

Prerequisite: GRA 2191C, ART 2905. Offered: TBA Notes: Lab Fee.

**ASL - AMERICAN SIGN LANGUAGE**

**ASL 1140 - American Sign Language I 4 cc**

An introduction to the syntax and vocabulary of American Sign Language and an examination of the differences between American Sign Language and the English language. Describes the history, values, and culture of deaf persons in America. Emphasizes receptive skills rather than expressive skills.

Offered: FA, SP, SU

**ASL 1150 - American Sign Language II 4 cc**

Focuses on the expansion of American Sign Language vocabulary and grammatical structures. Particular emphasis is placed on proficiency in expressive signing, receptive skills, and knowledge of Deaf culture. Meets foreign language requirement.

Prerequisite: Grade of C or better in ASL 1140 within the last 3 years, or departmental approval. Distribution: General Education, Humanities. Offered: FA, SP, SU.

**ASL 2160C - American Sign Language III 4 cc**

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.

Prerequisite: ASL 1140C, ASL 1150C. Offered: TBA

**ASL 2200C - American Sign Language IV 4 cc**

This course is an integration of expressive and receptive skills in American Sign Language with an emphasis on culturally appropriate discourse styles and contextualization. Students will be given instruction regarding idiomatic and colloquial usages of signs. Additional complex grammatical topics such as classifiers, role-shifting, use of space and contrastive structure will be included.

Prerequisite: ASL 2160C. Offered: TBA

**ASL 2300 - Structure of American Sign Language 3 cc**

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.

Prerequisite: Grade of C or better in ASL 1140C, ASL 1150C. Offered: TBA.

**AST - ASTRONOMY****AST 1002 - Descriptive Astronomy 3 cc**

A study of the celestial sphere, constellations, time, telescopes, properties of light, the solar system, introduction to stars and galaxies. A working knowledge of arithmetic and simple algebra is required.

Distribution: General Education Core, Natural Sciences (Physical Sciences). Offered: FA, SP, SU.

**AST 1002L - Descriptive Astronomy Laboratory 1 cc**

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.

Corequisite: AST 1002. Offered: FA, SP, SU Notes: Lab Fee.

**ATE - ANIMAL SCIENCE TECHNOLOGY****ATE 1050 - Canine and Feline Behavior 2 cc**

Focuses on common canine and feline behavior issues. There will be an emphasis on the client's role in behavior issues and how common behavior problems can lead to the choice of euthanasia for the patient. There will be a case presentation from each student which will satisfy the oral communication requirement.

Prerequisite: Acceptance into the Veterinary Technology Program and completion of the program's semester one core courses with a C or better. Offered: FA

**ATE 1110 - Animal Anatomy and Physiology 3 cc**

Focuses on fundamentals of anatomy and physiology of domestic animals, especially the canine, with emphasis on locating and identifying that anatomical regions and landmarks. This will teach the student to communicate to colleagues on a professional level.

Prerequisite: Completion of general education requirements as outlined in the program curriculum with a C or better and

acceptance into the Veterinary Technology Program. Corequisite: ATE 1110L. Offered: FA.

**ATE 1110L - Animal Anatomy and Physiology Lab 1 cc**

Focuses on fundamental techniques in animal dissection and necropsy techniques. The laboratory will correlate the concepts taught in anatomy and physiology and give the students hands on experience. Animal handling, personal safety and OSHA standards will be demonstrated and practiced.

Prerequisite: Completion of general education requirements with a C or better and acceptance into the Veterinary Technology Program. Corequisite: ATE 1110 Offered: FA. Notes: Lab Fee.

**ATE 1311 - Veterinary Office Procedures and Terminology 3 cc**

Covers information as it relates to the field of veterinary technology and clinical practice management, office and hospital procedures, client relations and communication. This course will satisfy the Computer Competency requirement. This course will also cover an introduction to medical terminology and veterinary terminology. This course will cover the foundation of medical language such as word roots, prefixes, suffixes and combination of forms.

Prerequisite: Completion of general education requirements with a grade of C or better and acceptance into the Veterinary Technology Program. Offered: FA. Notes: Lab Fee.

**ATE 1612 - Large Animal Medicine 3 cc**

Focuses on the common diseases, conditions and patient care in the equine, bovine, swine, camelid and small ruminants.

Prerequisite: Acceptance into the Veterinary Technology Program and completion of the program's semester one core courses with a C or better. Corequisite: ATE 1636, ATE 1636L. Offered: SP.

**ATE 1636 - Large Animal Clinical Procedures 3 cc**

Focuses on large animal nursing skills as they relate to farm animals. There will be an emphasis on herd health and husbandry. There will also be a focus on farm animal nutrition as it relates to farm animal production. We will also cover reproduction and lactation in selected farm animal species.

Prerequisite: Acceptance into the Veterinary Technology Program and completion of the program's semester one core courses with a C or better. Corequisite: ATE 1612, ATE 1636L. Offered: SP.

**ATE 1636L - Large Animal Clinical Procedures Lab 1 cc**

Focuses on safe handling and restraint techniques used with large animals and production animals. The student will be exposed to selected farm animal species and perform various tasks related to husbandry, nutrition, therapeutic and dentistry procedures. Animal handling, personal safety and OSHA standards will be demonstrated and practiced.

Prerequisite: Acceptance into the Veterinary Technology Program and completion of the program's semester one core courses with a C or better. Corequisite: ATE 1612, ATE 1636. Offered: SP. Notes: Lab Fee.

**ATE 1650C - Introduction to Clinical Procedures 3 cc**

Covers entry level nursing skills and clinical laboratory skills. Instruction and development of occupational safety will be detailed in this course. Animal handling, personal safety and OSHA standards will be demonstrated and practiced.

Prerequisite: Completion of general education requirements with a C or better and acceptance into the Veterinary Technology Program. Offered: FA. Notes: Lab Fee.

**ATE 1941L - Clinical Work Experience 1 cc**

Consists of supervised clinical experience in a work place approved by the instructor. A minimum of 64 hours per semester in a full service veterinary clinic is required.

Prerequisite: Acceptance into the Veterinary Technology Program and completion of the program's semester one core courses with a C or better. Offered: SP.

#### **ATE 1942L - Clinical Work Experience II 1 cc**

Consists of supervised clinical experience in a work place approved by the instructor. A minimum of 64 hours in a full service veterinary clinic is required.

Prerequisite: Acceptance into the Veterinary Technology Program and completion of the program's semester one and two core courses, with a C or better. Offered: SP.

#### **ATE 2501 - Professional Development 2 cc**

Focuses on current information on credentialing and testing of veterinary technicians. We will also focus on the pursuit of employment in a professional environment and the pursuit of lifelong learning.

Prerequisite: Acceptance into the Veterinary Technology Program and completion of the program's semester one, two, three, and four core courses, with a C or better. Offered: SP. Notes: AS only.

#### **ATE 2511 - The Human Animal Bond 2 cc**

Focus on the end of life issues with animals. Euthanasia and bereavement will be discussed along with how that impacts the veterinary healthcare team. Shelter medicine and the importance of early education of clients will be a focus in this class.

Prerequisite: Acceptance into the Veterinary Technology Program and completion of the program's semester one, two, three, and four core courses with a C or better. Offered: SP. Notes: AS only.

#### **ATE 2618 - Small Animal Diseases 3cc**

Develops the basic knowledge of small animal diseases with an emphasis on dogs and cats. Clinical Signs, diagnostic tests, and client information will be highlighted.

Prerequisite: Acceptance into the Veterinary Technology Program and completion of the program's semester one core courses with a C or better. Offered: SP. Notes: AS only.

#### **ATE 2630 - Pharmacology 4 cc**

Focuses on the importance of safety and efficacy when prescribing medication to patients. This course will also cover the federal and state regulations that govern the prescription of medications.

Prerequisite: Acceptance into the Veterinary Technology Program and completion of the program's semester one, two, and three core courses, with a C or better. Offered: FA. Notes: AS only.

#### **ATE 2632 - Small Animal Clinical Procedures II 3 cc**

Focuses on preventative medicine, diagnostic sampling, and therapeutic techniques performed in small animals. The diagnostic sampling will include pathology, parasitology, and microbiology. Safety and OSHA standards will be emphasized.

Prerequisite: Acceptance into the Veterinary Technology Program and completion of the program's semester one core courses with a C or better. Corequisite: ATE 2632L. Offered: SP. Notes: AS only.

#### **ATE 2632L - Small Animal Clinical Procedures II Lab 1 cc**

Focuses on laboratory procedures that are performed by veterinary technicians in a clinical setting on a regular basis. Topics to be included are clinical pathology and radiology. Animal handling, personal safety and OSHA standards will be demonstrated and practiced.

Prerequisite: Acceptance into the Veterinary Technology Program and completion of the program's semester one core courses with a C or better. Corequisite: ATE 2632. Offered: SP. Notes: AS only. Lab Fee.

#### **ATE 2634 - Small Animal Clinical Procedures III 3 cc**

Focuses on small animal anesthetic procedures. The student will gain an understanding in patient assessment and risk status to help determine appropriate perianesthetic and anesthetic protocols to provide effective pain management and maximum safety.

Prerequisite: Acceptance into the Veterinary Technology Program and completion of the program's semester one, two, and three core courses, with a C or better. Corequisite: ATE 2634L. Offered: FA. Notes: AS only.

#### **ATE 2634L - Small Animal Clinical Procedures III Lab 1 cc**

Provides the psychomotor skills required for small animal anesthesia, dental prophylaxis, and radiology. Animal handling, personal safety and OSHA standards will be demonstrated and practiced.

Prerequisite: Acceptance into the Veterinary Technology Program and completion of the program's semester one, two, and three core courses, with a C or better. Corequisite: ATE 2634. Offered: FA. Notes: AS only. Lab fee.

#### **ATE 2635 - Small Animal Clinical Procedures IV 3 cc**

Focuses on surgical nursing.

Prerequisite: Acceptance into the Veterinary Technology Program and completion of the program's semester one, two, three, and four core courses with a C or better. Corequisite: ATE 2635L. Offered: SP. Notes: >As only.

#### **ATE 2635L - Small Animal Clinical Procedures IV Lab 1 cc**

Focuses on surgical nursing. The skills taught in ATE2634 will be demonstrated in this lab. Animal handling, personal safety and OSHA standards will be demonstrated and practiced.

Prerequisite: Acceptance into the Veterinary Technology Program and completion of the program's semester one, two, three, and four core courses with a C or better. Corequisite: ATE 2635. Offered: SP. Notes: AS only. Lab Fee.

#### **ATE 2648 - Radiography 3 cc**

The principles of radiation are presented as well as the technical skills needed to perform radiological procedures. Alternative imaging techniques are also included.

Prerequisite: Acceptance into the Veterinary Technology program and completion of the program's semester one core courses with a grade of C or better. Offered: SP. Notes: As only.

#### **ATE 2671 - Laboratory Animal Medicine 2 cc**

Focuses on the basic principles of animal research and understand the utilization of laboratory animals in animal research. We will also have a working knowledge of federal, state, and local animal welfare regulations.

Prerequisite: Acceptance into the Veterinary Technology Program and completion of the program's semester one and two core courses with a C or better. Corequisite: ATE 2671L. Offered: SU. Notes: AS only.

#### **ATE 2671L - Laboratory Animal Medicine Lab 1 cc**

Focuses on the basic principles of animal research and understand the utilization of laboratory animals in animal research. We will also have a working knowledge of federal, state, and local animal welfare regulations. Animal handling, personal safety and OSHA standards will be demonstrated and practiced.

Prerequisite: Acceptance into the Veterinary Technology Program and completion of the program's semester one and two core courses with a C or better. Corequisite: ATE 2671. Offered: SU. Notes: AS only. Lab Fee.

**ATE 2710 - Veterinary Emergency Medicine 3 cc**

Focuses on the fundamentals of veterinary emergency medicine. An emphasis will be placed on nursing skills, triaging, complications and CPR.

Prerequisite: Acceptance into the Veterinary Technology Program and completion of the program's semester one, two, and three core courses with a C or better. Offered: FA. Notes: AS only.

**ATE 2722 - Avian, Exotic, Small Mammals and Fish 2 cc**

Focuses on the approach to providing safe and effective care for birds, reptiles, amphibians, guinea pigs, hamsters, gerbils, and ferrets. Animal handling, personal safety and OSHA standards will be demonstrated and practiced.

Prerequisite: Acceptance into the Veterinary Technology Program and completion of the program's semester one and two core courses with a C or better. Offered: SU. Notes: AS only.

**ATE 2943L - Clinical Work Experience III 1 cc**

Consists of supervised clinical experience in a work place approved by the instructor. A minimum of 64 hours in a full service veterinary clinic is required.

Prerequisite: Acceptance into the Veterinary Technology Program and completion of the program's semester one, two, and three core courses with a C or better. Offered: FA. Notes: AS only.

**ATE 2944L - Clinical Work Experience IV 1 cc**

Consists of supervised clinical experience in a work place approved by the instructor. A minimum of 64 hours in a full service veterinary clinic is required.

Prerequisite: Acceptance into the Veterinary Technology Program and completion of the program's semester one, two, three, and four and core courses with a C or better. Offered: SP. Notes: AS only.

**BCN - BUILDING CONSTRUCTION****BCN 1001 - Building Construction 3 cc**

A course planned to acquaint the student with the terminology, methods, procedures, materials, sequences of operations, and types of construction.

Offered: FA, SP Notes: AS only.

**BCN 2405 - Construction Mechanics 3 cc**

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.

Prerequisite: BCN 1001 or permission of instructor. Corequisite: MAT 1033C or MAC 1105 or permission of instructor. Offered: SP Notes: AS only.

**BCN 2440 - Concrete Construction 3 cc**

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.

Prerequisite: BCN 1001. Offered: SP Notes: AS only.

**BCN 2721 - Construction Management 3 cc**

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.

Prerequisite: BCN 1001, CGS 1570 or permission of instructor. Offered: FA Notes: AS only. Lab Fee.

**BCN 2947 - Building Construction Technology Co-op 1 cc**

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.

Offered: FA, SP, SU Notes: AS only.

**BCN 2948 - Building Construction Technology Co-op 2 cc**

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.

Offered: FA, SP, SU Notes: AS only.

**BCN 2949 - Building Construction Technology Co-op 3 cc**

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.

Offered: FA, SP, SU Notes: AS only.

**BCT - BUILDING CONSTRUCTION TRADES****BCT 2706 - Construction Documents 3 cc**

A study of the documents used in the construction industry. These documents involve the study, use and legal aspects of advertisement for bids, contracts, change orders, insurance and bonds.

Prerequisite: BCN 1001 or permission of instructor. Offered: FA Notes: AS only.

**BCT 2760 - Building Codes 3 cc**

A study of the Building Codes designed to acquaint the student with the requirements for commercial construction based on occupancy classification and construction type.

Prerequisite: BCN 1001 or permission of instructor. Offered: FA Notes: AS only

**BCT 2770 - Construction Estimating 3 cc**

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 1399 or the ability to read blueprints will aid the student in this class. Some computer assisted estimating is used.

Prerequisite: BCN 1001. Corequisite: MAT 1033C or MAC 1105. Offered: FA Notes: AS only. Lab Fee.

## BCV-BUILDING-CONSTRUCTION-VOCATIONAL

### BCV 0003C - Introductory to Craft Skills 150 ch

This is an introductory course required by the National Center for Construction Education and Research (NCCER) for all construction trade vocational certificate programs (carpentry, electrical, plumbing and HVAC) as part of their certifications. Key content includes: Basic Safety, Introduction to Construction Math, Introduction to Hand Tools, Introduction to Power Tools, Introduction to Blueprints, Basic Rigging, Basic Communication Skills, and Basic Employability Skills. As part of the curriculum students will be given an opportunity to become certified in CPR, AED, First Aid and OSHA-10.

Offered: FA, SP, SU Notes: Lab Fee.

### BCV 0117C - Introduction to Carpentry 240 ch

This is the first in a series of courses which lead to the Florida Vocational Certificate in Carpentry. The curriculum will enable the student to earn NCCER certifications up to Level One. The following topics will be stressed: Orientation to the Trade, Building Materials, Fasteners, and Adhesives, Hand and Power Tools, Reading Plans and Elevations, Floor Systems, Wall and Ceiling Framing, Roof Framing, Introduction to Concrete, Reinforcing Materials, and Forms, Windows and Exterior Doors, and Basic Stair Layout.

Prerequisite: BCV 0003C or permission of instructor. Offered: FA, SP, SU Notes: Lab Fee.

### BCV 0120C - Carpentry Framing & Finishing 210 ch

This is the second in a series of courses which lead to the Florida Vocational Certificate in Carpentry. The curriculum will enable the student to earn NCCER certifications up to Level One. The following topics will be stressed: Key content includes: Commercial Drawings, Roofing Applications, Thermal and Moisture Protection, Exterior Finishing, Cold-Formed Steel Framing, Drywall Installation, Drywall Finishing, Doors and Door Hardware, suspended Ceilings, Window - Door - Floor and Ceiling Trim, Cabinet Installation and Fabrication.

Prerequisite: BCV 0117C or permission of instructor. Offered: FA, SP, SU Notes: Lab Fee.

### BCV 0121C - Rigging and Concrete 180 ch

This is the third in a series of courses which leads to the Florida Vocational Certificate in Carpentry. The curriculum will enable the student earn NCCER certification. Content will emphasize Rigging Equipment, Rigging Practices, Properties of Concrete, Reinforcing Concrete, Handling and Placing Concrete, Trenching and Excavating, Foundations and Slab-On-Grade, Vertical Formwork, Horizontal Formwork, and Tilt-Up Wall Panels.

Prerequisite: BCV 0120C or permission of instructor. Offered: FA, SP, SU Notes: Lab Fee.

### BCV 0123C - Foundations and Forms 210 ch

This is the third in a series of courses which leads to the Florida Vocational Certificate in Carpentry. The curriculum will enable the student earn NCCER certification. Content will emphasize Trenching and Excavating, Foundations and Slab-On-Grade, Vertical Formwork, Horizontal Formwork, and Tilt-Up Wall Panels.

Prerequisite: BCV 0121C or permission of instructor. Offered: FA, SP, SU Notes: Lab Fee.

### BCV 0124C - Advanced Carpentry 210 ch

This is the last in a series of courses which leads to the Florida Vocational Certificate in Carpentry. The curriculum will enable the student earn NCCER certification. Content will emphasize a variety

of topics including but not limited to Site Layout Distance Measurement and Leveling, Site Layout Angular Measurement, Advanced Roof Systems, Advanced Wall Systems, Advanced Stair Systems, Introduction to Light Equipment, Welding, Commercial Finish Work, Site Preparation, and Introductory Skills for the Crew Leader.

Prerequisite: BCV 0123C or permission of instructor. Offered: FA, SP, SU Notes: Lab Fee.

### BCV 0501C - Pipefitting/Plumbing 90 ch

Part of the National Center for Construction Education and Research (NCCER) certification program, this introductory course in plumbing helps prepare students for Level I certification. Key content includes an introduction to the plumbing profession as well as such topics as orientation to the trade, pipefitting hand tools, pipefitting power tools, oxyfuel cutting, ladders and scaffolds, and motorized equipment, plumbing safety, tools of the plumbing trade, introduction to plumbing math, introduction to plumbing drawings, and an introduction to pipes and fittings.

Prerequisite: Permission of instructor. Corequisite: BCV 0003C. Offered: FA, SP, SU Notes: Lab fee.

### BCV 0510C - Introduction to Pipefitting 120 ch

Teaches entry level job skills and to familiarize students with the pipefitting trade. Students will learn basic use and tools in the trade, read and interpret blueprints and building codes as applies to the trade.

Prerequisite: BCV 0500C or permission of instructor. Offered: FA, SP, SU

### BCV 0523C - Introduction to Plumbing Level 2 120 ch

Part of the National Center for Construction Education and Research (NCCER) certification program, this course in plumbing helps prepare students for Level 1 and Level 2 NCCER certification. Key content includes plumbing math, reading commercial drawings, motorized equipment, fixtures and faucets, introduction to DWV (Drains, Waste and Venting) systems, introduction to water distribution systems, hangers, supports, structural penetrations and fire stopping, and installing roof, floor and area drains.

Offered: FA, SP, SU Notes: Lab fee.

### BCV 0524C - Intermediate Plumbing Level 2 120 ch

Part of the National Center for Construction Education and Research (NCCER) certification program, this course in plumbing helps prepare students for Level 2 certification. Key content includes Installing Fixtures - Valves and Faucets, Introduction to Electricity, Installing Water Heaters, Fuel Gas Systems and Servicing of Fixtures - Valves and Faucets.

Prerequisite: BCV 0003C or permission of instructor. Offered: FA, SP, SU Notes: Lab fee.

### BCV 0570C - Introduction to Plumbing Level 3 120 ch

Part of the National Center for Construction Education and Research (NCCER) certification program, this course in plumbing helps prepare students for Level 3 certification. Key content includes plumbing math, sizing water supply piping, potable water treatment, backflow preventers, and types of venting.

Prerequisite: BCV 0003C or permission of instructor. Offered: FA, SP, SU Notes: Lab fee.

### BCV 0593C - Intermediate Plumbing Level 3 120 ch

Part of the National Center for Construction Education and Research (NCCER) certification program, this course in plumbing helps prepare students for Level 3 certification. Key content includes plumbing math, sizing DWV (Drains, Waste and Venting) and storm systems, sewage pumps and sump pumps, corrosive-resistant waste piping, and compressed air.

Prerequisite: BCV 0003C or permission of instructor. Offered: FA, SP, SU Notes: Lab fee.

**BCV 0594C - Introduction to Plumbing Level 4 120 ch**

Part of the National Center for Construction Education and Research (NCCER) certification program, this course in plumbing helps prepare students for Level 4 certification. Key content includes business principles for plumbers, introductory supervisory skills, water pressure booster and recirculation systems, indirect and special waste, hydronic and solar heating systems, and plumbing codes.

Prerequisite: BCV 0003C or permission of instructor. Offered: FA, SP, SU Notes: Lab fee.

**BCV 0595C - Intermediate Plumbing Level 4 120 ch**

Part of the National Center for Construction Education and Research (NCCER) certification program, this course in plumbing helps prepare students for Level 4 certification. Key content includes servicing piping systems, fixtures and appliances, private water well systems and waste disposal systems, swimming pools/hot tubs and plumbing for mobile homes and travel trailer parks.

Prerequisite: BCV 0003C or permission of instructor. Offered: FA, SP, SU Notes: Lab fee.

**BCV 0670C - Introduction to Electricity Level 1 120 ch**

Electricians install electrical systems in structures; they install wiring and other electrical components, such as circuit breaker panels, switches, and light fixtures, and they follow blueprints, the National Electrical Code(r) and state and local codes. This is the initial course in Electricity leading to a Florida Vocational Certificate. Students will concentrate on electrical theory as well as gain proficiency with hands on lab work. This is the initial course within NCCER's 4-level Electrical.

Prerequisite: BCV 0003C or permission of instructor. Offered: FA, SP, SU Notes: Lab Fee.

**BCV 0671C - Intermediate Electricity Level 1 120 ch**

Part of a sequence of instruction in Electricity leading to a Florida Vocational Certificate. Students will concentrate on electrical theory as well as gain proficiency with hands on lab work. This course helps prepare a student for NCCER's Level 1 certification.

Prerequisite: BCV 0003C or permission of instructor. Offered: FA, SP, SU. Notes: Lab Fee.

**BCV 0672C - Introduction to Electricity Level 2 180 ch**

Part of a planned sequence of instruction in Electricity leading to a Florida Vocational Certificate. Students will concentrate on electrical theory as well as gain proficiency with hands on lab work. This course prepares a student to take NCCER's Level 2 certification test.

Prerequisite: BCV 0003C or permission of instructor. Offered: FA, SP, SU Notes: Lab Fee.

**BCV 0673C - Intermediate Electricity Level 2 120 ch**

This is part of the sequence of courses in Electricity leading to a Florida Vocational Certificate. Students will continue to study NCCER Level 2 topics, concentrating on electrical theory as well as gain proficiency with hands-on lab work. This course is part of a student's preparation to take NCCER's Level 2 certification test.

Prerequisite: BCV 0003C or permission of instructor. Offered: FA, SP, SU Notes: Lab Fee.

**BCV 0674C - Intermediate Electricity Level 3 120 ch**

Part of the sequence of courses in Electricity leading to a Florida Vocational Certificate. Students will continue study of Level 3 topics. This course is part of a student's preparation to take NCCER's Level 3 certification test with hands on lab work. This

course is part of a student's preparation to take NCCER's Level 3 certification test.

Prerequisite: BCV 0003C or permission of instructor. Offered: FA, SP, SU Notes: Lab Fee.

**BCV 0675C - Intermediate Electricity Level 3 120 ch**

Part of the sequence of courses in Electricity leading to a Florida Vocational Certificate. Students will continue study of Level 3 topics. This course is part of a student's preparation to take NCCER's Level 3 certification test with hands on lab work. This course is part of a student's preparation to take NCCER's Level 3 certification test.

Prerequisite: BCV 0003C or permission of instructor. Offered: FA, SP, SU Notes: Lab Fee.

**BCV 0676C - Introduction to Electricity Level 4 150 ch**

Part of the sequence of courses in Electricity leading to a Florida Vocational Certificate. Students will concentrate on electrical theory as well as gain proficiency with hands on lab work. This course is part of a student's preparation to take NCCER's Level 4 certification test.

Prerequisite: BCV 0003C or permission of instructor. Offered: FA, SP, SU Notes: Lab Fee.

**BCV 0677C - Intermediate Electricity Level 4 150 ch**

Part of the sequence of courses in Electricity leading to a Florida Vocational Certificate. Students will concentrate on electrical theory as well as gain proficiency with hands on lab work. This course is part of a student's preparation to take NCCER's Level 4 certification test.

Prerequisite: BCV 0003C or permission of instructor. Offered: FA, SP, SU Notes: Lab Fee.

**BCV 0924 - Building Co-op 120 ch**

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 a 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.

Offered: FA, SP, SU

**BCV 0925 - Building Co-op 150 ch**

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.

Offered: FA, SP, SU

**BCV 0931C - Special Topic in Building Construction 30 ch**

A course designed to allow flexibility to present a wide variety of topics related to the construction field trades.

Prerequisite: Permission of instructor. Offered: FA, SP, SU

**BCV 0932C - Special Topic in Building Construction 60 ch**

A course designed to allow flexibility to present a wide variety of topics related to the construction field trades.

Prerequisite: Permission of instructor. Offered: FA, SP, SU

**BCV 0935C - Special Topics Construction Trades 150 ch**

A platform for presenting a variety of topics relating to the construction trade industries, such as current and future trends and new technologies. This course may be repeated when the content varies.

Prerequisite: Permission of the instructor or department head.  
Offered: FA, SP, SU Notes: Lab fee.

**BCV 0949 - Electrical Co-op 150 ch**

Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's vocational field of study. Each student must meet certain 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 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.

Prerequisite: Permission of instructor. Offered: FA, SP, SU Notes: Lab Fee.

**BOT - BOTANY****BOT 2010 - General Botany 3 cc**

Introduction to the basic concepts which apply to all plants including cell theory, biosynthetic processes, development and reproduction, as well as systematics and evolution. Morphological, physiological, and taxonomic aspects of plants are studied. Structures and functions of cells, tissues, and organs of plants are studied. The economic and ecological roles of these organisms are stressed. Significant plant groups are surveyed to illustrate basic biological principles.

Prerequisite: Placement at the college level or completion of exit-level developmental course(s) with a grade of C or better.  
Corequisite: BOT 2010L. Offered: SP.

**BOT 2010L - General Botany Laboratory 1 cc**

A Botanical Laboratory experience that includes microscopy, experimental exercises, and dissection.

Prerequisite: Grade of C or better in BSC 1010 and BSC 1010L.  
Corequisite: BOT 2010. Offered: SP. Notes: Lab Fee.

**BSC - BIOLOGICAL SCIENCES****BSC 0070 - Structure and Function 60 ch**

This course covers basic normal anatomy and physiology and explores man's need to maintain homeostasis in his environment. The foundation for subsequent learning involving human structure and physiology is emphasized. Medical terminology for each system is integrated throughout the course.

Offered: FA, SP, SU

**BSC 1005 - Introduction to Biology 3 cc**

Survey of biological principles as they apply to lifestyle choices, health and nutrition, bioenergetics, environmental impact, heredity, physiology, and organismal change over time; and the application of these principles to issues of current interest. NOT RECOMMENDED FOR BIOLOGY MAJORS.

Distribution: General Education Core, Natural Sciences (Biological Sciences). Offered: FA, SP, SU.

**BSC 1005L - Introduction to Biology Laboratory 1 cc**

A laboratory experience illustrating biological principles as they apply to lifestyle choices, health and nutrition, bioenergetics, environmental impact, heredity, physiology, and organismal change over time.

Corequisite: BSC 1005. Offered: FA, SP, SU Notes: Lab Fee.

**BSC 1010 - Principles of Biology 3 cc**

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.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better. Corequisite: BSC 1010L. Distribution: General Education Core, Natural Sciences (Biological Sciences). Offered: FA, SP, SU.

**BSC 1010L - Principles of Biology Laboratory 1 cc**

A laboratory course which provides hands-on exercises to complement the material in lecture course BSC 1010. Required for biology majors.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better. Corequisite: BSC 1010. Offered: FA, SP, SU. Notes: Lab Fee.

**BSC 1011 - Principles of Biological Diversity 3 cc**

Explores the diversity of life including bacteria, protists, fungi, plants and animals at the introductory level. The course will cover basic functional morphology and physiology at the organismal level. The course will also provide an introduction to ecological interactions at the population and community level.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better. Distribution: General Education, Natural Sciences (Biological Sciences). Offered: FA, SP.

**BSC 1011L - Principles of Biological Diversity Laboratory 1 cc**

A laboratory course which provides hands-on exercises to complement the concepts discussed in lecture. In particular, the diversity of life including bacteria, protists, fungi, plants and animals are covered at the introductory level. In addition, the lab will contain exercises that introduce students to basic functional morphology and physiology at the organismal level, as well as ecological interactions at the population and community level.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better. Corequisite: BSC1011. Offered: FA, SP. Notes: Lab fee.

**BSC 1080 - Essentials of Anatomy and Physiology 3 cc**

This is a survey course consisting of lectures and demonstrations covering the basic structures and functions of the human body. It is not recommended for students who intend to major in biology, medicine, or registered nursing.

Corequisite: BSC 1080L. Distribution: General Education, Natural Sciences (Biological Sciences). Offered: FA, SP.

**BSC 1080L - Essentials of Anatomy and Physiology Laboratory 1 cc**

This is a laboratory course in which dissected materials, microscopy, models, and other supplemental materials will be used to reinforce concepts presented in BSC 1080.

Corequisite: BSC 1080. Offered: FA, SP Notes: Lab Fee.

**BSC 1093 - Anatomy and Physiology I 3 cc**

An intensive study of human anatomy with emphasis on normal physiology and disease states that result when normal homeostatic mechanisms are compromised. Topics covered include basic cellular function, tissue components of the body, cellular metabolism, integumentary, skeletal, muscular, and nervous systems, and special senses.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better. Corequisite: BSC 1093L. Offered: FA, SP, SU.

**BSC 1093C - Anatomy and Physiology I 4 cc**

An intensive study of human anatomy with emphasis on normal physiology and disease states that result when normal homeostatic mechanisms are compromised. Topics covered include basic cellular structure and function, tissue components of the body, cellular metabolism, integumentary, skeletal, muscular, and nervous systems and special senses. Laboratory exercises are intended to enhance topics covered in lecture. Models, dissection material, and other media are used to explore the structure of the cell, tissues, integumentary, skeletal, muscular, and nervous systems.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better. Offered: FA, SP, SU. Notes: Lab Fee.

**BSC 1093L - Anatomy and Physiology I Laboratory 1 cc**

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.

Corequisite: BSC 1093. Offered: FA, SP, SU. Notes: Lab Fee.

**BSC 1094 - Anatomy and Physiology II 3 cc**

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.

Prerequisite: Grade of C or better in BSC 1093 and BSC 1093L. Corequisite: BSC 1094L. Offered: FA, SP, SU.

**BSC 1094C - Anatomy and Physiology II 4 cc**

This course is a continuation of BSC 1093 and BSC 1093L or BSC 1093C. 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. Laboratory exercises in anatomy and physiology to enhance topics covered in the lecture. Models, dissection material and other media will be used to explore the structure of the sensory, cardiovascular, respiratory, digestive, urinary and reproductive systems.

Prerequisite: Grade of C or better in BSC 1093 and BSC 1093L or BSC 1093C. Offered: FA, SP, SU. Notes: Lab Fee.

**BSC 1094L - Anatomy and Physiology II Laboratory 1 cc**

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.

Prerequisite: BSC 1093L. Corequisite: BSC 1094. Continuation of BSC 1093L. Offered: FA, SP, SU. Notes: Lab Fee.

**BSC 1931 - Special Topics in Biological Sciences 1 cc**

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.

Offered: FA, SP, SU. Notes: Some sections may require Lab Fees.

**BSC 1931L - Special Topics in Biological Sciences 2 cc**

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.

Offered: FA, SP, SU. Notes: Some sections may require Lab Fees.

**BSC 1932 - Special Topics in Biological Sciences 2 cc**

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.

Offered: FA, SP, SU. Notes: Some sections may require Lab Fees.

**BSC 1933 - Special Topics in Biological Sciences 3 cc**

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.

Offered: FA, SP, SU. Notes: Some sections may require Lab Fees.

**BSC 2033 - Ethical Issues in Biology 2 cc**

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.

Prerequisite: BSC 1005 or BSC 1010 or BSC 1080 or BSC 0070 or BSC 1093 and BSC 1094. Offered: SP, SU

**BUL - BUSINESS LAW****BUL 2241 - Business Law 3 cc**

A general introduction to Business 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.

Offered: FA, SP, SU

**BUL 3130 - Legal Environment 3 cc**

Covers issues such as contracts, torts, legal/political/economic aspects of ethics and the Law, antitrust law, employment law, administrative law, securities law, and international business law topics.

Offered: FA, SP, SU

**CAP - COMPUTER APPLICATIONS****CAP 2050 - XBOX Game Programming 3 cc**

Students will be introduced to Microsoft's XNA programming language. They will learn how the XNA framework integrates with C#, basic game programming concepts, how to create 2D and 3D games using the language, and how to transfer games on the Xbox.

Prerequisite: COP 2360 or COP 2800. Offered: FA. Notes: Lab Fee.

**CAP 2051 - Game Level Design 3 cc**

Introduction to the tools and concepts used to create levels for games and simulations. Incorporates level design, architecture theory, concepts of critical path and flow, balancing, play testing, and storytelling. Includes utilization of toolsets from industry titles.

Prerequisite: COP 1000 or COP 1510. Offered: FA, SP. Notes: Lab Fee.

**CAP 2134C - Database Security 3 cc**

Provides students the skills and knowledge of the Information Technology security professional to protect technology infrastructures, intellectual property, business functions, and

protect the company's most valuable assets, the databases. The course presents the proper techniques and methodologies in securing and protecting databases beginning with database installation and testing to auditing and SQL Injection.

Prerequisite: CGS 1061C. Offered: FA, SP. Notes: AS only. Lab fee.

### **CAP 2140C - Digital Forensics I 3 cc**

Provides information on forensic lab set up, how to acquire tools and software necessary for a forensics investigation, identification of inappropriate uses of information, gathering electronic evidence of wrongdoing, securing corporate systems from further misuse, manage corporate computer forensic operations, gathering electronic evidence, and protecting it from intentional or accidental modification.

Prerequisite: CET 1178C, CET 1179C, CTS 1300C, CTS 1390C, CTS 2106C. Offered: FA Notes: AS only. Lab fee.

### **CAP 2141C - Digital Forensics II 3 cc**

This course provides information on advanced computer forensics, how to prepare and conduct a computer investigation, use of advanced computer forensics software such as Access Data's Forensic Toolkit FTK, Guidance Software's Encase, Forensic Recovery Evidence Device (FRED), Ultimate Tool Kit write blocker suite, Voom Hardcopy II, and windows registry analysis using FTK's registry analyzer. Students will learn how to recover forensic data from various digital devices such as cell phones using PARABEN's Cell and PDA Seizure, password recovery tools including Access Data's PRTK, and analysis of windows and Linux operating systems.

Prerequisite: CAP 2140C. Offered: SP Notes: AS only. Lab fee.

## **CCJ - CRIMINOLOGY AND CRIMINAL JUSTICE**

### **CCJ 1020 - Introduction to the Criminal Justice System 3 cc**

An introduction to the criminal justice system with emphasis on the nature, functions, and limits of law. Special attention will be given to the criminal justice process from arrest to final disposition.

Distribution: General Education, Social Sciences. Offered: FA, SP, SU.

### **CCJ 2010 - Criminology 3 cc**

Provides 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.

Offered: FA, SP, SU

### **CCJ 2055 - Ethical Issues 3 cc**

Covers various ethical issues common to the field of criminal justice today. Current issues such as lying, moral responsibility, and abuse of force and authority will be covered in detail as well as the current laws that govern these issues.

Offered: FA, SP

### **CCJ 2645 - White Collar Crime 3 cc**

Examines broad range of criminal activities and financial crimes committed by individuals in the course of their legitimate employment, with an emphasis on the intersection of white collar crime and organized/transnational organized crime. Includes study of theories advanced to explain such behavior as well as the widespread nature of the problem.

Offered: FA, SP.

### **CCJ 2687 - Victimology 3 cc**

Victimology is an academic discipline that is a relatively new concept in the United States. The victim's movement continues to gain strength across the country. States continue to enact laws giving victims of crimes more opportunities to participate in the criminal justice system. Individuals who work with victims need to understand the legal, psychological, and social aspects of victimology.

Offered: FA, SP Notes: AS only.

### **CCJ 2693 - The Study of Sex Crimes 3 cc**

Covers the nature and extent of sexual crimes committed in America today as well as the prominent theories of causation. This course will review the current sex offender laws and the legal challenges facing law enforcement and the courts.

Offered: FA, SP

### **CCJ 2940C - Cyber Forensics Capstone 3 cc**

Provides the student with an integrative experience in a law enforcement and business information security environment. This course incorporates the Certified Digital Forensic Examiner (C)DFE certification exam.

Prerequisite: Permission of the instructor. Offered: FA, SP, SU Notes: AS only.

### **CCJ 2949 - Criminal Justice Co-op 3 cc**

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.

Offered: FA, SP, SU Notes: AS only.

## **CET - COMPUTER ENGINEERING TECHNOLOGY**

### **CET 1020C - Introduction to Networks 3 cc**

As the first course of two in the Cisco CCENT curriculum, the student will learn about the architecture, structure, functions, components, and modules of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum.

Offered: FA, SP. Notes: Lab fee.

### **CET 1112C - Digital Fundamentals 3 cc**

Covers introductory concepts of digital circuits. Material covered in theory and lab includes number systems, digital codes, logic circuits, Boolean -algebra, Karnagh mapping, Demorgan's Theorem, arithmetic circuits, code converters, multiplexers, and demultiplexers.

Offered: FA, SP, SU. Notes: AS only. Lab Fee.

### **CET 1178C - PC Hardware (A+) 3 cc**

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.

Prerequisite: CGS 1061C. Offered: FA, SP, SU Notes: AS only. Lab Fee.

**CET 1179C - PC Operating Systems (A+) 3 cc**

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, TSRs, and basic system errors.

Prerequisite: CGS 1061C. Offered: FA, SP, SU Notes: AS only. Lab Fee.

**CET 1588 - Network + 3 cc**

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.

Prerequisite: CGS 1061C or permission of instructor. Offered: FA, SP, SU Notes: AS only. Lab Fee.

**CET 1605C - Introduction to Cisco Internetworking 3 cc**

This course will cover the concepts of routers and switches and how they are used in internetworking. The course is also an overview for the Cisco CCNA certification.

Prerequisite: CGS 1061C. Offered: TBA

**CET 1610C - Routing and Switching Essentials 3 cc**

This is the second courses of two in the Cisco CCENT curriculum. Students learn architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. This course completes the Cisco CCENT curriculum and prepares the student for the Cisco CCENT certification exam.

Prerequisite: CET 1020C. Offered: SP, SU Notes: AS only. Lab Fee.

**CET 1630C - Network Cable Installation 2 cc**

This is an introductory course about broadband cable installation. The student will learn about basic broadband theory and technology as well as techniques used to install and troubleshoot broadband cable installations.

Prerequisite: CGS 1061C. Offered: TBA. Notes: AS only.

**CET 1632C - Fiber Optic Installation and Activation 2 cc**

This course covers fiber-optic technology including the attributes of various fiber-optic networks and transmission systems. It also covers fiber optic topologies, amplitude modulation, frequency modulation and digital modulation as well as multiplexing and demultiplexing.

Prerequisite: CET 1630C. Offered: TBA. Notes: AS only.

**CET 1634C - Telecommunications Distribution Systems 3 cc**

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.

Offered: FA, SP, SU. Notes: AS only. Lab Fee.

**CET 1730C - Windows Server 2008 Active Directory 3 cc**

Provides students with the knowledge and skills necessary to configure the Windows Server 2008 Active Directory and prepares students for the Microsoft Exam 70-640.

Prerequisite: CGS 1061C, CTS 1300. Offered: FA Notes: AS only. Lab Fee.

**CET 2025C - Scaling Networks 3 cc**

This is the first course of two in the Cisco Routing and Switching curriculum. The student will learn about the architecture, components, and operations of routers and switches in a larger and more complex network. Students will learn how to configure routers and switches for advanced functionality.

Prerequisite: CET 1610C. Offered: FA, SP Notes: Lab fee.

**CET 2026C - Connecting Networks 3 cc**

This is the final course of two in the Cisco Routing and Switching curriculum. The student will learn about the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. This course prepares the student for the Cisco CCNA Routing and Switching certification exam.

Prerequisite: CET 2025C. Offered: FA, SU. Notes: Lab fee.

**CET 2113C - Digital Circuits 3 cc**

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/WR and ROM).

Prerequisite: CET 1112C. Offered: SP. Notes: AS only. Lab Fee.

**CET 2172C - Personal Computers Maintenance, Upgrade and Support 3 cc**

A combination theory and laboratory oriented course which introduces the student to maintenance of microcomputers. It will prepare students in maintenance, upgrade, and support of PC's. Major items covered include: hardware/software/firmware concepts, troubleshooting, repair, support of the PC, LAN/WAN network applications, and operating systems.

Prerequisite: CET 1178C or departmental waiver based on documented personal experience. Offered: FA, SP. Notes: AS only. Lab Fee.

**CET 2614C - Cisco CCNA Security 3 cc**

Focuses on the overall security process based on a security policy and its relation to the router IOS firewall. This course also maps to the Cisco CCNA Security Exam.

Prerequisite: CET 2026C, CTS 2120C. Offered: FA Notes: AS only. Lab Fee.

**CET 2731C - Windows Server 2008 Network Infrastructure 3 cc**

Provides students with the knowledge and skills necessary to install, manage, monitor, configure, and troubleshoot DNS, Remote Access, File and Print services, Distributed File System, and the Network Infrastructure.

Prerequisite: CET 1730C. Offered: SP Notes: AS only. Lab Fee.

**CET 2732C - Administer Windows Server 2008 3 cc**

This course provides students with the knowledge and skill to plan, deploy, install, manage, monitor, and maintain the Windows Server 2008 Operating System (OS).

Prerequisite: CET 2731C. Offered: TBA Notes: AS only. Lab Fee.

**CET 2854C - Wireless LANS 3 cc**

This course focuses on wireless LANS, topology, infrastructure, and site survey techniques. Mathematics and physics are held to a minimum to allow for the broadest possible audience.

Prerequisite: CET 1588C or CET 2620C. Offered: FA, SP. Notes: AS only. Lab Fee.

**CET 2890C - Network Defense and Countermeasures 3 cc**

Focuses on one of the most important and urgent concepts in protecting computers and networks: intrusion detection.

Prerequisite: CET 2026C, CTS 2120C. Offered: SP, SU Notes: AS only. Lab Fee.

**CET 2932 - Advanced Telecommunications Topics 3 cc**

Focuses on the overall security process based on a security policy and its relation to the router IOS Firewall. This course also maps to the Cisco SECUR exam.

Offered: SP. Notes: AS only.

**CET 2934 - CIT Professional Project 3 cc**

This course, taken during the last semester, is the culmination of the student's Computer Information Technology degree program, and as such represents an opportunity for the student to complete a project and present an integrated summary of what he/she learned. Class time will be spent planning and working through the specific details of the project and creating a personal presentation.

Suggested project include, but are not limited to, network design, risk assessment, wiring design, security awareness program, developing security policies.

Prerequisite: CTS 2149. Offered: TBA. Notes: AS only. Lab Fee.

**CET 2947 - Telecommunications Co-op 1 cc**

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.

Offered: FA, SP, SU. Notes: AS only.

**CET 2949 - Telecommunications Co-op 3 cc**

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.

Offered: FA, SP, SU. Notes: AS only.

**CGS - COMPUTER GENERAL STUDIES**

**CGS 1050 - Electronic Access to Information 1 cc**

This course introduces students to Internet and online library research skills needed to locate, evaluate, and cite relevant information for class assignments and personal research. Students will use a variety of information sources, including Internet search engines and online library sources that contain information from books, magazines journals, and newspapers. Emphasis will be placed on Boolean and other search techniques, evaluating and citing sources. Introduces use of selected software to manage information.

Offered: FA, SP, SU Notes: AS only. Lab Fee.

**CGS 1061C - Introduction to Computers in Technology 3 cc**

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.

Offered: FA, SP, SU. Notes: AS only. Lab Fee.

**CGS 1570 - Computer Concepts and Applications 3 cc**

This course will cover computer and networking concepts, computer applications, and productivity software (word processing, spreadsheet, graphics, and database).

Distribution: General Education, Communications. Offered: FA, SP, SU. Notes: Lab Fee.

**CGS 1584 - PowerPoint Presentations for Business 3 cc**

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, and animation with the Microsoft PowerPoint program.

Prerequisite: CGS 1061C or CGS 1570. Offered: FA, SP. Notes: AS only. Lab Fee.

**CGS 1700 - Introduction to Operating Systems 3 cc**

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.

Prerequisite: CGS 1570 or CGS 1061C. Offered: FA, SP

**CGS 2122 - Engineering Technical Spreadsheets 3 cc**

An intermediate spreadsheet course using Microsoft Excel software which provides the student with skills necessary to solve engineering problems. This course provides a mathematic 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.

Prerequisite: ETD 1310 and appropriate mathematics placement score or completion of MAT 1033C with a grade of C or better. Offered: FA. Notes: AS only. Lab Fee.

**CGS 2510 - Spreadsheet 3 cc**

Spreadsheet applications will be taught by a combination of lecture and hands-on experience. Electronic spreadsheet and data management applications will be covered.

Prerequisite: CGS 1570. Offered: FA, SP, SU Notes: Lab Fee.

**CGS 2555 - Internet Literacy. 3 cc**

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.

Offered: FA, SP, SU Notes: Lab Fee.

**CGS 2820 - HTML 3 cc**

Teaches students essential Web page development skills. Students will develop Web sites using Hypertext Markup Language (HTML) and Cascading Style Sheets (CSS). Students learn to write HTML code manually, as well as use graphical user interface (GUI) authoring tools. Students will create Web pages using the HTML structure tags, embed video and audio, and develop cross-browser user-input forms. They will use CSS to position and format content, and to create effects such as transformations, transitions and animation. In addition, students will learn techniques for code validation and testing, inline form field validation, and mobile design for browsers and apps, including Responsive Web Design (RWD).

Offered: FA, SP Notes: Lab fee.

**CGS 2821 - Advanced HTML/CSS 3 cc**

The Advanced HTML/CSS3 course builds upon students' coding skills to develop Web documents using new elements, attributes and selectors introduced in CGS2820. Students will create Web pages using the HTML structure tags, embed video and audio, and develop cross-browser user-input forms. They will use CSS to position and format content, and to create effects such as transformations, transitions and animation. In addition, students will learn techniques for code validation and testing, inline form field validation, and mobile design for browsers and apps, including Responsive Web Design (RWD).

Prerequisite: CGS 2820. Offered: SP Notes: Lab Fee.

**CGS 2822 - Scripting for the Web 3 cc**

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, with a brief survey of several other scripting languages.

Prerequisite: COP 1510. Offered: FA, SP Notes: Lab Fee.

**CGS 2829 - Web Design Specialist 3 cc**

Builds on the skills acquired in the previous two web creation courses while introducing advanced skills for designing and coding responsive web sites. Integration of industry standard software will be utilized. Students will build upon their basic Web authoring skills to learn the essentials and best practices of Web design, including design theory, tools and technologies.

Prerequisite: CGS 2822. Offered: FA, SP. Notes: Lab fee.

**CGS 2933 - Special Topics in Computer Science 3 cc**

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.

Offered: TBA Notes: Lab Fee.

**CGS 3812 - Business Continuity and Disaster Recovery 3 cc**

A study of disaster recovery and business continuity planning. Emphasizes a business' critical operations, especially IT infrastructure. The goal is to keep a critical operations of the business running, which today heavily relies on its IT infrastructure. The student will be prepared to work with businesses to create and implement disaster recovery and business continuity plans. This course prepares students for the Mile2 Certified Disaster Recovery Engineer C)DRE certification exam. The National Security Agency has validated the C)DRE for the CNSSI-4016: National Information Assurance Training Standards for Risk Analysis.

Prerequisite: CET 2614C. Offered: FA. Notes: Lab fee.

**CHD-HOME-ECONOMICS-CHILD-DEVELOPMENT****CHD 1933 - Early Childhood Seminar 3 cc**

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.

Offered: TBA

**CHD 2947 - Child Development Co-op 1 cc**

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.

Offered: FA, SP.

**CHD 2949 - Child Development Co-op 3 cc**

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.

Offered: FA, SP.

**CHM-CHEMISTRY****CHM 1025 - Introduction to College Chemistry 3 cc**

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.

Distribution: General Education, Natural Sciences (Physical Sciences). Offered: FA, SP, SU.

**CHM 1025L - Introduction to College Chemistry Laboratory 1 cc**

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.)

Corequisite: CHM 1025. Offered: FA, SP, SU Notes: Lab Fee.

**CHM 1032 - Survey of General Chemistry 3 cc**

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.

Offered: TBA

**CHM 1032L - Survey of General Chemistry Laboratory 1 cc**

An optional 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.)

Corequisite: CHM 1032. Offered: TBA Notes: Lab Fee.

**CHM 1045 - General Chemistry I 3 cc**

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.

Prerequisite: CHM 1025 or high school chemistry. Corequisite: MAC 1105, CHM 1045L. Distribution: General Education Core, Natural Sciences (Physical Sciences). Offered: FA, SP, SU.

**CHM 1045C - General Chemistry I 4 cc**

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. The laboratory component of the course emphasizes the development of laboratory skills in chemistry which are fundamental to students of science. Lab safety exam is required. Mastery of basic algebra skills is essential for successful completion of this course.

Prerequisite: CHM 1025 or high school chemistry. Corequisite: MAC 1105. Distribution: General Education core. Natural Sciences (Physical Sciences). Offered: TBA Notes: Lab Fee.

**CHM 1045L - General Chemistry I Laboratory 1 cc**

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.)

Corequisite: CHM 1045. Offered: FA, SP, SU Notes: Lab Fee.

**CHM 1046 - General Chemistry II 3 cc**

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.

Prerequisite: Grade of C or better in CHM 1045. Corequisite: CHM 1046L. Offered: FA, SP, SU.

**CHM 1046L - General Chemistry II Laboratory 1 cc**

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.)

Prerequisite: Grade of C or better in CHM 1045L Corequisite: CHM 1046. Offered: FA, SP, SU. Notes: Lab Fee.

**CHM 2210 - Organic Chemistry I 3 cc**

A study of carbon compounds with emphasis placed on reaction mechanisms, functional group behavior, synthesis, and structure determination.

Prerequisite: Grade of C or better in CHM 1046. Corequisite: CHM 2210L. Offered: FA, SP.

**CHM 2210L - Organic Chemistry I Laboratory 1 cc**

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.)

Prerequisite: Grade of C or better in CHM 1046L. Corequisite: CHM 2210. Offered: FA, SP. Notes: Lab Fee.

**CHM 2211 - Organic Chemistry II 3 cc**

A continuation of CHM 2210.

Prerequisite: Grade of C or better in CHM 2210 Corequisite: CHM 2211L. Offered: SP, SU.

**CHM 2211L - Organic Chemistry II Laboratory 1 cc**

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.)

Prerequisite: Grade of C or better in CHM 2210L Corequisite: CHM 2211. Offered: SP, SU. Notes: Lab Fee.

**CIS - COMPUTER SCIENCE AND INFORMATION SYSTEMS****CIS 1350C - Security Awareness 3 cc**

Provides a broad overview of practical computer security for all users.

Offered: TBA. Notes: AS only. Lab Fee.

**CIS 2120C - Principles of Information Assurance 3 cc**

This course is focusing on evaluation of information systems: security, analysis, lifecycle management, computer operations/management, legal and ethical issues, and business applications.

Prerequisite: CIS 1350, CTS 2120C, CTS 1300C and CTS 2106C. Offered: TBA. Notes: AS only.

**CIS 2381C - Foundations of Digital Forensics 3 cc**

Digital forensics is the application of traditional forensic science principles and practices to the problem of electronically stored evidence. Students will receive an overview of the principles and practices of this emerging discipline to include the acquisition, examination and analysis of electronic evidence.

Prerequisite: CGS 1061C, CTS 1300C, CTS 2106C and CET 1588C. Offered: TBA Notes: AS only. Lab Fee.

**CIS 3361 - Security Testing and Auditing 3 cc**

A presentation of proven, hands-on, penetration testing methodologies, based on the five key elements of 'Pen Testing': Information Gathering, Scanning, Enumeration, Exploitation and Reporting. Upon completion, the student will have the knowledge to perform penetration tests and be prepared to take the C/PTE certification exam. The course is accredited by the NSA CNSSI-4013: National Information Assurance Training.

Prerequisite: CET 2614C. Offered: FA. Notes: Lab fee.

**CIS 3367C - Operating Systems Security 3 cc**

A presentation of the nature of attacks against operating systems and security related issues. Examines various operating systems, including Windows systems and servers, Linux, Netware, Red Hat Linux, and Mac OS X; and tools and techniques for securing those operating systems. The student will acquire knowledge and skills to perform audit assessments and implement enterprise-wide operating system security.

Prerequisite: CTS 1390C. Offered: SP. Notes: Lab fee.

**CIS 3615C - Secure Software Development 3 cc**

A study of the perspectives and techniques used to ensure the security of essential software with emphasis on the methodologies and principles that reduce security risk early in the software development life cycle. Implementation-level issues are discussed and applied through code samples. Secure software risk assessment, design, coding, and testing are also covered.

Prerequisite: COP 1510. Offered: FA. Notes: Lab fee.

**CIS 4201 - Laws and Legal Aspects of Information Technology 3 cc**

An overview of the rights, responsibilities, and liabilities associated with IT systems today. Statutes, case histories, regulations, etc., will be discussed. Research topics will be assigned to students.

Prerequisite: CTS 2120C Offered: SP

**CIS 4253 - Ethics in Information Technology 3 cc**

An examination of the impact ethical issues have on the use of information technology in the modern business world. Topics will include Cloud computing, cyberterrorism, social networking Web sites, and infringement of intellectual property, security risks, identity theft, employee surveillance, privacy, compliance, and ethics of IT corporations.

Offered: SP

**CIS 4357C - Advanced Security Practitioner 3 cc**

An examination of critical thinking and problem solving strategies used across a broad spectrum of security disciplines. Emphasizes the required knowledge and skills necessary to implement clear solutions in complex environments and supports the growing demand for advanced IT security in the enterprise. This course prepares students for the CompTIA Advanced Security Practitioner (CASP) CAS-002 exam. The CASP certification is approved by the U.S. Department of Defense (DoD) to meet 8570.01-M and 8140 technical and management directives. It is compliant with government regulations under the Federal Information Security Management Act (FISMA).

Prerequisite: CTS 2318. Offered: SP. Notes: Lab fee.

**CIS 4385 - Computer Forensics and Investigations 3 cc**

An analysis of the technical issues used to acquire computer evidence and popular file systems. Topics on reporting issues in the legal system, digital evidence collection and evaluation, and legal issues involved in network forensics are examined. This course prepares the student for the Mile2 Certified Digital Forensics Examiner certification (CDFE). The Mile2 CDFE is an FBI preferred degree and work experience extended certificate.

Prerequisite: CTS 1300C. Offered: FA. Notes: Lab fee.

**CIS 4512 - Information Security and Risk Management 3 cc**

An in-depth examination of how to manage and reduce IT-associated risks. Provides a thorough overview of risk management and its implications on IT infrastructures.

Prerequisite: CTS 2318 Offered: FA

**CIS 4596 - Cybersecurity Capstone 3 cc**

A presentation of a broad range of industry best practices and knowledge and skills expected of a security manager/officer. Includes in-depth theory of the practical implementation of core security concepts, practices, monitoring and compliance in the full panorama of IS management. Through the use of a risk-based approach, the Information Systems Security Officer is able to implement and maintain cost-effective security controls that are closely aligned with both business and industry standards. This course will prepare students for the Mile2 C)ISSO certification exam. The C)ISSO is an FBI Tier III preferred degree and work experience extended certificate. The C)ISSO certification has been

validated by the NSA CNSSI-4012, National Information Assurance as well as the Training Standard for Senior System Managers and NSTISSI - 4011, National Training Standard for Information Systems Security (INFOSEC).

Prerequisite: CIS 4357C. Offered: SP. Notes: Lab fee.

**CJC - CORRECTIONS****CJC 1000 - Theory and Practice of Corrections 3 cc**

A comprehensive view of the history and philosophy of corrections at the federal, state and local levels. The course presents types and classifications of correctional facilities; temporary problems in corrections; and a career orientation.

Offered: FA, SP, SU

**CJC 2162 - Probation and Parole 3 cc**

Explores 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/her behavioral modification.

Offered: FA, SP, SU

**CJE - LAW ENFORCEMENT****CJE 1500 - Police Operations 3 cc**

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.

Offered: FA, SP, SU

**CJE 1600 - Criminal Investigation 3 cc**

Provides a survey of the methods and techniques employed by law enforcement officers in the detection and investigation of crime.

Offered: FA, SU. Notes: AS only.

**CJE 1640 - Introduction to Criminalistics 3 cc**

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.

Offered: FA, SP

**CJE 1642 - Advanced Crime Scene Technology 3 cc**

This course covers advanced principles, theories, and applications in crime scene technology. An overview of specialized collection procedures of weapons, traffic crash evidence, arson, gunshot residue, blood spatter, and recovery of buried bodies and surface skeletons are included.

Corequisite: CJE 1600, CJE 1640. Offered: FA.

**CJE 1673 - Crime Scene Photography I 3 cc**

This course includes basic photographic skills including camera operation and exposure control. It is a hands-on course that will build basic proficiency in documenting a crime scene. Each student should have personal access to a digital camera and software to process photographs.

Corequisite: CJE 1600, CJE 1640. Offered: FA. Notes: AS only. Lab Fee.

**CJE 1772 - Crime Scene Photography II 3 cc**

Includes advanced photographic skills including camera operation and exposure control. It is a hands-on course that will build proficiency in documenting a crime scene. Each student should have access to a digital camera and software to process the

photographs. This course will build upon skills and techniques taught in CJE 1673 Crime Scene Photography.

Prerequisite: CJE 1673. Offered: SP Notes: AS only.

### **CJE 2030 - Writing and Reviewing Criminal Reports 3 cc**

Provides a focused review and practice of the basic elements necessary for effective writing in any situation or any type of report in the Law Enforcement environment. This course is recommended for Criminal Justice, law enforcement personnel, paralegals, and pre-law students.

Prerequisite: ENC1101C Offered: FA, SP

### **CJE 2644 - Crime Scene Safety 2 cc**

Covers potential health and safety hazards one will encounter at a crime scene. The course will also introduce the proper protective techniques to minimize risk to self and others. Emergency procedures and state and federal regulations are included. 32 contact hours.

Corequisite: CJE 1600, CJE 1640. Offered: FA

### **CJE 2671 - Latent Fingerprint Development 3 cc**

This course covers the techniques involved in detection, enhancement, and recovery of latent fingerprints from physical evidence. Chemical and mechanical methods will be taught for use on varying surfaces.

Offered: SP Notes: Lab Fee.

### **CJE 2676 - Biological Evidence 2 cc**

This course exposes the student to the forensic value, collection, handling, preservation, testing, and documentation of biological evidence. It also addresses safety issues in handling biological evidence.

Corequisite: CJE 1600, CJE 1640. Offered: SP. Notes: Lab Fee.

### **CJE 2686 - Forensic Cyber Investigation 3 cc**

Introduces the student to the field of cyber-crime and evidence recovery. Upon completion of the course the student will understand what portions of a computer can be used to successfully prosecute an offender in court together with the laws that govern such retrieval.

Offered: FA, SP

### **CJE 3310 - Law Enforcement Administration I 3 cc**

A study of the organization, management, and administration of law enforcement agencies. Topics include police administration in the political arena, organizational theory, police organizational structure, leadership, organizational communication, police subsystem tasks, decision-making, performance evaluation, and organizational improvement.

Prerequisite: COM 2100, MAN 2021, MNA 1300 Offered: SP

### **CJE 3311 - Law Enforcement Administration II 3 cc**

Provides methods for dealing with problem personnel through progressive discipline. The budgeting process for public safety units and disaster planning and implementation of response is covered. Includes various methodologies for training personnel.

Prerequisite: CJE 3310, COM 2100, MAN 2021, MNA 1300

Offered: SP

## **CJJ - JUVENILE JUSTICE**

### **CJJ 2002 - Juvenile Justice 3 cc**

The influence of political, economic, and environmental factors pertaining to adolescents 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.

Offered: FA, SP, SU

## **CJL-LAW-PROCESS**

### **CJL 1100 - Criminal Law 3 cc**

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.

Offered: FA, SP, SU

### **CJL 2403 - Criminal Procedure and Evidence 3 cc**

Emphasis will be placed on the following: arrests, search warrants, probable cause, admissions and confessions, stop and frisk, pretrial identification procedures and preparation of cases for courts.

Offered: FA, SP

### **CJL 2502 - Introduction to Courts 3 cc**

Offers an understanding of the process and functions of the U.S. court system. Course will define and identify different aspects of law and crime, examine aspects of federal and state court systems, the trial process, examine the roles of court workers, examine the sentencing process.

Offered: FA, SP

## **CLT - CLASSICAL CULTURE IN TRANSLATION OR TRANSATION SKILLS**

### **CLT 1500 - Classical Mythology 3 cc**

Introduces the student to 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 works. The course will involve lectures, correlated readings and illustrations or representative works from each period studied.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better. Distribution: General Education, Humanities. Offered: FA, SP, SU.

## **CNT - COMPUTER NETWORKS**

### **CNT 2405 - Information Security Management 3 cc**

This course deals with processes and technical solutions that implement the information security governance framework, focuses on the tasks necessary for the information security manager to effectively manage information security within an organization, and provides a description of various techniques the information security manager can use. This course also covers steps and solutions for responding to an incident. This course loosely follows the ISACA CISM certification.

Offered: TBA. Notes: AS only.

### **CNT 3411 - Security Operations 3 cc**

A study of cyber warfare, including the knowledge and skills necessary to prevent it as well as the tools used to minimize its impact. Relevant examples of cyber warfare will be examined. An emphasis on designing an effective Security Operations Center.

Prerequisite: CTS 2318 Offered: SP

### **CNT 3421 - Securing the Cloud 3 cc**

An analysis of cloud computing from a business and technical perspective. Includes the process of moving to the cloud and

governing the cloud. This course will prepare the student for the CompTIA Cloud+ certification exam (CVO-001).

Prerequisite: CTS2120C or CompTIA Security+ certification.  
Offered: FA

### **CNT 3524 - Mobile Security 3 cc**

Issues relating to information security for mobile devices in today's society are covered. Topics include the following: mobile risk model, cellular network security, jailbreak and rooting, information leakage, mobile malware, mobile device management, and mobile application threat modeling.

Prerequisite: CET 2614C. Offered: FA.

## **COM - COMMUNICATION**

### **COM 2100 - Business Communications 3 cc**

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.

Prerequisite: ENC 1101C. Offered: FA, SP, SU.

## **COP - COMPUTER PROGRAMMING**

### **COP 1000 - Introduction to Game Programming 3 cc**

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.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better. Offered: TBA. Notes: Lab Fee.

### **COP 1510 - Programming Concepts 3 cc**

Provides the beginning programmer with a guide to developing structured program logic and assumes no programming language experience. Programming concepts, design solutions, algorithms, pseudocode, flow charts, debugging, and documentation using a high-level language will be emphasized. Successful completion of this course enables a student to enroll in specific programming languages such as Java, C++, C#, Visual Basic.Net, etc.

Prerequisite: Appropriate score on the Florida Entry-Level Placement Exam or MAT 1033C. Distribution: General Education Elective, Mathematics Offered: FA, SP, SU. Notes: Lab Fee.

### **COP 2224 - C++ Programming 3 cc**

Covers the features of C++ with an emphasis on program design and problem solving using procedural and object oriented programming. Includes coverage of structured data, classes, arrays, pointers, abstract data types, binary files, sorting, searching and the Standard Template Library.

Prerequisite: MAC 1105, COP 1000 or COP 1510. Offered: FA, SP, SU Notes: Lab Fee.

### **COP 2332 - Visual Basic 3 cc**

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.

Prerequisite: MAC 1105, COP 1510 or COP 1000. Offered: FA, SP Notes: Lab Fee.

### **COP 2360 - C# Programming 3 cc**

This is a course in C# programming. It includes emphasis on basic programming logic, structured and object oriented programming,

documentation, and utilization of the unique capabilities of C# to create both console and windowed applications.

Prerequisite: MAC 1105, COP 1510 or COP 1000. Offered: FA, SP Notes: Lab Fee.

### **COP 2420 - Robotics Programming 3 cc**

Introduces students to hardware/software interaction through the use of robots. Students will use multiple robots to complete various projects throughout the course. The projects will include an emphasis on basic programming logic, algorithm analysis and design, program testing and debugging, and hardware management.

Prerequisite: COP 1510 Offered: SP, SU Notes: Lab fee.

### **COP 2511 - Programming Concepts II 3 cc**

Continuation of Programming Concepts I. Course covers additional programming language features with an emphasis on program design, problem solving using procedural programming. Includes structured data, arrays, linked lists, (stacks, queues, and trees), binary files, sorting and searching.

Prerequisite: COP 1510 or COP 1000, MAC 1105. Offered: FA, SP, SU Notes: Lab Fee.

### **COP 2650 - Mobile Application Programming 3 cc**

A mobile platform programming course that includes emphasis on basic programming logic, structured and object oriented programming, documentation, and utilization of the unique capabilities of mobile programming languages to create both applications and applets.

Prerequisite: COP 2511 or COP 2800. Offered: FA, SP

### **COP 2800 - Java Programming 3 cc**

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.

Prerequisite: MAC 1105, COP 1510 or COP 1000. Offered: FA, SP Notes: Lab Fee.

### **COP 2842 - Programming in PHP 3 cc**

Introduces students to basic to intermediate programming aspects of the server-side, HTML-embedded scripting language PHP. Emphasis is placed on programming techniques required to create web pages using PHP scripting language features and MySQL database. Upon completion, students should be able to design, code, test, debug, and create a dynamic web site using the PHP scripting language. PHP can be used to create all types of dynamic web interfaces, and because of its open-source robustness, has become one of the most widely used programming languages for the Internet.

Prerequisite: CGS 2820, CTS 2433 or permission of instructor. Offered: FA, SP Notes: Lab fee.

### **COP 2931 - Special Topics in Computer Programming 1 cc**

A course designed to allow flexibility to present a wide variety of topics related to programming applications and languages.

Prerequisite: COP 1000 or COP 1510 or permission of instructor. Offered: TBA Notes: Lab Fee.

### **COP 2932 - Special Topics in Computer Programming 2 cc**

A course designed to allow flexibility to present a wide variety of topics related to programming applications and languages.

Prerequisite: COP 1000 or COP 1510 or permission of instructor. Offered: TBA Notes: Lab Fee.

**COP 2933 - Special Topics in Computer Programming 3 cc**

A course designed to allow flexibility to present a wide variety of topics related to programming applications and languages.

Prerequisite: COP 1000 or COP 1510 or permission of instructor.  
Offered: TBA Notes: Lab Fee.

**COP 2947 - Computer Science Co-op 1 cc**

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.

Offered: FA, SP, SU Notes: AS only

**COP 2948 - Computer Science Co-op 2 cc**

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.

Offered: FA, SP, SU Notes: AS only

**COP 2949 - Computer Science Co-op 3 cc**

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.

Offered: FA, SP, SU Notes: AS only.

**COS - COSMETOLOGY****COS 0010 - Cosmetology I 300 ch**

Focus on theoretical principals of cosmetology skills and knowledge as required by the Florida State Board of Cosmetology including proper sanitation procedures, universal precautions, bacteriology, anatomy, physiology, diseases and disorders of the scalp, hair and nails, artificial nail enhancements, chemistry of water and its effects with shampoo and conditioners, chemical texture services, and basic knowledge in electricity as it pertains to salon appliances. Introduction to product knowledge for proper usage and prevention of waste. Exploration of career opportunities, effective communication skills, development of positive human relations and portfolio development.

Corequisite: COS 0010L. Offered: FA, SP, SU

**COS 0010L - Cosmetology I Lab 150 ch**

Application and technical skills as applied to proper draping, handling of shears (scissors), thinning shears, razors, combs, brushes, clips, clippers, shampooing, conditioning, scalp manipulations, up-do hair arranging, braiding, wet setting, blow dry styling, hair cutting, clipper cutting, creating styles to suit client's facial structures, client consultations. Relaxer, rodding of permanent wave.

Corequisite: COS 0010. Offered: FA, SP, SU Notes: Lab Fee.

**COS 0088 - Cosmetology II 150 ch**

Focus on theoretical principals in product costs, knowledge of waste, and setting service charges, application, proper mixing techniques and correct product selection for permanent waving and in-depth study of color theory and chemistry in permanent color, semi-permanent color, temporary color, decolorizing products, high-lift colors and toners. Hair extensions and the making of wigs. Continued development of professional portfolio, resume development and job interview skills.

Prerequisite: Grade of C or better in COS 0010, COS 0010L.

Corequisite: COS 0088L. Offered: FA, SP, SU.

**COS 0088L - Cosmetology II Lab 300 ch**

Develops application techniques and proper procedures for mixing in sanitation, draping, permanent waving, permanent color, highlighting, low lighting, and decolorizing, toning and manicures. Dispensary duties will be assigned to all students in preparation for the salon environment. Student develops beginning dispensary awareness, inventory protocols, product rotation, and reception desk skills to include phone etiquette, proper appointment setting procedures, and maintenance of client files. Emphasis on keeping accurate client service records. Basic manicuring and pedicuring services. Continuation of hairstyling techniques and Introduction to Customer Service in real world applications of services with clients in a salon setting.

Prerequisite: Grade of C or better in COS 0010, COS 0010L.

Corequisite: COS 0088. Offered: FA, SP, SU. Notes: Lab Fee.

**COS 0089 - Cosmetology III 60 ch**

Focus is on the business side of cosmetology. Students will research and develop business and marketing components to be implemented in a mock salon presentation as they apply previous knowledge to salon ownership including sales, management, budgets, advertising, public relations, staff development, community awareness and involvement. Additionally, students will be presented with written mock State Board testing and applicable remediation in preparation for the Florida State Board Exam. Complete portfolio and resume for professional review.

Prerequisite: Grade of C or better in COS 0088, COS 0088L.

Corequisite: COS 0089L. Offered: FA, SP, SU.

**COS 0089L - Cosmetology III Lab 240 ch**

Students develop advanced techniques in wigs, hair extensions, both glued and sewn in, advanced color and foil placements, specialty perm wraps, and continued practice of all previously learned concepts with attention to detail, quality, and timeliness. Students will be required to take a mock practical exam and complete applicable remediation in preparation for the Florida State Board exam.

Prerequisite: Grade of C or better in COS 0088, COS 0088L.

Corequisite: COS 0089. Offered: FA, SP, SU. Notes: Lab fee.

**COS 0421C - Barbering I 240 ch**

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. The student will also be instructed in draping, shampooing/rinsing men's hair, haircutting and hairstyling, shaving, beard and mustache trims, women's haircutting and hairstyling.

Offered: FA, SP, SU Notes: Lab Fee.

**COS 0422C - Barbering II 240 ch**

Provides students with the beginning theoretical and practical procedures of barbering. The basic topics and tasks to be introduced are non-chemical and chemical hair processing in permanent waving and finish work as the students expand their skill base in both men and women's hair design techniques. 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 approved by the clinic instructor. In addition, hair piece and wig fitting and care will be covered along with thinning hair care.

Prerequisite: Grade of C or better in COS 0421C. Offered: FA, SP, SU. Notes: Lab Fee.

**COS 0423C - Barbering III 240 ch**

Provides students with additional theoretical and practical procedures of barbering. This course provides students with a continuation of proper barbering techniques as assigned in the supervised classroom. In addition, hair piece and wig fitting and care will be covered along with thinning hair care.

Prerequisite: Grade of C or better in COS 0422C. Offered: FA, SP, SU. Notes: Lab Fee.

**COS 0424C - Barbering IV 240 ch**

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 approved by the clinic instructor.

Prerequisite: Grade of C or better in COS 0423C. Offered: FA, SP, SU. Notes: Lab Fee.

**COS 0425L - Barbering V 210 ch**

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 approved by the clinic instructor.

Prerequisite: Grade of C or better in COS 0424C. Offered: FA, SP, SU.

**COS 0920 - Barbering-State Board Preparation 30 ch**

Reviews pertinent areas in Barbering 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. This course is designed to review pertinent areas in Barbering 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.

Prerequisite: Grade of C or better in COS 0424C or permission of instructor. Offered: FA, SP, SU. Notes: Lab Fee.

**COS 0941 - Internship 30 ch**

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.

Offered: FA, SP, SU

**COS 0942 - Internship 60 ch**

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.

Offered: FA, SP, SU

**COS 0943 - Internship 90 ch**

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.

Offered: FA, SP, SU

**CRW - CREATIVE WRITING**

**CRW 2100 - Creative Writing: Fiction 3 cc**

Designed to aid the student in the clear, effective expression of ideas with emphasis upon imaginative work in prose. Group discussions of students' papers and selected literary works. Elective only.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better. Offered: FA

**CRW 2300 - Creative Writing: Poetry 3 cc**

A course designed to aid the student in the clear, effective expression of ideas with emphasis upon imaginative work in poetry. Group discussions of students' papers and selected literary works. Elective only.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better. Offered: SP

**CSP - COSMETOLOGY-SPECIALIZED**

**CSP 0005 - Introduction to Facials 30 ch**

Introduces the student the history of skin care, professionalism, sanitation, and disinfection.

Prerequisite: Permission of Instructor. Offered: FA Notes: Lab Fee.

**CSP 0015C - Nail Technology 240 ch**

This course provides the manicure, pedicure, nail specialist with techniques and practice in nail care.

Offered: FA, SP, SU Notes: Lab Fee.

**CSP 0031 - Anatomy & Physiology for Facial Specialty 30 ch**

Overview of the structure and function of the human body systems to provide foundational knowledge for the theory and practice of facial specialty. Includes pathology, contraindications, and anatomical relationships. Prepare the individual with the opportunity to learn the skills and techniques of esthetics, information, related technology and correct terminology necessary to become employed in the field of esthetics.

Prerequisite: Permission of instructor. Offered: FA Notes: Lab Fee.

**CSP 0105C - Advanced Skin Care I 150 ch**

Designed for registered Facials/Skin Care Specialists who wish to gain additional knowledge in the field of esthetics. The course will emphasize advanced esthetics terminology, procedures, and equipment including contraindications and indications. It will

include an overview of the medi-spa industry, which is a multibillion-dollar industry that works with specialized doctors who perform surgical procedures and techniques to improve client's skin with specific cosmetic procedures. There will be a strong emphasis on universal precautions and safety practices in the techniques of advanced esthetics.

Prerequisite: Permission of instructor. Offered: FA Notes: Lab Fee.

#### **CSP 0106C - Advanced Skin Care II 150 ch**

Re-enforces and expands the foundation of esthetics by giving the Facial/Skin Care Specialist a more comprehensive understanding of the functions of the skin, the skin layers, and the anatomy of the face in order to improve treatment of clients who are in need of advanced treatment protocols and services. This will emphasize advanced working knowledge of various skin treatments such as mask and skin therapy as well as advanced chemical peels such as glycolic and salicylic as well as herbal designed peels. Students will investigate product chemistry and product ingredients and their impact on the skin. Also included are aromatherapy, collagen stimulates, and the cellular improvement of the skin. This course is also designed to include advanced working knowledge of microdermabrasion and treatment protocols to enhance the skill level.

Prerequisite: CSP 0105C. Offered: SP Notes: Lab Fee.

#### **CSP 0201C - Introduction to Skin Care 30 ch**

Provides instruction in safety, rules, and procedures for the classroom and laboratory setting. In addition it will provide competencies in facials and facial manipulations, procedures and techniques.

Prerequisite: Permission required. Offered: FA Notes: Lab Fee.

#### **CSP 0263C - Facial Specialty Services 60 ch**

Teaches the student theory and practical procedures for hair removal, massage, and use of facial machines.

Prerequisite: Permission required. Offered: FA Notes: Lab Fee.

#### **CSP 0264C - Facial Treatments 150 ch**

Offers hands on step by step training to implement specific treatment protocols which are designed to reinforce implementation of advanced techniques involving facial treatments without the use of machines and treatment protocols for all skin types. These skin types include normal, dry, oily, mature and aging skin, combination skin, multi-culture skin and well as acne issues.

Prerequisite: Permission of instructor. Offered: FA Notes: Lab Fee.

#### **CSP 0300L - Facials/Make-up Clinic 90 ch**

Provides supervised clinical instruction in the hands-on application of facials and make-up utilizing consultation, anatomy and physiology, salon management and proper sanitation.

Corequisite: CSP 0331. Offered: FA

#### **CSP 0331 - Make-up/Salon Management 30 ch**

Provides 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.

Offered: FA Notes: Lab Fee.

#### **CSP 0370 - Professional Practices in Esthetics 30 ch**

The capstone course of the program which ties together the professional principles of the esthetician profession. Students will prepare for the final program examination, emphasizing statutory requirements of the profession.

Prerequisite: Permission of instructor. Offered: FA

#### **CSP 0505 - Ethical Business Practices 30 ch**

Provides instruction in good business practices and an opportunity to become familiar with competencies involved in running a business or department. Students will be exposed to an overview of competencies in business skill management and record keeping.

Prerequisite: Permission of instructor. Offered: SP Notes: Lab Fee.

#### **CSP 0931 - Specialty Topics 60 ch**

Introduces students to specialty topics in a variety of areas. Examples might be Light-Emitting Diodes (LED) Light therapies, Laser Lights, Lymphatic Drainage Techniques, spa applications, permanent makeup applications, and electrolysis with an introduction to advanced make-up artistry. Students will have clinical opportunities to learn new skills.

Prerequisite: Permission of instructor. Offered: SP Notes: Lab Fee.

#### **CSP 0940L - Internship 60 ch**

Students will be placed in area businesses which will supply the students with additional professional experience and knowledge in the field of interest: medi-spas, dermatology, or plastic surgery. This course is also designed to impart working knowledge and employability skills for the advanced esthetics industry.

Prerequisite: Permission of instructor. Offered: SP Notes: Lab Fee.

## **CTS - COMPUTER TECHNOLOGY AND SKILLS**

#### **CTS 1131C - I.T. Essentials 3 cc**

The IT Essentials: PC Hardware and Software curriculum provides an introduction to the computer hardware and software skills needed to help meet the growing demand for entry-level information and communication technology (ICT) professionals. The curriculum covers the fundamentals of PC technology, networking, and security, and also provides an introduction to advanced concepts. Students who complete this course will be able to describe the internal components of a computer, assemble a computer system, install an operating system, and troubleshoot using system tools and diagnostic software. Hands-on labs and Virtual Laptop and Virtual Desktop learning tools help students develop critical thinking and complex problem-solving skills. Cisco Packet Tracer simulation based learning activities promote the exploration of network and networking security concepts and allow students to experiment with network behavior.

Prerequisite: CGS 1061C or the permission of instructor. Offered: TBA Notes: AS only.

#### **CTS 1155 - Help Desk Technician 3 cc**

This course is a study of the computer user support field and provides the skills, knowledge, and abilities needed to work at a computer Help Desk. The student will utilize knowledge from other courses in the diagnosis and solution of computer problems.

Prerequisite: CET 1178C and CET 1179C or CET 1112C or CTS 2318. Offered: TBA. Notes: AS only. Lab Fee.

#### **CTS 1300C - Administering Microsoft Windows Workstation 3 cc**

Provides students with the knowledge and skills necessary to install, configure, and troubleshoot Windows 7 and Windows 10 in work group or domain networks. In addition, this course provides students with the background to understand Microsoft courses that cover detailed technical support of Windows 7 Professional and Windows Server. This course prepares students for the Microsoft Certification Exams 70-646 (Installing and Configuring Windows 7), 70-697 (Configure Windows Devices), and 70-698 (Installing and Configuring Windows 10).

Prerequisite: CET 1020C or CET 1588C. Offered: FA. Notes: AS only. Lab Fee.

**CTS 1334 - Administering Microsoft Windows Server 3 cc**

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.

Prerequisite: CTS 1300C. Offered: FA, SP. Notes: AS only. Lab Fee.

**CTS 1390C - Install & Configure Windows Server 2012 3 cc**

Provides students with the conceptual knowledge and hands-on skills necessary to install and configure Windows servers, configure server roles and features, configure Hyper-V®, deploy and configure core network services, install and administer Active Directory®, and create and manage Group Policy. This course prepares the student for the Microsoft® MCSA certification exam 70-410.

Prerequisite: CGS1061C. Offered: TBA. Notes: AS only. Lab fee.

**CTS 2104 - Windows 3 cc**

This course is designed to cover Windows, starting with an overview to the basic interface and leading into advanced topics.

Prerequisite: CGS 1570. Offered: FA, SP, SU Notes: AS only. Lab fee.

**CTS 2106C - Linux+ 3 cc**

Provides students with the conceptual knowledge and hands-on skills necessary to work with the Linux operating systems in a network administration environment. Comprehensive cover will include updated information pertinent to the latest Linux distributions, as well as new storage technologies such as LVM and ext4.

Prerequisite: GGS 1061C or CGS 1570C. Offered: FA, SP. Notes: Lab fee.

**CTS 2120C - Security + 3 cc**

Serves 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.

Prerequisite: CIS 1350, CET 1588C, or CET 1610C. Offered: FA, SP, SU Notes: Lab Fee.

**CTS 2145C - Cloud Essential 3 cc**

Prepares the student to demonstrate knowledge of what cloud computing means from a business and technical perspective, as well as what is involved in moving to and governing the cloud. This course prepares the student for the CompTIA Cloud Essentials specialty certification (Exam CLO-001).

Prerequisite: CGS 1061C, CIS 1350, CTS 1300C, CET1588C or CET 1610C. Offered: TBA. Notes: Lab fee.

**CTS 2149 - Fundamentals of Project Management 3 cc**

Provides an introduction to the project management body of knowledge. It focuses on the nine knowledge areas of project management outlined by the Project Management Institute.

Offered: FA, SP, SU. Notes: AS only.

**CTS 2302 - Administering Active Directory 3 cc**

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.

Prerequisite: CTS 2304 Offered: FA, SP. Notes: AS only. Lab Fee.

**CTS 2303 - Designing Directory Services 3 cc**

This course provides students with the knowledge and skills necessary to analyze the business requirements and design directory services architecture.

Prerequisite: CTS 2302. Offered: FA, SP. Notes: AS only. Lab Fee.

**CTS 2304 - Administering Network Infrastructure 3 cc**

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.

Prerequisite: CTS 1334 Offered: FA, SP. Notes: AS only. Lab Fee.

**CTS 2310 - Microsoft Windows Security 3 cc**

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.

Prerequisite: CTS 2304 Offered: FA, SP. Notes: AS only. Lab Fee.

**CTS 2318 - Information Security Management 3 cc**

Covers processes and technical solutions that implement the information security governance framework, focuses on the tasks necessary for the information security manager to effectively manage information security within an organization, and provides a description of various techniques the information security manager can use. This course also covers steps and solutions for responding to an incident. This course loosely follows the ISACA CISM certification.

Prerequisite: CTS 2120C Offered: SP. Notes: AS only.

**CTS 2330 - Microsoft Exchange Server 3 cc**

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.

Prerequisite: CTS 2303 Offered: FA, SP. Notes: AS only. Lab Fee.

**CTS 2391C - Manage and Administer Windows Server 2012 3 cc**

Provides students with the conceptual knowledge and hands-on skills necessary to deploy, management, and maintain Windows 2012® servers; configure file and print services; configure network services and access; configure a Network Policy Server (NPS) infrastructure; configure and manage Active Directory®; and configure and manage Group Policy. This course prepares the student for the Microsoft® MCSA certification exam 70-411.

Prerequisite: CGS1061C Offered: TBA Notes: Lab fee.

**CTS 2392C - Windows Server Pro: Advanced Services 3 cc**

Advanced configuration of services necessary to deploy, manage and maintain a Windows Server 2012 infrastructure, includes advanced networking services, Active Directory Domain Services (AD DS), Active Directory Rights Management Services (AD RMS), Active Directory Federation Services (AD FS), Network Load Balancing, Failover Clustering, business continuity and disaster recovery services as well as access and information provisioning

and protection technologies such as Dynamic Access Control (DAC), and Web Application Proxy integration with AD FS and Workplace Join. This course prepares the student for the Microsoft® MCSA certification exam 70-412.

Prerequisite: CGS1061C Offered: TBA Notes: AS only. Lab fee.

### **CTS 2423 - ASP .NET Web Application Development 3 cc**

Reviews concepts and skills needed to build professional web applications using C# with ASP .NET. The course will begin by developing simple multi-page web applications and will build on this with important concepts including: using validation controls, URL encoding, securing a web site, using e-mail, error pages, and back-button control. The course will also cover WCF and Web API services and the MVC design pattern.

Prerequisite: COP1510 Offered: TBA Notes: Lab fee.

### **CTS 2433 - Database Development and Management 3 cc**

This course covers database development and management using current database systems with emphasis on SQL.

Prerequisite: CGS 1570 Offered: TBA Notes: Lab Fee.

### **CTS 2440 - Introduction to Oracle SQL 3 cc**

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.

Prerequisite: COP 1510 or COP 2224 Offered: FA, SP Notes: Lab Fee.

### **CTS 2441 - Oracle Database Administration 3 cc**

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 exams.

Prerequisite: CTS 2440. Offered: FA, SP Notes: Lab Fee.

## **DAA - DANCE, EMPHASIS ON ACTIVITY**

### **DAA 1100 - Beginning Modern Dance 1 cc**

Introduces the student to the principles of modern dance technique. The emphasis is on correct placement and body alignment, strength and flexibility, movement vocabulary, rhythmic and creative skills.

Offered: FA, SP

### **DAA 1200 - Fundamentals of Ballet 1 cc**

A beginning level ballet technique class that focuses on the fundamentals of classical ballet and is designed to strengthen and develop technique at a beginning level through Barre and Centre practice. The emphasis is on correct body placement and alignment, strength and flexibility, vocabulary, musicality and movement quality.

Offered: FA, SP

### **DAA 1500C - Jazz Dance 1 cc**

Introduces the student to the principles of jazz dance technique. The emphasis is on correct placement and body alignment, strength and flexibility, vocabulary, movement quality, musicality and rhythmic skills.

Offered: TBA

### **DAA 2920 - Dance Techniques Workshop 1 cc**

This Summer dance workshop includes techniques in ballet, jazz, modern and tap dance and seminars for dancers. May be repeated once for credit.

Prerequisite: Permission of instructor. Offered: SU

## **DAN - DANCE**

### **DAN 2100 - Dance Appreciation 3 cc**

An introduction to the history and culture of dance as an art form. Explores various dance elements, forms, and styles from ancient and world dance to ballet, modern, jazz, theatre, and social dance. Includes lectures, video presentations, demonstrations, and discussion.

Prerequisite: Grade of C or better in ENC 1101C. Distribution: General Education, Humanities. A writing emphasis course. Offered: TBA

## **DEH - DENTAL HYGIENE**

### **DEH 1002 - Fundamentals of Dental Hygiene 3 cc**

A lecture series introducing students to basic principles, procedures and skills required to provide comprehensive preventive dental health services for patients. Topics include infection control, instrument design and utilization, gingival characteristics, tooth deposits, medical history analysis, oral inspection, patient education, polishing with handpieces and fluorides.

Prerequisite: DES 1000 Corequisite: DEH 1002L Offered: FA. Notes: AS only.

### **DEH 1002L - Dental Hygiene Pre-Clinic 3 cc**

A clinical practice course designed for the clinical application of principles and concepts developed in DEH 1002. Students master basic instrumentation skills through practice on mannequin models prior to performing preventive dental hygiene services for clinical patients.

Corequisite: DEH 1002. Offered: FA. Notes: AS only. Lab Fee.

### **DEH 1130 - Oral Embryology and Histology 1 cc**

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.

Prerequisite: DES 1000. Offered: SP. Notes: AS only.

### **DEH 1400 - Oral Pathology 2 cc**

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.

Prerequisite: DES 1000 Offered: SP. Notes: AS only.

### **DEH 1720 - Preventive Dentistry 2 cc**

Assists students in prescribing oral hygiene regimens based on the uniqueness of each patient presented. Emphasis will be placed on current disease control techniques and auxiliary plaque control measures with special concern given to products available on the market for dental care. Dental appliances care, fluoride therapy and development of preventive programs for the dental office will be included.

Prerequisite: DES 1000 Offered: FA. Notes: AS only.

### **DEH 1800 - Dental Hygiene I 2 cc**

A continuation of DEH 1002 with an emphasis on health promotion and preventive oral hygiene techniques and procedures.

Topics include instrument sharpening, medical and dental emergencies, patient management, communication, and motivation, abuse and neglect, disease prevention strategies, dental hygiene care planning, dental charting, patient anxiety control and an introduction to patient assessment and case building, cultural diversity in patient care, oral malodor, and introduction to ultrasonics.

Prerequisite: DEH 1002. Corequisite: DEH 1800L. Offered: SP. Notes: AS only.

**DEH 1800L - Dental Hygiene Clinic I 4 cc**

Teaches initial application of dental hygiene services by providing comprehensive preventive oral health services using the dental hygiene process of care. Skills include patient assessment, treatment planning, education, instrumentation, and proper documentation for patients with mild to moderate periodontal disease.

Corequisite: DEH 1800 Offered: SP Notes: AS only. Lab Fee

**DEH 1802 - Dental Hygiene II 1 cc**

Didactic instruction will be presented focusing on further knowledge in the application of dental hygiene procedures. This includes information on treatment planning, periodontal charting, ultrasonic scaling, air polishing and comprehensive dental hygiene care.

Prerequisite: DEH 1800. Corequisite: DEH 1802L Offered: SU. Notes: AS only.

**DEH 1802L - Dental Hygiene Clinic II 3 cc**

Topics include ultrasonic scaling, chemotherapeutics, and advanced instrumentation. This course will emphasize comprehensive treatment of patients with moderate to advanced periodontal disease.

Corequisite: DEH 1802. Offered: SU. Notes: AS only. Lab Fee.

**DEH 1811 - Dental Ethics and Jurisprudence 1 cc**

Focuses on the ethical concepts related to the dental hygienist. This course will provide the dental hygiene student with a framework for identifying ethical dilemmas and the skills and resources for solving them. In addition, students will also discuss the laws pertaining to the practice of the dental hygienist in the state of Florida.

Prerequisite: DEH 1002 Offered: FA. Notes: AS only.

**DEH 2202 - Nutrition and Dental Health 2 cc**

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.

Prerequisite: DEH 1800 Offered: SU. Notes: AS only.

**DEH 2300 - Pharmacology/Dental Office Emergencies 2 cc**

A study of drugs and anesthetics 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.

Prerequisite: DEH 1802 Offered: FA. Notes: AS only.

**DEH 2602 - Periodontics 2 cc**

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 experiences are coordinated with DEH 1800.

Periodontal procedures included in this study are within the legal scope of practice of the dental hygienist.

Prerequisite: DEH 1130, MCB 1000, MCB 1000L or DEH 1130, MCB 2010, MCB 2010L. Offered: FA. Notes: AS only.

**DEH 2702 - Dental Public Health 2 cc**

This course teaches the application of basic statistical concepts, program development, implementation, research, and evaluation. The student will apply the principles of public and community dental health as they relate to the role of the dental hygienist, through project implementation and evaluation.

Prerequisite: DEH 1802 Offered: FA. Notes: AS only.

**DEH 2702L - Dental Public Health Lab 1 cc**

This course teaches the application of basic statistical concepts, program development, implementation, research, and evaluation. The student will apply the principles of public and community dental health as they relate to the role of the dental hygienist, through project implementation and evaluation.

Prerequisite: DEH 2702. Offered: TBA. Notes: AS only.

**DEH 2804 - Dental Hygiene III 2 cc**

A continuation of DEH 1802 progressing to the comprehensive dental hygiene services and treatment of medically compromised patients and patients with special needs.

Prerequisite: DEH 1802. Corequisite: DEH 2804L. Offered: FA. Notes: AS only.

**DEH 2804L - Dental Hygiene Clinic III 5 cc**

Teaches the application of dental hygiene services through an evidenced based approach to rendering comprehensive preventive oral health services, using the dental hygiene process of care. Special emphasis on patients with special needs.

Corequisite: DEH 2804. Offered: FA. Notes: AS only. Lab Fee.

**DEH 2812 - Dental Hygiene IV 2 cc**

Prepare the student for transition to the work-force with emphasis on practice management, career development and state dental boards. A forum is provided for the discussion of ongoing clinical case studies and oral case presentations.

Prerequisite: DEH 2804L Corequisite: DEH 2812L. Offered: SP. Notes: AS only.

**DEH 2812L - Dental Hygiene Clinic IV 5 cc**

Clinical application of current concepts mastered in DEH 2804L. Students progress to advanced treatment strategies to prepare for clinical practice.

Proficient clinical competency, effective patient management and efficient time utilization will be emphasized. Professional judgment and decision making is a significant component of this clinical practical experience.

Prerequisite: DEH 2804L Corequisite: DEH2812 Offered: SP

**DEH 2902 - Special Topics in Dental Hygiene 1 cc**

This course is designed to enhance and supplement the student's basic dental hygiene knowledge and skills. The course may provide comprehensive and individualized instruction in clinical patient care and/or provide dental hygiene review in preparation for dental hygiene board examinations.

Offered: TBA

**DEH 2903 - Special Topics in Dental Hygiene 2 cc**

This course is designed to enhance and supplement the student's basic dental hygiene knowledge and skills. The course may provide comprehensive and individualized instruction in clinical patient

care and/or provide dental hygiene review in preparation for dental hygiene board examinations.

Offered: TBA

#### **DEH 2904 - Special Topics in Dental Hygiene 3 cc**

This course is designed to enhance and supplement the student's basic dental hygiene knowledge and skills. The course may provide comprehensive and individualized instruction in clinical patient care and/or provide dental hygiene review in preparation for dental hygiene board examinations.

Offered: TBA

#### **DEH 2906 - Dental Hygiene National Board Review 1 cc**

Provides a review in preparation for the dental hygiene national board examination. The course will include lecture activities, discussion, and group work.

Prerequisite: DEH 2804 Corequisite: DEH 2806, DEH 2806L, DEH 2702L. Offered: SP. Notes: AS only.

### **DEP - DEVELOPMENTAL PSYCHOLOGY**

#### **DEP 2001 - Child Development 3 cc**

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 Florida Child Care Professional Credential (FCCPC) and includes 10 clock hours of observations.

Offered: FA, SP, SU

#### **DEP 2004 - Human Growth and Development 3 cc**

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.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better. Distribution: General Education, Social Sciences. Offered: FA, SP, SU.

### **DES - DENTAL SUPPORT**

#### **DES 1000 - Dental Anatomy 2 cc**

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.

Prerequisite: Must be approved by dental hygiene program to enter this course. Offered: SU. Notes: AS only Lab Fee.

#### **DES 1010 - Head and Neck Anatomy 2 cc**

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.

Prerequisite: DES 1000. Offered: FA. Notes: AS only.

#### **DES 1051 - Nitrous Oxide Monitoring 1 cc**

A sixteen-hour certification course for dental auxiliaries in the legal monitoring of nitrous oxide conscious sedation.

Prerequisite: DES 1802 Offered: FA Notes: AS only. Lab Fee.

#### **DES 1051C - Pain Management 1 cc**

Provides the student with the required training and information to safely and effectively relieve pain and reduce anxiety in the dental patient. The course requires that the student apply knowledge from pharmacology, biochemistry, physiology and anatomy.

Prerequisite: DEH 1800. Offered: SU Notes: Lab fee.

#### **DES 1100C - Dental Materials 3 cc**

A study of the basic chemical, physical and biological properties of the commonly used dental materials. Compositions and proper handling will be presented.

Prerequisite: DEH 1800 Offered: SP. Notes: AS only. Lab Fee.

#### **DES 1200C - Dental Hygiene Radiology I 3 cc**

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.

Corequisite: DES 1010. Offered: FA Notes: AS only. Lab Fee.

#### **DES 2055C - Administration of Local Anesthetics by Dental Hygienists 3 cc**

This course provides the student with the required training and information to safely and effectively relieve pain and reduce anxiety in the dental patient. The course requires that the student apply knowledge from pharmacology, biochemistry, physiology and anatomy. The student should also realize that competency, and ultimately proficiency, in the administration of local anesthesia requires repeated administration and periodic self-reeducation. This course is specifically designed to obtain certification for local anesthesia in the State of Florida.

Prerequisite: Current dental hygiene license, CPR, Malpractice Insurance. Offered: TBA Notes: Lab fee.

### **ECO - ECONOMICS**

#### **ECO 2013 - Macroeconomics 3 cc**

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.

Distribution: General Education Core, Social Sciences. Offered: FA, SP, SU.

#### **ECO 2023 - Microeconomics 3 cc**

This 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.

Offered: FA, SP, SU

## EDF-EDUCATION-FOUNDATIONS-AND-POLICY-STUDIES

### EDF 1005 - Introduction to the Teaching Profession 3 cc

A survey course including historical, sociological and philosophical foundations of education, governance and finance of education, educational policies, legal, moral and ethical issues and the professionalism of teaching. Students will be provided information on the Florida Educator Accomplished Practices, Florida Standards, and the Professional Educator Competencies. Students are required to complete a minimum of 15 hours of field-based experience with children and youth in schools or similar settings and not via virtual modes of film or Internet.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better. Offered: FA, SP, SU

### EDF 2085 - Introduction to Diversity for Educators 3 cc

Designed for the prospective educator, this course provides the opportunity to explore issues of diversity, including an understanding of the influence of exceptionalities, culture, family, gender, sexual orientation, socioeconomic status, religion, language of origin, ethnicity, and age upon the educational experience. Students will explore personal attitudes toward diversity and exceptionalities. Students will be provided information on the Florida Educator Accomplished Practices, Florida Standards, and the Professional Educator Competencies. A minimum of 15 hours of field-based experience working with diverse populations of children and youth in schools or similar settings is required. The field experience should not be via virtual modes of film or Internet.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better. Offered: FA, SP

## EEC-EDUCATION-EARLY-CHILDHOOD

### EEC 1100 - Introduction to Early Childhood 3 cc

Covers the history, types and guidelines for pre-school educational programs: center based, family home child care, nursery, and after school programs. Students are required to complete 20 hours of observation /service learning experience in an early childhood setting and begin developing a professional portfolio. The course fulfills a portion of the 120 hours of training required for the Florida Child Care Professional Credential (FCCPC) or a National Child Development Associate (CDA) Credential.

Offered: FA, SP, SU.

### EEC 1312 - Creative Experiences for Young Children 3 cc

Emphasizes the importance of creativity and play in the physical, cognitive, language, emotional and social development of young children. Students will create materials and activities for young children and understand how to adapt them to the developmental level of the child.

Offered: SP.

### EEC 1601 - Observation and Assessment in Early Childhood 3 cc

Emphasizes the importance of observing and recording the physical, intellectual, language, social and emotional development of young children and how to use the information in developing a quality environment for them. The different methods for documenting young children's behaviors will be explored.

Offered: FA.

### EEC 2401 - Home and Community 3 cc

Students learn the importance of the relationship between the family, school and community. These relationships are crucial in providing appropriate experiences for young children. Specific attitudes, philosophies and practical techniques that all teachers need to build relationships with families will be emphasized.

Offered: FA.

### EEC 2500 - Infant and Toddler Development 3 cc

Early childhood professionals will expand their knowledge in the care and development of infants and toddlers, with special attention given to creating a developmentally appropriate environment. This course is required as part of the Infant/Toddler Specialization Technical Certificate.

Offered: SP.

### EEC 2521 - Childcare Management 3 cc

An overview and orientation to the administration and management of early childhood programs serving ages birth - 8 years. The study of space, equipment, sanitation requirements, food management, and laws governing a center are emphasized. Students will also develop a program, budget, and schedule for a child care facility. Students are required to complete 20 hours of observation/service learning experience in an early childhood setting. This course fulfills a portion of the 120 hours of training required for the Florida Child Care Professional Credential (FCCPC) or a National Child Development Associate (CDA) Credential.

Offered: FA, SP, SU.

### EEC 2523 - Leadership and Management of Child Care Programs 3 cc

This course is designed to meet the State of Florida's requirements for the Director's Credential renewal. Course design emphasizes the development of administrators' skills and knowledge related to organizational leadership and management. Course content includes staff development, evaluation, and retention; personnel policies and relationships; leadership, ethics, professionalism, and organizational structure and dynamics.

Prerequisite: EEC 2521. Offered: TBA.

### EEC 2940C - Early Childhood Practicum 3 cc

Practical application of activities that promote physical, cognitive, language, emotional and social development in young children. Students will be observed in an early childhood setting to evaluate their competencies working with young children. Students are required to complete 30 hours of observation/service learning experience in an early childhood setting and to complete a professional portfolio. The course fulfills a portion of the 120 hours of training required for the Florida Child Care Professional Credential (FCCPC) or a National Child Development Associate (CDA) Credential.

Prerequisite: DEP 2001, EEC 1100 Offered: SP Notes: AS only

## EET - ELECTRONIC ENGINEERING TECHNOLOGY

### EET 1015C - Direct Current Circuits 3 cc

A theory-lab course involving the basic concepts of direct current circuits as applied in electronics and analysis of circuits using OHM's law and various theorems. The laboratory instruction includes D/C circuit analysis and the use of basic electronic test equipment.

Corequisite: MAC 1105 or MGF 1107. Offered: FA, SP. Notes: AS only. Lab Fee.

**EET 1025C - Alternating Current Circuits 3 cc**

A theory-lab course involving the study of alternating current circuits as applied in electronics including the theory and applications of resonant circuits and transformers. The laboratory includes a practical analysis of A/C circuits and the use of instruments associated with alternating current.

Prerequisite: EET 1015C. Offered: SP, SU. Notes: AS only. Lab Fee.

**EET 1033C - DC/AC Installer Technician 2 cc**

This course covers basic electricity, electronics, electromagnetism as well as troubleshooting broadband cable components. The student will learn about power sources, loads, conductors, DC and AC current flow, and schematic diagrams. The student will use Ohm's law to analyze DC series circuits, calculate power and understand power loss in circuits.

Offered: TBA. Notes: AS only. Lab Fee.

**EET 1141C - Electronic Devices and Integrated Circuits I 3 cc**

A theory-lab course covering electronic semiconductors and basic circuit applications. Included in this course is the theory and operation of diodes and rectifiers, single-stage amplifiers, transistors, and special devices such as LED's, optocouplers, unijunction transistors, and basic integrated circuits.

Prerequisite: EET 1025C. Offered: FA, SP. Notes: AS only. Lab Fee.

**EET 1324C - Communications Systems Technician 2 cc**

This course provides an introduction to radio frequency amplifiers and the radio frequency spectrum. It also introduces the student to electromagnetism, power supplies and to test equipment used by broadband technicians.

Prerequisite: EET 1330C. Offered: TBA. Notes: AS only. Lab Fee.

**EET 1325C - Communications Systems Advanced Technician 2 cc**

This course covers modulation and demodulation of television signals, transmission line fundamentals, radio-frequency wave propagation, microwave theory and devices as well as using a spectrum analyzer.

Prerequisite: EET 1324C Offered: TBA. Notes: AS only.

**EET 1330C - Transmission Lines Service Technician 2 cc**

This course covers electronic theory as it pertains to broadband cable systems, coaxial connectors, radio frequency amplifiers, couplers and taps. It also includes the usage of broadband test equipment including time domain reflectometers.

Prerequisite: CGS 1061C Offered: TBA. Notes: AS only. Lab Fee.

**EET 1351C - Introduction to Data Communications Systems 3 cc**

This course serves as an introduction to computer data communications and networks. Included will be the introduction of communications concepts, media, protocols, principles of networking, and common standards. Emphasizes the ISO and OSI layered communications model.

Prerequisite: CET 2071. Offered: FA. Notes: AS only. Lab Fee.

**EET 1371C - Telecommunications Fiber Testing and Maintenance 2 cc**

This course covers using fiber-optic test equipment to troubleshoot and maintain fiber-optic networks.

Prerequisite: CET 1632C. Offered: TBA. Notes: AS only. Lab Fee.

**EET 1931 - Special Topics in Electronics Engineering Technology 1 cc**

This course is designed to allow flexibility for presenting a variety of topics relating to electronic engineering technology and

applications. Some special topics may require laboratory assignments. The course may be repeated when the content varies.

Offered: TBA

**EET 1932 - Special Topics in Electronics Engineering Technology 2 cc**

This course is designed to allow flexibility for presenting a variety of topics relating to electronics engineering principles and applications. Some special topics may require laboratory assignments. The course may be repeated for credit when the content varies.

Offered: TBA

**EET 1933 - Special Topics in Electronics Engineering Technology 3 cc**

This course is designed to allow flexibility for presenting a variety of topics relating to electronics engineering principles and applications. Some special topics may require laboratory assignments. The course may be repeated for credit when the content varies.

Offered: TBA

**EET 2084C - Introduction to Electronics 3 cc**

This is an introductory course in analog electronics specifically designed for students in technology other than electronics majors. The student will learn the theory and perform basic experiments in the following subject areas: basic electricity, direct current (DC) circuits, alternating current (AC) circuits, diodes and power supply circuits and transistors and Op-Amps.

Prerequisite: Test score requirement the same as MAT 1033C or permission of instructor. Offered: FA, SP, SU. Notes: AS only. Lab Fee.

**EET 2142C - Linear Circuits 3 cc**

This is a continuing study of the principles of semiconductors, special devices, and transistor applications in power supply circuits. AF and RF amplifiers, and oscillators. This will include operational amplifier circuits and special ICs. Power circuits will include switching and amplifying applications. Laboratory experiences are provided to use test instruments to measure and determine various operational characteristics of solid state devices and circuits.

Prerequisite: EET 1141C. Offered: SP. Notes: AS only. Lab Fee.

**EET 2215C - Instrumentation Electronics 3 cc**

This course includes theory and application of electronics control circuits and systems used in electronics instrumentation. The function of interfacing devices, test instruments, and sensors which are used in instrumentation measurements is an integral part of this course.

Prerequisite: EET 1015C Offered: SP. Notes: AS only. Lab Fee.

**EET 2947 - Electronic Technology Co-op 1 cc**

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. A background check will be included.

Offered: FA, SP, SU. Notes: AS only.

**EET 2948 - Electronic Technology Co-op 2 cc**

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. A background check will be included.

Offered: FA, SP, SU. Notes: AS only.

### **EET 2949 - Electronic Technology Co-op 3 cc**

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. A background check will be included.

Offered: FA, SP, SU. Notes: AS only.

## **EEX-EDUCATION-EXCEPTIONAL-CHILD-CORE-COMPETENCIES**

### **EEX 1600 - Behavior Management 3 cc**

An introduction to a variety of approaches that can be effective in classroom situations with students exhibiting behavior problems. Decision making criteria to determine when, how, and why specific interventions that may be responsive of varying needs of students at all grade levels will be explored.

Offered: FA, SP

### **EEX 2010 - Introduction to Exceptional Children 3 cc**

An introductory survey of the categories of exceptional (disabled) children and adults. Attention will be directed to each of the following: learning disabilities, behavior disorders, mental handicaps, visual and hearing impairments, communication disorders, and physical and multiple handicaps. Giftedness also will be covered. Course is designed for Education majors.

Offered: FA, SP, SU

### **EEX 2949 - Instructional Services Co-op 3 cc**

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.

Offered: FA, SP, SU

## **EGN - ENGINEERING GENERAL**

### **EGN 1123 - Engineering Graphics 3 cc**

An introductory course dealing with the fundamentals of engineering graphics and computer-aided drafting (CAD) using AutoCAD. This course covers the depiction of objects in a standard multiview drawing on a computer. One, two, three, auxiliary, and section views are used. Dimensioning is covered. Three-dimensional objects are created both in surface and solid models and then depicted in a standard multiview format including pictorial views. This course is the prerequisite for all the computer drafting courses.

Corequisite: CGS 1061C or CGS 1570 or departmental approval. Offered: FA, SP, SU Notes: AS only. Lab Fee.

### **EGN 2312 - Engineering Statics 3 cc**

Reduction of force systems, equilibrium of particles, and rigid bodies are covered as are vector methods. Includes application of these force systems to structures and mechanisms. Topics in dynamics and mechanics of materials are also covered.

Prerequisite: MAC 2312, PHY 2048. Corequisite: MAC 2313, PHY 2049. Offered: FA Notes: Pre-Engineering elective

### **EGN 2322 - Engineering Dynamics 3 cc**

Includes dynamics of particles and rigid bodies for rectilinear translation, curvilinear motion, rotation and planar motion. Principles of work and energy, impulse, momentum, and mechanics of materials are also covered. This course is taught with calculus, vector analysis, and differential equations.

Prerequisite: EGN 2312, MAC 2313 Corequisite: MAP 2302. Offered: SP Notes: Pre-engineering elective

## **EME-EDUCATION-TECHNOLOGY-AND-MEDIA**

### **EME 2040 - Introduction to Technology for Educators 3 cc**

Application of instructional design principles for the use of technology to enhance the quality of teaching and learning in the classroom. The course includes hands-on experience with educational media, emerging technologies, and hardware, software, and peripherals for the personal computer as well as data driven decision making processes. Identification of appropriate software for classroom applications, classroom procedures for integrating technologies with emphasis on legal and ethical use, and effective instructional strategies for teachers and students in regard to research, analysis, and demonstration of technology are covered. Students will be provided with an overview of the Florida Educator Accomplished Practices, Florida Standards, the Professional Educator competencies, and the National Educational Technology Standards.

Offered: FA, SP, SU Notes: Lab Fee.

## **EMS - EMERGENCY MEDICAL SERVICES**

### **EMS 0000C - Public Safety Telecommunication 240 ch**

The purpose of this program is to prepare students for employment as public safety dispatcher, for police, fire, or EMS telecommunications

Offered: TBA Notes: Lab Fee.

### **EMS 1119 - Emergency Medical Technician 7 cc**

Prepares the student with the necessary fundamental knowledge to be successful in meeting Emergency Medical Technician certification and licensing requirements. Students will learn how to assess, treat and transport the sick and injured at the level of the Emergency Medical Technician. There is emphasis on assessment based learning and complies with National DOT EMT curriculum.

Prerequisite: Permission of instructor. Corequisite: EMS 1119L, EMS 1411L. Offered: FA, SP, SU. Notes: AS only. Lab Fee.

### **EMS 1119L - EMT Lab 2 cc**

An integrated experience that is designed to allow the student to apply practical experience to material learned in Emergency Medical Technician. Students will learn how to assess, treat and transport the sick and injured at the level of the Emergency Medical Technician in the laboratory and simulated field

environment. There is emphasis on assessment based learning and complies with National DOT EMT curriculum.

Prerequisite: Permission of instructor. Corequisite: EMS 1411L, EMS 1119. Offered: FA, SP, SU. Notes: AS only. Lab Fee.

**EMS 1335C - Emergency Vehicle Operator Course 1 cc**

Provides certification in Emergency Vehicle Operations. This course meets State requirements to operate ambulances in the State of Florida. Students must have a valid driver's license to attend this class.

Prerequisite: EMS 1119 and valid driver's license. Offered: FA, SP

**EMS 1411L - EMT Clinical Internship 2 cc**

An integrated experience that is designed to allow the student to apply practical experience to material learned in Emergency Medical Technician and EMT Lab. Students will learn how to assess, treat and transport the sick and injured at the level of the Emergency Medical Technician in area hospitals and advanced life support EMS ambulances. There is emphasis on assessment based learning and complies with National DOT EMT curriculum.

Prerequisite: Permission of instructor. Corequisite: EMS 1911, EMS 1911L. Offered: FA, SP, SU Notes: AS only. Lab Fee.

**EMS 1521L - EMT Professional 1 cc**

Introduces the EMT student to the profession of pre-hospital emergency medicine and to the culture of a uniformed public safety profession, followership, leadership, and critical decision making; reinforces critical decision making in the treatment of the sick and injured by using team teaching and simulation. Satisfies the State-mandated comprehensive testing requirements.

Corequisite: EMS 1119, EMS 1119L, EMS 1411L. Offered: FA, SP, SU.

**EMS 1601 - Introduction to Advanced Prehospital Care 1 cc**

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.

Prerequisite: EMT certification, CPR for Health Care Providers. Offered: FA. Notes: AS only.

**EMS 1612 - Cardiovascular Emergencies 2 cc**

Focuses upon cardiovascular anatomy and physiology, electrocardiographic monitoring, dysrhythmias, assessment and management of the cardiovascular patient and 12-lead ECG monitoring.

Prerequisite: EMT certification, CPR for Health Care Providers. Corequisite: EMS 2232L. Offered: SP. Notes: AS only.

**EMS 1654L - Paramedic Field/Clinical Experience I 3 cc**

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.

Prerequisite: EMT certification, CPR for Health Care Providers. Offered: FA. Notes: AS only. Lab Fee.

**EMS 1683 - Fundamentals of Advanced Prehospital Care 1 cc**

This course focuses on general concepts of pharmacology, administration of medications, venous circulation, effective therapeutic communication, and communication strategies.

Prerequisite: Entry into Paramedic Program. Corequisite: EMS 2232L. Offered: FA. Notes: AS only.

**EMS 1931C - Special Topics in Emergency Medicine 1 cc**

This course is designed to enhance the student's basic patient assessment skills in the medical/ trauma 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.

Prerequisite: EMS 1152C. Offered: TBA. Notes: AS only. Lab Fee.

**EMS 2231L - Paramedic Lab I 3 cc**

Focuses upon general patient assessment and initial management of patients. It will also cover respiratory emergencies and airway management problems today's field paramedic will be faced with.

Corequisite: EMS 2613, EMS 2614. Offered: FA Notes: Lab Fee.

**EMS 2232L - Paramedic Lab II 2 cc**

Focuses upon general patient assessment and initial management of patients with various cardiovascular emergencies. It will also provide a foundation of application of pharmacological skills.

Corequisite: EMS 1683, EMS 1612. Offered: SP Notes: Lab Fee.

**EMS 2236L - Paramedic Lab III 3 cc**

Provides an opportunity for practical application of didactic material and the development of the psychomotor skills and tasks associated with this material, to include medicinal dosages and interventions and rhythm recognition and treatment involved in cardiovascular emergencies.

Corequisite: EMS 2682, EMS 2628. Offered: SU Notes: Lab Fee.

**EMS 2460L - EMS Field Leadership 1 cc**

Students will learn advanced assessment and treatment techniques for sentinel medical and trauma cases that span the geriatric, adult, and pediatric age ranges. Special emphasis will be placed on the role of the Paramedic as the leader and coordinator of pre-hospital emergency care. This course will assist students in the successful transition of assuming their leadership role upon graduation.

Prerequisite: Permission of the program director. Offered: FA. Notes: AS only. Lab Fee.

**EMS 2613 - Patient Assessment 1 cc**

This course focuses upon general patient assessment and initial management, techniques of patient assessment, and application of a process of clinical decision making.

Prerequisite: EMT certification, CPR for Health Care Providers. Corequisite: EMS 2232L. Offered: FA. Notes: AS only.

**EMS 2614 - Airway Management and Respiratory Emergencies 3 cc**

Focuses upon a review of respiratory anatomy and physiology, pathophysiology, assessment of the respiratory system, diagnostic testing, and management of specific respiratory disorders, establishing and maintaining a patent airway and ventilation, including anatomy, physiology and pathophysiology of the airway, use of equipment for assessment and treatment, and the use of airway adjuncts.

Corequisite: EMS 2232L. Offered: FA

**EMS 2627 - Medical Emergencies 4 cc**

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.

Prerequisite: EMT certification, CPR for Health Care Providers. Offered: SP. Notes: AS only.

**EMS 2628 - OB/GYN/Neonatal/Pediatric Emergencies 2 cc**

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.

Prerequisite: EMT certification, CPR for Health Care Providers. Corequisite: EMS 2236L. Offered: SP. Notes: AS only.

**EMS 2655L - Paramedic Field/Clinical Experience II 3 cc**

This course focuses upon clinical and field experience provided in area hospitals and EMS agencies under supervision.

Prerequisite: EMT certification, CPR for Health Care Providers. Offered: SP. Notes: AS only.

**EMS 2656L - Paramedic Field/Clinical Internship 5 cc**

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.

Prerequisite: EMT certification, CPR for Health Care Providers. Offered: SU. Notes: AS only.

**EMS 2680 - Behavioral Emergencies 1 cc**

This course focuses upon psychiatric and behavioral emergencies, the pathophysiology of psychiatric-disorders, biological, psychosocial and socio-cultural components, assessment and management of behavioral emergency patients, potentially suicidal patients and violent patients.

Prerequisite: Entry into Paramedic Program. Corequisite: EMS 2232L. Offered: SU. Notes: AS only.

**EMS 2681 - Special Considerations in Prehospital Care 1 cc**

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.

Prerequisite: Entry into Paramedic Program. Corequisite: EMS 2236L. Offered: SU. Notes: AS only.

**EMS 2682 - Advanced Prehospital Trauma Management 2 cc**

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.

Prerequisite: EMT certification, CPR for Health Care Providers. Offered: SU. Notes: AS only.

**ENC - ENGLISH COMPOSITION**

**ENC 1101C - English Composition I 3 cc**

A comprehensive course embodying the fundamentals of effective expression with emphasis on expository writing and logical thinking.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or

better. Distribution: General Education Core, Communications. A writing emphasis course. Offered: FA, SP, SU. Notes: Lab fee.

**ENC 1102 - English Composition II 3 cc**

A comprehensive course embodying the fundamentals of effective expression with emphasis on writing the essay and reading literature for understanding and appreciation.

Prerequisite: Grade of C or better in ENC 1101C. Distribution: General Education, Communications. A writing emphasis course. Offered: FA, SP, SU.

**ENC 1210 - Technical Writing I 3 cc**

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.

Prerequisite: Placement at the college level in English. Offered: SU

**ENL - ENGLISH LITERATURE**

These courses meet the general education literature requirement. Literature courses further the ability to understand literary devices and language; to appreciate a text and its socio-cultural and historical contexts; to evaluate a text, whether fiction or non-fiction, for its literal and figurative meanings; and to synthesize and communicate the understanding of and appreciation for the diversity of human experience.

**ENL 2012 - English Literature to 1800 3 cc**

Selected British literature from the Middle Ages to the end of the eighteenth century.

Prerequisite: Grade of C or better in ENC 1102. Distribution: Meets A.A. general education literature requirement. A writing emphasis course. Offered: FA, SP, SU.

**ENL 2022 - English Literature from 1800 3 cc**

Selected British literature from the late eighteenth century to the present.

Prerequisite: Grade of C or better in ENC 1102. Distribution: Meets A.A. general education literature requirement. A writing emphasis course. Offered: FA, SP, SU.

**ENT - ENTREPRENEURSHIP**

**ENT 3003 - Entrepreneurship/Small Business Management 3 cc**

An introduction to the general theories, principles, concepts and practices of entrepreneurship. Developing business plans. Heavy emphasis is placed on lecture, readings, case studies and group projects.

Offered: SU

**ESC - EARTH SCIENCE**

**ESC 1000 - Earth Science 3 cc**

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."

Distribution: General Education Core, Natural Sciences (Physical Sciences). Offered: FA, SP, SU.

## ETC-ENGINEERING-TECHNOLOGY- CIVIL

### ETC 1250 - Properties of Materials 3 cc

An introductory course involving classification, physical properties, application, and use of materials used in the construction industry. The materials covered include stone, brick, concrete, wood, and other general building products.

Offered: FA, SP. Notes: AS only.

## ETD-ENGINEERING-TECHNOLOGY- DRAFTING

### ETD 1310 - Survey of Computer Aided Drafting 3 cc

Introduces students to basic drafting skills and terminology including introductions to AutoCAD, Inventor, and Solidworks. Common view, line types, and title block features shall be discussed. This course will build on a student's existing knowledge of computer use. Students unfamiliar with computers should take CGS 1061C. Students shall be introduced to basic use of .PDF files, printers, plotters, and 3D printing in addition to intermediate computer and file management skills.

Offered: FA, SP. Notes: AS only. Lab fee.

### ETD 1399 - Architectural Drafting 3 cc

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.

Prerequisite: BCN 1001, ETD 2340 or permission of instructor. Offered: SP. Notes: AS only. Lab Fee.

### ETD 1542 - Structural Drafting 3 cc

An advanced computer drafting course consisting of the drafting of steel and reinforced concrete details for commercial building. Includes minor connection details.

Prerequisite: BCN 1001, ETD 2340 or permission of instructor. Corequisite: ETC 1250 Offered: SU. Notes: AS only. Lab Fee.

### ETD 1931 - Special Topics in Drafting Design 1 cc

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.

Offered: TBA. Notes: AS only. Lab Fee.

### ETD 1932 - Special Topics in Drafting Design 2 cc

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.

Offered: TBA. Notes: AS only. Lab Fee.

### ETD 1933 - Special Topics in Drafting Design 3 cc

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.

Offered: TBA. Notes: AS only. Lab Fee.

### ETD 2332 - AutoCAD Customization 2 cc

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.

Prerequisite: ETD 2340 or permission of instructor. Offered: FA, SU. Notes: AS only. Lab Fee.

### ETD 2340 - Computer Drafting 3 cc

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.

Prerequisite: EGN 1123 or permission of instructor. Offered: FA, SP, SU. Notes: AS only. Lab Fee.

### ETD 2355 - Advanced Computer Drafting 3 cc

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.

Prerequisite: ETD 2340 or permission of instructor. Offered: SP. Notes: AS only. Lab Fee.

### ETD 2364 - 3D Parametric Modeling Using SOLIDWORKS I 4 cc

A basic course in parametric solid design using solidworks software. Topics include: basic concepts of parametric part sketching, 3D part creation, revolve, sweep and lofted features, shell and coil, surface creation, sheet metal and orthographic drawing creation.

Prerequisite: EGN 1123 or permission of program coordinator/department head. Offered: FA, SP Notes: Lab Fee.

### ETD 2368 - 3D Parametric Modeling Using SOLIDWORKS II 4 cc

Student will develop skill and proficiency in parametric solid design. Topics include sheet metal modeling, assembly concepts, assembly modeling, advanced constraints, motion simulation, adaptive technology and drawing presentation.

Prerequisite: ETD2364 or program coordinator approval. Offered: FA, SP. Notes: AS only. Lab fee.

### ETD 2397C - Building Information Management I 3 cc

Students will be introduced to elements of Building Information Modeling (BIM) utilizing a "centralized" database methodology thru the application of Autodesk Revit Architecture software. Students will begin learning the fundamental concepts on which BMI architecture is built and the characteristics of its parametric change engine. They will learn the terminology, the hierarchy of elements, and the application of the basic drawing tools to create a project model.

Prerequisite: EGS 1111 Corequisite: ETD 2340. Offered: FA, SP Notes: Lab Fee.

### ETD 2398 - Building Information Management II 3 cc

Explores BIM software interface and features, generation of working documents, advanced applications and student projects.

Prerequisite: ETD 2397C. Offered: FA. Notes: AS only. Lab fee.

### ETD 2550 - Civil 3D 3 cc

Covers a typical residential subdivision design process, and covers all project phases including point importing, surface modeling, subdivision parcel layout, horizontal alignments, vertical alignments, road cross sections, site grading and volume calculations. The work of corridor modeling and pipe design, all of

this is accomplished with a tool that facilitates three dimensional development.

Prerequisite: EGS 1111. Offered: FA, SP, SU. Notes: AS only. Lab Fee.

### **ETD 2551 - Civil Engineering Drafting 3 cc**

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.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better. Offered: FA. Notes: AS only. Lab Fee.

### **ETD 2930C - AEC/Mechanical Design Capstone 3 cc**

The culminating course for the program; students will learn and apply career acquisition skills and participate in program assessment. Focuses on design projects developed in independently and in consultation with the Instructor. When available, students will partner with local industry for real world projects. Topics may include but not limited to, parametric modeling, AEC rendering and presentation techniques, electro-mechanical, 3-D Solids, exploration of application software and the integration of CAD/CAM. The course will review resume writing, contacting potential employers, and how to put a professional portfolio of work together for review.

Corequisite: ETD 2398. Offered: SP. Notes: AS only. Lab fee.

### **ETD 2947 - Drafting and Design Technology Co-op. 1 cc**

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.

Offered: FA, SP, SU. Notes: AS only.

### **ETD 2948 - Drafting and Design Technology Co-op. 2 cc**

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.

Offered: FA, SP, SU. Notes: AS only.

### **ETD 2949 - Drafting and Design Technology Co-op. 3 cc**

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.

Offered: FA, SP, SU. Notes: AS only.

## **ETI-ENGINEERING-TECHNOLOGY-INDUSTRIAL**

### **ETI 1110 - Introduction to Quality Assurance 3 cc**

Defines the role of quality in an industrial environment. Topics include the use of quality management techniques and quality philosophies, process development, techniques used for evaluation, approaches used on continuous operations, methods used to control quality, and the International Organization for Standardization (ISO) series of standards. The responsibility of quality assurance during the engineering, manufacturing, and marketing of a product is also covered.

Offered: SP

### **ETI 1420 - Mechanical Processes & Materials 3 cc**

Materials are useful when they are made into products. Students will encounter manufacturing processes, production systems and techniques, mechanisms, materials and their properties which are used in a modern manufacturing environment. The course will teach students the benefits, limitations, and applications of different machine tools and materials for manufacturing processing. Adaptability of machinery to a variety of manufacturing processes is studied to identify selection, design, and planning of manufacturing processes and material. This course will identify the characteristics and manufacturing properties of materials, including metal alloys, polymers, ceramics, and composites are taught in this course. The metal-casting processes and the shaping and forming processes are also covered along with the machines needed for manufacturing.

Offered: SU.

### **ETI 1622C - Concepts of LEAN Manufacturing and Six Sigma 3 cc**

Provides an introduction to the fundamentals of LEAN techniques, based on the concepts in the Toyota Production System model of business function operating systems. A comprehensive overview of the LEAN and Six Sigma methodologies is presented, including the Define, Measure, Analyze, Improve, and Control (DMAIC) process improvement paradigm.

Offered: FA, SP Notes: Lab fee.

### **ETI 1701 - Industrial Safety 3 cc**

Principles of safety in a typical industrial environment are studied. Emphasis is on OSHA, and the analysis and design of safety programs for industry.

Offered: FA. Notes: AS only. Lab Fee.

### **ETI 1931 - Special Topics in Mechanical Design 1 cc**

Allows flexibility for presenting a variety of topics relating to manufacturing principles and applications. The special topics will require laboratory assignments. The student's shop time will be used to work on developing the necessary skills to be proficient in industrial machining and fabrication. The course may be repeated for credit when the content varies. Designed to be used in the college credit certificates offered under the Mechanical Design & Fabrication A.S. degree, the main objective of this course is to allow a student open shop time to use the equipment in the metals fabrication lab outside of class times. Students can use this course to prepare for the MSSC - CPT Certified Production Technician (CPT) Certification. Manufacturing Skills Standards Council's (MSSC) skill standards define the knowledge, skills, and performance needed for manufacturing workers.

Prerequisite: Program coordinator approval Offered: TBA. Notes: AS only. Lab Fee.

**ETI 1932 - Special Topics in Mechanical Design 2 cc**

This course is designed to allow flexibility for presenting a variety of topics relating to manufacturing principles and applications. The special topics will require laboratory assignments. The students shop time will be used to work on developing the necessary skills to be proficient as a CNC operator / programmer. The course may be repeated for credit when the content varies.

**ETI 1933 - Special Topics in Mechanical Design 3 cc**

This course is designed to allow flexibility for presenting a variety of topics relating to manufacturing principles and applications. The special topics will require laboratory assignments. The students shop time will be used to work on developing the necessary skills to be proficient as a CNC operator / programmer. The course may be repeated for credit when the content varies.

Prerequisite: ETI 2416, ETI 2411, ETI 2412, ETI 2414, ETI 2415.  
Offered: TBA. Notes: AS only. Lab Fee.

**ETI 2411 - Manufacturing Processes CNC Machining/MasterCam-Lathe 4 cc**

Training in CNC machine operation, programming and welding fabrication. The student will gain technical knowledge and programming methods employed in Haas CNC machining centers. CNC Machine programming, set-up and operations are taught using computer and hands on applications. Intermediate welding and metal fabrication processes are taught through lectures, demonstration and CNC Plasma Cutting operations. Completion of this course offers students technical skills as a CNC Machinist / Operator to be applied in various machining and fabrication industries. The Haas VF-2 & TM-2P Mill, ST-10 & TL-1 Lathe and CNC Plasma cutting machine are used in the lab to teach the student CNC metal processing. MasterCam-Lathe / Mill are taught to provide the student CNC Machining operations.

Corequisite: EGN 1123. Offered: FA, SP. Notes: AS only. Lab Fee.

**ETI 2412 - Fabrication Processes (MasterCam ART) 4 cc**

The course will offer a working knowledge of MasterCam Art and CNC processes and operations using our CamTech II CNC Router. The student will learn to apply the 3-D processing available in MasterCam ART. This course is an in-depth study of MasterCam Art operations, CNC processing and the set-up of our Camtech CNC router is a core student proficiency. Intermediate woodworking processes through lecture and demonstration are taught to give the student additional skills as a CNC router operator and CAD/CAM (MasterCAM programmer). The student's performance is based on a working portfolio of various projects completed.

Corequisite: EGN 1123. Offered: FA. Notes: AS only. Lab Fee.

**ETI 2414 - Computer-Aided Manufacturing MasterCam-Mill 2-D & Solidworks 4 cc**

The course will offer students a working knowledge of MasterCam Mill 2-D and Solidworks. This is the first class offered which teaches the student 3-D design using SolidWorks. An in-depth study of CAD/CAM software, CNC processing methods and the set-up of Haas CNC machining centers is a core student proficiency. The course offers material in both a lecture/lab format. Students will learn via hands on applications using Solidworks generated projects processed with Mastercam tool path software to generate various projects. The student will also learn to calculate machining feeds and speeds, edit CNC programs and part production using the Haas VF-2 TM-2P mill, TL-1 Lathe and the CNC Router. The student's performance is based on a working portfolio of various projects completed. Students completing the MasterCam University subscription can earn a certification in MasterCam.

Corequisite: EGN 1123. Offered: SP. Notes: AS only. Lab Fee.

**ETI 2415 - Woodworking Processes (MasterCam Router) 4 cc**

This course provides to the student technical knowledge and programming methods employed in CNC woodworking machining centers. CNC Router programming, set-up, and operations such as Engraving, Nesting, Lettering and Contouring are taught. Computer Aided Drafting and Computer Aided Manufacturing concepts and applications are taught using MasterCam Router. Novice to intermediate woodworking processes through lecture and demonstration are taught to provide tool/machinery skills  
Offered: TBA. Notes: AS only. Lab Fee.

**ETI 2416 - Metal Working Processes (Welding & Fabrication) 4 cc**

A study of the principles, concepts and applications of various metal fabrication methods encountered in a metalworking fabrication environment. The subject matter on hand tools, mechanical cutting and welding processes and specialized fabrication equipment covers operational applications used in the industry. Welding processes in Gas, Brazing, GMAW (Mig), GTAW (Tig), SMAW (ARC) are taught to prepare the students as a Level 1 welder/fabricator. A plasmaCam CNC plasma cutter is used to teach students automated fabrication processes. This course utilizes hands on training to teach fabrication applications to give students practical skills in metalworking for entry level job opportunities needed in the fabrication industry. Metal fabricating processes also include sheet metal layout and aircraft solid riveting. Students are evaluated based on their performance of the course objectives and the completion of a compiled working portfolio of various projects completed in this course.

Offered: FA. Notes: AS only. Lab Fee.

**ETI 2419C - Advanced Concepts of CNC Machines and CNC Machining Practices (Multi-Axis) 4 cc**

Includes advanced concepts in multi-axis CNC machines and CNC multi-axis machining, such as theory, operation, setup, safety and practice. The lab utilizes Haas CNC machining centers equipped with 5-axis capabilities.

Prerequisite: EGN 1123, ETI 2414 Offered: FA, SP

**ETI 2947 - Manufacturing Technology Co-op 1 cc**

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.

Offered: FA, SP, SU. Notes: AS only.

**ETI 2948 - Manufacturing Technology Co-op 2 cc**

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.

Offered: FA, SP, SU. Notes: AS only.

**ETI 2949 - Manufacturing Technology Co-op 3 cc**

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.

Offered: FA, SP, SU. Notes: AS only.

## ETM - ENGINEERING TECHNOLOGY

### ETM 1010 - Mechanical Measurement & Instrumentation 3 cc

Provides the basic foundation for both mechanical and electronic measurement techniques used in manufacturing environments. The course will integrate the concepts, principles, and techniques of mechanical measurement with the use of various types of instruments including micrometers, calipers, gages, and other types of measuring equipment. The course will also introduce the student to the basic measurement techniques employing electronic test equipment including the operation and usage of digital multimeters, function generators, and oscilloscopes.

Offered: FA

### ETM 2315C - Hydraulics and Pneumatics 3 cc

Provides 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 and hydraulic components explaining how they are combined and function in their respective circuits.

Offered: FA

## ETS-ENGINEERING TECHNOLOGY SPECIALTY

### ETS 1603C - Robotics-Mechanics and Controls 3 cc

Theory and application of robot safety, system power up/down, coordinate systems, motion type path programming, control, arithmetic, I/O instructions, job editing, positioning accuracy tags, speed adjustment, job functions and tool control point (TCP).

Offered: FA. Notes: AS only. Lab fee.

### ETS 2406 - Biomedical Equipment 4 cc

A study of electronic systems and equipment used in the medical profession. Emphasis will be placed on the study of calibration, maintenance, and trouble-shooting procedures for circuits and devices. A background check will be included.

Prerequisite: EET 2142C. Offered: SP. Notes: AS only. Lab fee.

### ETS 2511C - Motors and Controls 3 cc

This course will cover operating principles of conventional and solid-state controls and their practical applications. General principles and fundamentals of electrical controls and control components including starters, troubleshooting techniques, various protective devices, schematics, and diagrams will be emphasized. Topics include manual motor control and overload protection, control transformers, control ladder logic, control relays and motor starters, variable speed AC Drives, two and three-wire motor controls and troubleshooting, and basic timer controls. Course will include lecture and hands-on lab exercises.

Prerequisite: EET 1025C. Offered: TBA Notes: AS only. Lab fee.

### ETS 2542C - Programmable Logic Controller (PLC) Fundamentals 3 cc

Introduces students to programmable logic controllers (PLCs) concentrating on programming, debugging, conversion of electrical ladder logic to PLC ladder logic, and troubleshooting of PLC's using

the NIDA 5050 trainer which is based on an Allen Bradley Micrologic 1200 programmable logic controller.

Offered: TBA

## EUH - EUROPEAN HISTORY

### EUH 1000 - European History I 3 cc

A survey of Western Civilization from Mesopotamia and Egypt to the 17th century. 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.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better. Distribution: General Education, Social Sciences. Offered: FA, SP.

### EUH 1001 - European History II 3 cc

A survey of European history from the 17th century to the present. Focuses on the end of the age of aristocracy, the impact of the Enlightenment, the French Revolution, the Napoleonic wars, and the rise of participatory democracy. Examines the consequences of the Industrial Revolution, Romanticism, and the rise of nationalism in the 19th centuries, which culminated in the world conflicts of the 20th century. Addresses ideologies such as liberalism, socialism, feminism, Marxism, fascism, and totalitarianism.

Prerequisite: Grade of C or better in ENC 1101C. Distribution: General Education, Social Sciences. A writing emphasis course. Offered: FA, SP.

### EUH 2010 - A History of Greece and Rome 3 cc

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.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better. Distribution: General Education, Social Sciences. Offered: FA, SP.

## EVR - ENVIRONMENTAL STUDIES

### EVR 2001 - Introduction to Environmental Science 3 cc

An introduction to basic ecological principles and current environment problems.

Distribution: General Education Core, Natural Sciences (Biological Sciences). Offered: FA, SP, SU.

### EVR 2001L - Introduction to Environmental Science Laboratory 1 cc

Provides students with a "hands-on" experience and proper use of tools, equipment, and scientific protocols that are used to analyze environmental conditions. Students will use the scientific method to sample the environment, analyze the data, and interpret the data to make decisions about an appropriate course of action to correct potential environmental problems. This corrective action must take into consideration, scientific, social, political, and economic factors and should attempt to anticipate potential future problems that might arise.

Corequisite: EVR 2001. Offered: FA, SP. Notes: Lab fee.

## FIN - FINANCE

### FIN 2100 - Personal Finance and Money Management 3 cc

This is a course in personal financial planning, resource management, and economic security. It is designed to provide students with the basic analytical skills and practical working knowledge necessary to set realistic financial goals, prepare a manageable budget, and make the decisions that will protect income, assets, credit rating, and retirement security. The course stresses objective approaches and strategies in determining needs, designing and managing a budget, coping with income and other taxes, calculating the cost of and wisely using credit, stretching income and assets through the effective use of insurance and investment options, and managing all phases of a financial program to achieve personal financial goals.

Offered: FA, SP, SU

### FIN 3400 - Financial Management 3 cc

An introductory course in managerial finance in which the student should attain a clear, basic understanding of the fundamentals of finance and their associations to the decision-making framework faced by a financial manager who is charged with maximizing shareholders' wealth. Topics include financial statement analysis, financial planning and forecasting, time value of money, risk and rates of return, asset valuation, capital budgeting, capital structure, dividend policy and working capital management.

Prerequisite: ACG 3024 or ACG 2001 or ACG 2021. Offered: FA, SP, SU

## FRE - FRENCH LANGUAGE

### FRE 1120 - Beginning French I 4 cc

Emphasizes the development of basic skills in listening, speaking, reading, and writing French with an introduction to culture. Students with two consecutive years of high school French within the last 3 years with a grade of C or higher should begin in FRE1121.

Offered: FA

### FRE 1121 - Beginning French II 4 cc

Continued development of basic skills in listening, speaking, reading, and writing with greater emphasis on culture.

Prerequisite: Grade of C or better in FRE 1120 within the last 3 years, or departmental approval. Distribution: General Education, Humanities. Offered: SP.

## FSS - FOOD SERVICE SYSTEMS

### FSS 1063C - Professional Baking 3 cc

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.

Corequisite: HFT 2212. Offered: FA, SP, SU Notes: AS only. Lab fee.

### FSS 1220C - Culinary Techniques 3 cc

Emphasis in 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.

Corequisite: HFT 2212. Offered: FA, SP, SU Notes: AS only. Lab fee.

### FSS 1221C - Introduction to Culinary Production 3 cc

It is recommended that students take HFT 2212 as a prerequisite or corequisite. 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.

Offered: FA, SP Notes: AS only. Lab fee.

### FSS 1222L - Culinary Production 3 cc

Through extensive hands-on experience, students will acquire the skills necessary to plan and prepare various meals utilizing menu planning methods.

Prerequisite: FSS 1220C. Offered: FA, SP Notes: AS only

### FSS 1308C - Dining Room Management Banquet and Russian Service 3 cc

This course introduces the student to the organization and function of the dining room of a commercial food service facility utilizing Banquet and Russian table service. The class will place an emphasis on Regional and International Cuisines. The student will also demonstrate a familiarity with the skills and techniques utilized in American table service.

Corequisite: HFT 2212. Offered: FA, SP Notes: As only. Lab Fee.

### FSS 2224L - Classical Cuisine 3 cc

This course allows students to practice advanced culinary skills under operating conditions. Students prepare and serve meals to the public.

Prerequisite: FSS 1220C. Offered: FA, SP. Notes: AS only.

### FSS 2242L - International/Regional Cuisine 3 cc

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.

Prerequisite: FSS 1063C, FSS 1220C. Offered: FA, SP Notes: AS only

### FSS 2247C - Advanced Baking 3 cc

This course builds on the skill and knowledge the student gained in FSS 1063C and familiarizes 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.

Prerequisite: FSS 1063C Offered: SP. Notes: AS only. Lab Fee.

### FSS 2248C - Garde Manger 3 cc

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.

Prerequisite: FSS 1220C, and one of the following: FSS 1222L or FSS 2242L. Offered: SU Notes: AS only. Lab fee.

### FSS 2284C - Catering, Banquet, and Event Management 3 cc

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.

Corequisite: HFT 2212. Offered: SU Notes: AS only

**FSS 2382L - Culinary Management Practical Exam 1 cc**

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.

Prerequisite: Completion of all culinary courses and permission of instructor or department head. Offered: FA, SP, SU. Notes: AS only. Lab Fee.

**FSS 2942 - Culinary Management Internship 2 cc**

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. Departmental head permission required.

Offered: FA, SP, SU

**FSS 2943 - Culinary Management Internship 3 cc**

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. Departmental head permission required.

Offered: FA, SP, SU

**FSS 2946 - Basic Culinary Management Co-op 1 cc**

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. Departmental permission required.

Offered: FA, SP, SU Notes: AS only

**FSS 2947 - Culinary Management Co-op 1 cc**

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. Departmental permission required.

Offered: FA, SP, SU Notes: AS only

**FSS 2948 - Culinary Management Co-Op 2 cc**

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. Departmental permission required.

Offered: FA, SP, SU Notes: AS only

## GEA-GEOGRAPHY-REGIONAL-AREAS

**GEA 2000 - World Regional Geography 3 cc**

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, potentialities, chief problems. Human activities are related to natural environmental conditions of countries, regions, and continents.

Distribution: General Education, Social Sciences. Offered: TBA

## GEB - GENERAL BUSINESS

**GEB 1011 - Introduction to Business 3 cc**

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.

Offered: FA, SP, SU

**GEB 2112 - Entrepreneurship 3 cc**

This course prepares students to start their own business and is designed to assist entrepreneurs to strengthen and manage their business skills. Fundamentals of starting and operating a business, developing a business plan, obtaining financing, marketing a product or service, and developing an effective accounting system will be covered.

Offered: FA, SP

**GEB 2139 - E-Business Management 3 cc**

This 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 information over computer networks.

Offered: FA, SP

**GEB 2430 - Business Ethics 3 cc**

This course will enable 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.

Offered: FA, SP

**GEB 2947 - Business Co-op 1 cc**

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.

Offered: FA, SP, SU Notes: AS only

**GEB 2949 - Business Co-op 3 cc**

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.

Offered: FA, SP, SU Notes: AS only

**GEB 3213 - Professional Communications 3 cc**

Focuses on communication within organizations with emphasis on organizational theory and structure, systems analysis, and communication networks.

Offered: FA, SP, SU

**GER - GERMAN****GER 1120 - Beginning German I 4 cc**

Emphasizes the development of basic skills in listening, speaking, reading, and writing German with an introduction to culture.

Students with two consecutive years of high school German within the last 3 years with a grade of C or higher should begin in GER1121.

Offered: FA

**GER 1121 - Beginning German II 4 cc**

Continued development of basic skills in listening, speaking, reading, and writing with greater emphasis on culture.

Prerequisite: Grade of C or better in GER 1120 with in the last 3 years, or departmental approval. Distribution: General Education, Humanities. Offered: SP.

**GIS-GEOGRAPHY-INFORMATION-SCIENCE****GIS 2040C - Geographic Information Systems 3 cc**

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.

Prerequisite: CGS 1570 or permission of instructor. Offered: FA. Notes: AS only. Lab Fee.

**GLY - GEOLOGY****GLY 1010 - Physical Geology 3 cc**

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), and vulcanism (volcanic and plutonic features).

Corequisite: GLY 1010L Distribution: General Education, Natural Sciences (Physical Sciences). Offered: FA.

**GLY 1010L - Physical Geology Laboratory 1 cc**

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.

Corequisite: GLY 1010 Offered: FA. Notes: Lab Fee.

**GRA - GRAPHIC ARTS****GRA 1109C - History of Graphic Design 3 cc**

This course is an introductory survey of the history of graphic design from its origin to the present day.

Offered: FA, SP, SU

**GRA 2151C - Computer Graphics I 3 cc**

Explores the Macintosh(r) 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.

Offered: FA, SP, SU. Notes: AS only. Lab Fee.

**GRA 2152C - Computer Graphics II 3 cc**

A continuation of GRA 2151C using advanced software and programs on the user-friendly Macintosh(r). Directed at artists and graphics designers.

Prerequisite: Grade of C or better in ART 1201C, GRA 2151C, PGY 2401C. Offered: FA, SP, SU. Notes: AS only. Lab Fee.

**GRA 2190C - Graphic Design I 3 cc**

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(r) will be covered.

Prerequisite: Grade of C or better in ART 1201C, GRA 2151C, PGY 2401C. Offered: FA, SP, SU. Notes: AS only. Lab Fee.

**GRA 2191C - Graphic Design II 3 cc**

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.

Prerequisite: Grade of C or better in GRA 2190C. Offered: FA, SP, SU. Notes: AS only. Lab Fee.

**GRA 2206C - Typography 3 cc**

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.

Prerequisite: Grade of C or better in ART 1201C, GRA 2151C, GRA 2190C. Offered: FA, SP, SU. Notes: AS only. Lab Fee.

**GRA 2210C - Electronic Prepress 3 cc**

A highly specialized course that teaches the current techniques for electronic delivery of artwork for print reproduction. Students will learn industry standards and requirements including digital file output, digital printing processes, and file management.

Prerequisite: Grade of C or better in ART 1201C, GRA 2152C, PGY 2401C. Offered: FA, SP, SU. Notes: AS only. Lab Fee.

**GRA 2721C - Creative Web Design 3 cc**

Creative WebDesigns builds on the design and development skills gained in the prerequisite courses and moves the student to the production of artistic web-based projects on the Macintosh computer platform. Focusing entirely on intranet and internet in animation, sound, video, authoring, editing and HTML coding. Students will use appropriate web development software to

create product for use across both Macintosh and PC computer platforms.

Prerequisite: Grade of C or better in GRA 2151C, GRA 2206C.  
Offered: FA, SP, SU. Notes: AS only. Lab Fee.

### **GRA 3194C - Graphic Design III 3 cc**

This advanced level studio course is an in depth exploration of two and three dimensional media and the potential creative use of contemporary technology in visual communication. This course includes experimentation in multi-page print projects, computer animation, multi-media and environmental signage. The course will include lecture and field trips.

Offered: TBA Notes: Lab Fee.

### **GRA 3202C - Advanced Typography 3 cc**

Exploration of the expressive potential of the letter form.

Offered: TBA Notes: Lab Fee.

### **GRA 3209C - Typography II 3 cc**

This course is a continuation of the study of traditional Typography. Exercises and projects focus on the hierarchal qualities of typography, the development of marketable, original, and creative problem solving solutions will also be examined with an emphasis on creative techniques. Industry standard software will be used in the development of digital typography and hierarchal skills.

Offered: TBA Notes: Lab Fee.

### **GRA 4186C - Senior Studio Graphic Design 3 cc**

Advanced graphic design problems in advertising campaigns and multi-unit visual communication systems.

Offered: TBA Notes: Lab Fee.

### **GRA 4189C - Portfolio Development 3 cc**

This course is designed to prepare the student for employment with a well-crafted presentation of their skills in the form of a portfolio.

Offered: TBA

### **GRA 4514C - Environmental Design 3 cc**

Students will study a range of examples of exhibition/environmental design measured against conventions of 2D display/informational systems.

Offered: TBA Notes: Lab Fee.

## **HCP-HEALTH-CARE-PROVIDERS-ASSISTANTS**

### **HCP 0006C - Patient Care Technician 60 ch**

Provides the student with the knowledge and skill set to be a cross trained unlicensed Patient Care Technician.

Prerequisite: HSC 0003C, HCP 0016C, HCP 0020C, HCP0121C, HCP 0332C Offered: FA, SP, SU.

### **HCP 0016C - Allied Health Assistant 150 ch**

Builds on previous knowledge and skills achieved in previous courses. Skills performance related to one to three areas of allied health care in the clinical setting. Major areas of allied health defined as physical therapy, emergency care, radiation care, laboratory assessment and respiratory medicine as well as occupational therapy.

Prerequisite: HSC 0003C, HCP 0121C, HCP 0032C. Corequisite: HCP 0020C. Offered: FA, SP, SU

### **HCP 0020C - Patient Care Assistant 75 ch**

Provides the student with knowledge and skill set necessary to perform in the hospital, providing care to the adult patient.

Prerequisite: HSC 0003C, HCP 0121C. Corequisite: HSC 0032C.  
Offered: FA, SP, SU.

### **HCP 0121C - Nursing Aide 75 ch**

Provides the foundational knowledge and skill set needed to perform as an entry-level Nursing Assistant. Specific to the Nursing Assistant, topics include: verbal and written communications, legal and ethical responsibilities, physical comfort and safety functions, and principles of infection control. Additionally, students will learn to provide personal patient care and perform patient care procedures; apply principles of nutrition; care for geriatric patients; provide biological, psychological, and social support; perform supervised organizational functions, following the patient plan of care, and assist with restorative (rehabilitative) activities.

Corequisite: HSC 0003C, HCP 0332C. Offered: FA, SP, SU Notes: Lab Fee.

### **HCP 0332C - Advanced Home Health Aide 50 ch**

Provides the student with advanced knowledge and skill set necessary to perform physical comfort and safety, infection control and nutrition in the home setting.

Corequisite: HCP 0020C, HCP 0121C, HSC0003C. Offered: FA, SP, SU.

### **HCP 0852 - Psychiatric Aide 180 ch**

This course presents the foundational information needed to be employed as a psychiatric technician. The content focuses on nursing assistant skills, physical assessment, medications, and charting; the conditions of depression, schizophrenia, personality disorders, coma, hallucinations, and organic brain syndrome; crisis intervention; group, adjunctive, and electro-convulsive therapy.

Corequisite: Grade of "C" or better in HSC 0003C. Offered: TBA

### **HCP 0852L - Psychiatric Aide Clinical Practice 180 ch**

This course provides the student with an introduction to the work place and allows the student to practice Psychiatric Aide skills in the actual clinical setting under the supervision of practicing mental health providers and the instructor.

Prerequisite: Grade of C or better in HSC 0003C, HCP 0852.  
Offered: TBA. Notes: Lab Fee.

## **HFT - HOSPITALITY MANAGEMENT**

### **HFT 1000 - Introduction to the Hospitality Industry 3 cc**

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.

Offered: FA, SP Notes: AS only

### **HFT 1254 - Lodging Operations 3 cc**

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.

Offered: FA, SP Notes: AS only

### **HFT 1313 - Hospitality Property Management 3 cc**

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.

Offered: SP Notes: AS only

#### **HFT 1410 - Hospitality Industry Accounting 3 cc**

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.

Offered: FA Notes: <p>AS only. </p>

#### **HFT 1860 - Bar and Beverage Management 3 cc**

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 beers, liqueurs and spirits. Students will be introduced to the techniques of mixology with an emphasis on the responsible vending of alcoholic beverages.

Offered: SU Notes: AS only

#### **HFT 1867 - Wine Technology and Merchandising 3 cc**

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.

Offered: TBA. Notes: AS only

#### **HFT 2211 - Hospitality Resource Management 3 cc**

This course introduces students to the resources available to managers in the hospitality industry. This course includes management concepts and practices applicable to the hospitality industry. Students are introduced to the theories and principles of managing a hospitality entity. Students examine the management process and learn to apply this process to the hospitality industry. This course provides students interested in lodging, food service, beverage service, and other related fields with practical knowledge in the acquisition, management and utilization of the resources available to hospitality managers.

Offered: SU Notes: AS only

#### **HFT 2212 - Food Service Sanitation and Safety 2 cc**

This course is designed to develop an understanding of the basic principles of sanitation and safety in order to maintain a safe and healthy environment for the consumer in the food industry. It includes the laws and regulations related to safety, fire, and sanitation and how to adhere to them in the food service operation.

Offered: FA, SP, SU Notes: AS only

#### **HFT 2250 - Lodging Systems and Procedures 3 cc**

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.

Offered: SP Notes: AS only

#### **HFT 2451 - Cost Control and Purchasing 3 cc**

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.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better. Offered: FA, SP. Notes: AS only

#### **HFT 2500 - Marketing in the Hospitality Industry 3 cc**

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.

Offered: SP Notes: AS only.

#### **HFT 2600 - Concepts of Hospitality Law 3 cc**

This course provides the student with a familiarization of the fundamentals of law and an in-depth study of the legal aspects effecting the hospitality industry. This course addresses risk management in the hospitality industry.

Offered: FA Notes: AS only

#### **HFT 2840C - Dining Room Management French Service 3 cc**

This course exposes the student to advanced table service techniques and service styles to include French and Ala Ritz and buffet. Special attention is given to wine service, table-side preparation, carving and service.

Corequisite: HFT 2212. Offered: FA, SP Notes: AS only. Lab fee.

#### **HFT 2841C - Dining Room Management American Service 3 cc**

This course introduces the student to the principles of managing American Table Service in the commercial food-service operation. All aspects of a la carte service are covered. Service skills and computer technologies are emphasized. This course covers all aspects of dining room service required in the hospitality field.

Corequisite: HFT 2212. Offered: FA, SP Notes: AS only. Lab fee.

#### **HFT 2850C - Management of Dining 3 cc**

It is recommended that -students take HFT 2212 as 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.

Prerequisite: Prerequisite It is recommended that -students take HFT 2212. Corequisite: Corequisite. It is recommended that -students take HFT 2212. Offered: FA, SP Notes: AS only

#### **HFT 2931 - Hospitality Management Seminar 1 cc**

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 an identified group of

students. This course explores current topics as they affect the hospitality industry.

Offered: FA, SP Notes: AS only

**HFT 2932 - Hospitality Management Seminar 2 cc**

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 an identified group of students. This course explores current topics as they affect the hospitality industry.

Offered: TBA Notes: AS only

**HFT 2933 - Hospitality Management Seminar 3 cc**

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 an identified group of students. This course explores current topics as they affect the hospitality industry.

Offered: TBA Notes: AS only

**HFT 2941 - Hospitality Management Internship 1 cc**

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. Departmental permission required.

Offered: TBA

**HFT 2942 - Hospitality Management Internship 2 cc**

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 firsthand 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. Departmental permission required.

Offered: TBA

**HFT 2943 - Hospitality Management Internship 3 cc**

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 firsthand 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. Departmental permission required.

Offered: TBA

**HFT 2946 - Basic Hospitality Management Co-op 1 cc**

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. Departmental permission required.

Offered: FA, SP, SU Notes: AS only

**HFT 2947 - Hospitality Management Co-op 1 cc**

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. Departmental permission required.

Offered: FA, SP, SU Notes: AS only

**HFT 2948 - Hospitality Management Co-op 2 cc**

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. Departmental permission required.

Offered: FA, SP, SU Notes: AS only

**HFT 2949 - Hospitality Management Co-op 3 cc**

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. Departmental permission required.

Offered: FA, SP, SU Notes: AS only.

**HIM - HEALTH INFORMATION MANAGEMENT**

**HIM 0076 - Health Unit Clerk 240 ch**

Prepares students for employment as health unit coordinators, also known as ward clerks or unit secretaries. Students will learn medical terminology; perform clerical duties; read, interpret, and coordinate physician's orders; learn legal and ethical responsibilities; monitor ECGs.

Prerequisite: Admission to a health related program or permission of department head. Corequisite: Grade of C or better in HSC 0003C. Offered: TBA.

**HIM 0076L - Health Unit Clerk Clinical 180 ch**

The purpose of this course is to provide students an externship as health unit coordinators. Under supervision, students will practice using medical terminology; perform clerical duties; read, interpret, and coordinate physician's orders; learn legal and ethical responsibilities; monitor ECGs; and perform clinical duties. Upon satisfactory completion of this course, students will be able to take the National Association of Health Unit Coordinators examination.

Prerequisite: Grade of C or better in HIM 0076. Offered: TBA. Notes: Lab Fee.

**HIM 1000C - Introduction to Health Information Management 3 cc**

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.

Prerequisite: Permission required. Offered: FA. Notes: AS only.

**HIM 1442 - Pharmacology 2 cc**

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.

Offered: FA, SP. Notes: AS only.

**HIM 1800 - Health Information Management Professional Practice I 2 cc**

Drug screen, background check and health physical. Supervised directed experience in hospital or other setting-HIM department. Specific assignments medical record procedures, assembly and/or analysis of medical records, record and loose document filing, scanning, record controlling, incomplete chart analysis, release of information and medical staff relations.

Prerequisite: HIM 1000C, HSC 2641. Offered: FA, SU. Notes: AS only. Lab Fee.

**HIM 2214C - Health Data Management 3 cc**

This course is designed to expand upon health information management to include an introduction to electronic health records, healthcare data sets, clinical vocabularies and nomenclature systems, healthcare reporting and compliance issues, health information, ethical issues in information technology, and data analytics.

Prerequisite: HIM 1000C Offered: SP. Notes: AS only. Lab Fee.

**HIM 2229C - Introduction to Coding and Classification 3 cc**

Provides an introduction to diagnosis coding using ICD9-CM and ICD 10-CM coding classification systems both manual and computer-based practice. The guidelines, conventions and all body systems will be covered to apply accurate code data for research, indices, registries and reimbursement of health care services.

Prerequisite: BSC 1080, BSC 1080L, HSC 1531, HSC 2550. Offered: FA, SP Notes: Lab fee.

**HIM 2253C - Outpatient Reimbursement Methodologies (CPT Coding) 3 cc**

Instruction in CPT-4 Coding, HCPCS, and APC's as used in physician's offices and other out-patient settings. Includes principles and practices related to payment by insurance of health or medical expenses by private or government entities.

Prerequisite: HSC 1531, HIM 2229C, HSC 2550. Offered: FA, SP. Notes: AS only.

**HIM 2284C - Intermediate Coding and Classification Systems 3 cc**

Provides an introduction to procedure coding using ICD-9 - PCS and ICD-10-PCS coding classification systems both manual and computer-based practice. The guidelines, conventions and all body systems will be covered to apply accurate code data for research, indices, registries and reimbursement of health care services.

Prerequisite: BSC 1080, BSC 1080L, HIM 2229C, HSC 1531, HSC 2550. Offered: SP, SU Notes: Lab Fee.

**HIM 2285C - Advanced Coding and Classifications Systems 3 cc**

Applies previous learned concepts and application to advanced case studies. Analysis and coding compliance principles will be highly stressed for accuracy of data for research, reimbursement, and referencing the AHA Coding Clinic for in depth coding directives for hospital inpatient reimbursement. Extensive self-tests, coding practice exercises, and case studies are provided to

reinforce learning. Resources and activities for additional practice will be provided.

Prerequisite: HIM 2229C, HIM 2284C. Offered: FA, SU

**HIM 2500C - Performance Improvement in Healthcare 2 cc**

Introduces 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.

Prerequisite: HIM 2620. Offered: SP. Notes: AS only.

**HIM 2512 - Health Information Management and Supervision 3 cc**

Application of basic principles of management related to office management or medical record department; planning and organizing space, equipment, supplies, and personnel using systems procedures, methods and organization charts.

Offered: FA. Notes: AS only.

**HIM 2620 - Medical Statistics and Financial Applications 3 cc**

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.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better. Offered: FA. Notes: AS only.

**HIM 2653C - Medical Informatics and Health Information Technologies 3 cc**

This course provides the student an overall scope of computer applications in the health care industry with special emphasis on the electronic health record design, implementation, use, and maintenance. In addition, health information technologies and application of skills learned will be applied.

Prerequisite: CGS 1570, HIM 1000C. Offered: SP. Notes: AS only. Lab Fee.

**HIM 2810 - Health Information Management Professional Practice II 2 cc**

Supervised learning experience in various health care facilities. Specific assignments: statistical applications, computer applications, coding, performance improvement and risk management.

Prerequisite: HIM 1800 Offered: TBA. Notes: AS only. Lab Fee.

**HIM 2813C - Coding Professional Practice 2 cc**

A professional practice course for coding and will include intense exposure of all coding and reimbursement systems learned in the program. It will consist of a practicum utilizing case studies, scenarios, and coding examples in CPT, ICD-9-CM, ICD-10-CM and ICD-10-PCS, etc. Students will reinforce learning and apply coding guidelines for appropriate reimbursement in both the inpatient and outpatient settings using 3M, Quantim, and V-Lab applications and exercises.

Prerequisite: HIM2284C Corequisite: HIM 2285C or HIM 2253C. Offered: FA

**HIM 2820L - Health Information Technology Professional Practice III 2 cc**

Provides the student with practical experience in Health Information Management with the emphasis on learned skills in coding and reimbursement, DRG Assignment and APC assignment. It will consist of an intense onsite/offsite practicum in reimbursement methodologies, ICD-9, ICD 10 and CPT coding.

Prerequisite: HIM 1800, HIM 2810. Offered: SP. Notes: AS only. Lab fee.

### **HIM 2931 - Special Topics in Health Information Management 1 cc**

Provides a comprehensive review for Preparation for the Certified Coding Assistant (CCA) examination offered through the American Health Information Management Association (AHIMA).

Offered: FA, SU. Notes: AS only.

### **HIM 2932 - Special Topics in Health Information Management 2 cc**

Provides a comprehensive review for Preparation for the Registered Health Information Technician (RHIT) examination offered through the American Health Information Management Association (AHIMA).

Offered: SP. Notes: AS only.

## **HLP - HEALTH LEISURE PHYSICAL EDUCATION**

### **HLP 1081 - Concepts of Life Fitness 3 cc**

Acquaints 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 or former Pensacola State College students who have successfully completed the course can gain access to the LIFE Centers each term by enrolling in and paying tuition for R 00064.

Distribution: General Education, Social Sciences. Offered: FA, SP, SU. Notes: Lab Fee.

### **HLP 2947 - Human Performance and Recreation Co-op 1 cc**

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.

Offered: TBA Notes: AS only

### **HLP 2948 - Human Performance and Recreation Co-op 2 cc**

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.

Offered: TBA Notes: AS only

### **HLP 2949 - Human Performance and Recreation Co-op 3 cc**

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.

Offered: TBA Notes: AS only

## **HOS - HORTICULTURAL SCIENCES**

### **HOS 1010 - Introduction to Horticultural Science 3 cc**

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.

Offered: FA

### **HOS 1014 - Introduction to Organic Production Systems and Farming 1 cc**

An overview of the organic production systems with special attention paid to starting an organic cropping operation, cultural methods such as fertilization and pest control, organic materials, environmental issues, and business applications.

Offered: TBA

## **HSA - HEALTH SERVICES ADMINISTRATION**

### **HSA 1172 - Medical Billing and Third Party Payer 2 cc**

This course is designed to provide students with a foundation in billing and coding principles and to teach the fundamentals of reimbursement policies and procedures. Students will also develop an understanding of the proper use of coding manuals for the reporting of diagnoses, medical procedures, and services performed by the hospital and physician for purposes of reimbursement.

Prerequisite: BSC 1080, BSC 1080L, HSC 1531. Offered: SP. Notes: AS only.

### **HSA 2500 - Introduction to Risk Management 3 cc**

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.

Offered: SP. Notes: AS only.

### **HSA 2810L - Health Services Management Practicum 2 cc**

Supervised learning experience in various ambulatory healthcare facilities to include shadowing and exposure to the different areas of management learned throughout the program.

Prerequisite: HSC 1000. Corequisite: HSC 2930. Offered: SP, SU Notes: AS only

### **HSA 3113 - Healthcare Trends and Issues 3 cc**

Presents significant health care issues and developing trends. Content may differ each time in order to be current with changing events of varying importance, such as aging, cultural diversity, the obesity epidemic, and patient privacy issues.

Offered: FA.

### **HSA 4160 - Healthcare Marketing 3 cc**

A comprehensive overview of marketing strategies and emerging technologies that might effectuate productive network

systems. The primary focus will be on processes within the health care system from an administrative perspective.

Offered: FA

### **HSA 4191 - Health Information Systems 3 cc**

Examination of health information systems with focus on analysis of applications for information systems in the health care delivery system. Emphasis will be placed upon skills necessary to employ the methods used to evaluate a variety of types of information systems applications in a health care setting.

Offered: SP

### **HSA 4383 - Quality Management in Healthcare 3 cc**

A study of healthcare quality management concepts, tools, and techniques, with an emphasis on the application of management theory to healthcare products and services.

Offered: SP

### **HSA 4502 - Healthcare Risk Management 3 cc**

Explores risk management and its specific applications to the health services field. Focus: Insurance, quality assurance, dispute resolution, clinical records, and management.

Offered: FA

## **HSC - HEALTH SCIENCES**

### **HSC 0003C - Basic Healthcare Worker 90 ch**

Presents the foundational information needed to understand the health care industry: planning, management, finance, technical and production skills, the underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.

Offered: FA, SP, SU Notes: Lab Fee.

### **HSC 1000 - Introduction to Healthcare Management 3 cc**

Introduction to the various health professions. Topics covered include career and labor market information, healthcare delivery systems, health organization structure, patient rights and responsibilities, workplace behavior and decision making in the healthcare environment, safety and security procedures, and employability skills.

Prerequisite: Acceptance into the program. Offered: FA Notes: AS only

### **HSC 1531 - Medical Terminology 3 cc**

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.

Offered: FA, SP, SU. Notes: AS only

### **HSC 1590 - AIDS/OSHA for Health Professionals 1 cc**

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. Domestic violence and medical errors are included.

Offered: FA, SP, SU. Notes: AS only.

### **HSC 2100 - Personal and Community Health 3 cc**

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.

Offered: FA

### **HSC 2400 - First Aid and Injuries 3 cc**

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.

Offered: FA, SP Notes: Lab Fee.

### **HSC 2550 - Pathophysiology 3 cc**

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.

Prerequisite: BSC 1080, BSC 1080L, HSC 1531. Offered: FA, SP. Notes: AS only.

### **HSC 2641 - Health Care Law 3 cc**

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.

Offered: SP

### **HSC 2930 - Special Topics in Healthcare Management 1 cc**

A comprehensive review of the student's practicum experience through creation of a detailed portfolio.

Corequisite: HSA 2810L. Offered: SP Notes: AS only. Lab fee.

## **HUM - HUMANITIES**

### **HUM 2020 - Introduction to Humanities 3 cc**

An integrated approach to the study of the humanities which examines philosophy, literature and the arts in terms of their relationships. The emphasis throughout the course will be on the ways in which a shared cultural outlook gives meaning to the human experience. This course examines the cultural achievements from the Ancient World to the Contemporary Era. There will be lectures, correlated readings and illustrations or representative works from each period studied.

Prerequisite: Grade of C or better in ENC1101C. Distribution: General Education Core, Humanities. A writing emphasis course. Offered: FA, SP, SU.

### **HUM 2454 - African-American Humanities 3 cc**

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.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better. Distribution: General Education, Humanities. Offered: FA, SP, SU.

### **HUM 2740 - Humanities Travel 3 cc**

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.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better.

## HUN - HUMAN NUTRITION

### HUN 1201 - Elements of Nutrition 3 cc

A biochemical and physiological approach to the study of nutrition which includes ingestion, digestion, absorption, metabolic pathways, nutrient data bases of foods, and the factors influencing the selection of foods and the good nutritional status.

Distribution: General Education, Natural Sciences (Biological Sciences). Offered: FA, SP, SU.

### HUN 1201L - Elements of Nutrition Laboratory 1 cc

A laboratory course to accompany HUN 1201. The course will cover various topics including measurements in metric and English systems, macromolecules, chemistry of digestion, anatomy of digestive system, and aesthetics.

Corequisite: HUN 1201 Offered: FA, SP Notes: Lab Fee.

## HUS - HUMAN SERVICES

### HUS 2400 - Drugs and Behavior 3 cc

"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 on family dynamics and society. The different classes of drugs will be discussed. Also, the scope of the problem of chemical dependence and possibilities for intervention and treatment will be examined.

Offered: FA, SP

## IDH - INTERDISCIPLINARY HONORS

### IDH 1022 - Honors College Forum 1 cc

Includes the development of leadership and management skills. Students learn the importance of research, time management, goal setting, and vision as they relate to leadership. This course surveys the qualities of effective leaders from diverse historical periods and assists students in developing their own personal leadership philosophy to become more successful students and leaders.

Prerequisite: Student must be a member of the Robinson Honors Program. Offered: FA, SP.

### IDH 2109 - Summer Study at Cambridge University 6 cc

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.

Prerequisite: Test score requirement the same as ENC 1101C, completion of nine credits of core courses in the Honors Program. Distribution: Meets AA general education Category V. A writing emphasis course. Offered: SU

## INR - INTERNATIONAL RELATIONS

### INR 2002 - Introduction to International Relations 3 cc

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.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better. Distribution: General Education, Social Sciences. Offered: SP

## IPM - INTEGRATED PEST MANAGEMENT

### IPM 1011 - Pests and Pest Control 2 cc

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.

Corequisite: IPM 1011L. Offered: TBA. Notes: AS only.

### IPM 1011L - Pests and Pest Control Laboratory 1 cc

Corequisite: IPM 1011. 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. Offered: TBA. Notes: Lab Fee. AS only.

## ISM - INFORMATION SYSTEMS MANAGEMENT

### ISM 4013 - Management Information Systems 3 cc

This course addresses key technology management issues as they are applied to information resources management (IRM) for information centers and information services. The course will include fundamentals of networking and telecommunications covering LAN's to "Information Superhighways." The course also includes introduction to voice, data and video traffic requirements and covers techniques for management of communication resources and services and information to oversee the network administration and network system management.

Offered: FA

### ISM 4314 - Project and Change Management for Information Technology 3 cc

An overview of the fundamental knowledge areas related to successful project management. Topics include project selection and initiation, work breakdown structure and scope management, scheduling, budgeting and cost analysis, quality control, project communication plans, project risk analysis, resource leveling, and procurement issues. This course prepares the student for the Project Management Institute's CAPM certification.

Prerequisite: CTS 2149 or CET 2934 or CompTIA Project+ (PKO-003) certification or PMI CAPM certification. Offered: SP

## ITA - ITALIAN LANGUAGE

### ITA 1120 - Beginning Italian I 3 cc

Development of basic skills in listening, speaking, reading and writing with an introduction to culture. Students with two

consecutive years of high school Italian within the last 3 years with a grade of C or higher should begin in ITA 1121.

Offered: FA

### **ITA 1121 - Beginning Italian II 4 cc**

Continued development of basic skills in listening, speaking, reading, and writing with greater emphasis on culture.

Prerequisite: Grade of C or better in ITA 1120 within the last 3 years, or departmental approval. Distribution: Meets AA general education, Humanities. Offered: SP

## **JOU - JOURNALISM**

### **JOU 1100 - Reporting I 3 cc**

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.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better. Offered: FA

### **JOU 1400 - College Publications 1 cc**

Introduces the student to the practical world of print and online journalism. The course surveys news and feature writing, headline writing, and legal concerns (libel, privacy). Students electing to take the course a second or third time work on special projects.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better. Offered: FA, SP

### **JOU 2941 - Journalism Practicum 1 cc**

Internship with an area publication or agency. The publication (or agency), the college, and the student arrange work schedules.

Offered: TBA

## **LAT-LATIN-LANGUAGE-STUDY**

### **LAT 1120 - Beginning Latin I 4 cc**

Emphasizes fundamental skills in Latin comprehension, expression, and structure. An introduction to Roman culture. Students with two consecutive years of high school Latin within the last 3 years with a grade of C or higher should begin in LAT 1121.

Offered: FA

### **LAT 1121 - Beginning Latin II 4 cc**

Continued development of basic skills with greater emphasis on Roman history and culture.

Prerequisite: Grade of C or better in LAT1120 within the last 3 years, or departmental approval. Distribution: General Education, Humanities. Offered: SP.

## **LDE - LANDSCAPE DESIGN**

### **LDE 2000C - Landscape Design 3 cc**

Students practice analysis of landscape design, emphasizing residential and commercial properties.

Offered: TBA. Notes: AS only. Lab Fee.

## **LEI - LEISURE**

### **LEI 1141 - Introduction to Recreation and Leisure Services 3 cc**

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.

Offered: FA

### **LEI 1541 - Outdoor Recreation Management 3 cc**

An orientation and participation course 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.

Offered: SU

### **LEI 2730 - Adaptive/Therapeutic Recreation 3 cc**

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.

Offered: FA

## **LIS - LIBRARY AND INFORMATION STUDIES**

### **LIS 1004 - Introduction to Internet Research 1 cc**

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 statements, 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.

Distribution: Meets AA, AS computer competence requirements. Offered: FA, SP, SU Notes: Lab Fee.

### **LIS 2005 - Information and Internet Research 3 cc**

Emphasizes critical thinking and introduces students to research skills. Students will develop skills and techniques necessary to interpret and use information effectively personally, as well as to locate, evaluate, cite, and use relevant online and print resources for class assignments and personal research.

Distribution: General Education, Communications. Offered: FA, SP, SU. Notes: Lab fee.

## **LIT - LITERATURE**

These courses meet the general education literature requirement. Literature courses further the ability to understand literary devices and language; to appreciate a text and its socio-cultural and historical contexts; to evaluate a text, whether fiction or non-fiction, for its literal and figurative meanings; and to synthesize and communicate the understanding of a text. Further, literature enriches understanding of and appreciation for the diversity of human experience.

### **LIT 2090 - Contemporary Literature 3 cc**

Selected literature of the mid-to-late twentieth and twenty-first centuries.

Prerequisite: Grade of C or better in ENC 1102. Distribution: Meets A.A. general education literature requirement. A writing emphasis course. Offered: FA, SP, SU.

### **LIT 2110 - World Literature to 1650 3 cc**

Selected literature from the classical period, the Middle Ages, and the Renaissance.

Prerequisite: Grade of C or better in ENC 1102. Distribution: Meets A.A. general education literature requirement. A writing emphasis course. Offered: FA, SP.

### **LIT 2120 - World Literature from 1650 3 cc**

Selected literature from the Age of Enlightenment to the beginning of the twentieth century.

Prerequisite: Grade of C or better in ENC 1102. Distribution: Meets A.A. general education literature requirement. A writing emphasis course. Offered: FA, SP.

### **LIT 2933 - Special Topics in Literature 3 cc**

A course designed to allow flexibility in presenting a variety of topics in literature, such as Southern Literature, Science Fiction, and Children's Literature.

Prerequisite: Grade of C or better in ENC 1102. Distribution: A writing emphasis course. Offered: TBA

## **MAC - MATHEMATICS-CALCULUS AND PRECALCULUS**

### **MAC 1105 - College Algebra 3 cc**

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.)

Prerequisite: Appropriate placement score or completion of MAT1033C with a grade of C or better. Distribution: General Education, Mathematics. Offered: FA, SP, SU

### **MAC 1114 - Plane Trigonometry 3 cc**

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.

Prerequisite: Appropriate placement score or completion of MAC 1105 with a grade of C or better. Distribution: General Education, Mathematics. Offered: FA, SP, SU.

### **MAC 1140 - Precalculus Algebra 3 cc**

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.

Prerequisite: Appropriate placement score or completion of MAC 1105 with a grade of C or better. Distribution: General Education, Mathematics. Offered: FA, SP, SU.

### **MAC 1147 - Precalculus Algebra/Trigonometry 4 cc**

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. A background in Trig. is essential. Enrollment by permission only.

Prerequisite: Appropriate placement score or completion of MAC 1105 with a grade of C or better and high school trigonometry; by permission of department head only. Distribution: General Education, Mathematics. Offered: FA, SP, SU.

### **MAC 2233 - Calculus with Business Applications I 3 cc**

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.

Prerequisite: Appropriate placement score or completion of MAC 1105 with a grade of C or better. Distribution: General Education, Mathematics. Offered: FA, SP, SU.

### **MAC 2234 - Calculus with Business Applications II 3 cc**

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.

Prerequisite: Grade of C or better in MAC 2233. Distribution: Meets AA general education Category III. Offered: TBA.

### **MAC 2311 - Analytic Geometry and Calculus I 4 cc**

This course consists of elements of plane analytic geometry, differentiation of algebraic and transcendental functions, integration techniques of algebraic and trigonometric functions, and related applications.

Prerequisite: Appropriate placement score or completion of MAC 1140 and MAC 1114 or MAC 1147 with a grade of C. Distribution: General Education, Mathematics. Offered: FA, SP, SU.

### **MAC 2312 - Analytic Geometry and Calculus II 4 cc**

A course including differentiation and integration of the trigonometric, logarithmic, and exponential functions; integration by algebraic and trigonometric substitutions, partial fractions, and parts, vectors, polar coordinates, and an introduction to series and sequences.

Prerequisite: Completion of MAC 2311 with a grade of C or better. Distribution: General Education, Mathematics. Offered: FA, SP, SU.

### **MAC 2313 - Analytic Geometry and Calculus III 4 cc**

This course includes a study of vectors, solid analytic geometry, infinite series, partial differentiation, multiple integrals, and integration in 3-dimensional space.

Prerequisite: Completion of MAC 2312 with a grade of C or better. Distribution: General Education, Mathematics. Offered: FA, SP, SU.

## **MAN - MANAGEMENT**

### **MAN 2021 - Principles of Management 3 cc**

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.

Offered: FA, SP, SU

### **MAN 3063 - Professional Ethics and Values 3 cc**

Personal, organizational, societal values and ethics in our society. Topics covered include exploration of individual ethics, values, and goals; the study of ethical behavior within organizations as it influences people, products, and work environment; exploration of values, ethics, beliefs upon which a free market system of production exchange is built; exploration of individual roles as well as appropriate roles of organizations; government in society.

Offered: FA, SP

**MAN 3240 - Organizational Behavior 3 cc**

Individual group, and organizational issues that affect and shape businesses. Topics include: individual differences, motivation, communications, decision making, and leadership.

Offered: FA, SP, SU

**MAN 3303 - Theories of Leadership 3 cc**

This course presents the basic concepts, principles, and techniques of business leadership. Emphasis will be on the student developing a solid leadership foundation while centering them in the real themes, demands, and opportunities of an evolving and dynamic business workplace. This course will incorporate basic leadership skill development as it relates to the core aspects of the management practice.

Offered: FA, SP, SU

**MAN 3350 - Training & Development 3 cc**

The study of the various forms of training and development both on and off the job. Major topics include learning theory, the role of personnel, training and development methods and plans, and performance improvement, and current issues in the field.

Offered: FA

**MAN 3353 - Management Theory 3 cc**

Covers the management theories which leads to the development of teams, the management of people and equipment as well as the motivation, empowerment and coaching of employees. The development of processes and procedures, negotiating skills, and conflict management are also covered.

Offered: FA, SP, SU

**MAN 3503 - Managerial Risk Analysis and Decision Making 3 cc**

Concentrates on practical decision problems for the manager in an organization. Topics include decision-making theory, linear programming and extensions, Markov Chains, queuing, simulation, and decision support systems. Use of computer packages.

Offered: SP, SU

**MAN 3583 - Project Management 3 cc**

This course provides conceptual material on project management techniques appropriate in system/subsystems management. Topics include project management functions, project manager roles and responsibilities, the project life cycle, and conflict resolution, emphasis will be placed on project oversight issues across the various business units and functions.

Offered: FA, SP

**MAN 3600 - International Business 3 cc**

An intensive analysis of the process, practice, and theory of international business; financial accounting, marketing, and legal aspects of multinational business operations; governmental assistance to international business; cultural environmental business to include factors such as language, religion, values and attitudes, law, education, politics, technology, and social organization.

Offered: SP

**MAN 4113 - Managing Diversity 3 cc**

Covers questions, dimensions of style and structure, problems and paradigms of solutions that have come out of management experience of a changing workforce during the past twenty years. Emerging styles of leadership among people of diverse cultural backgrounds will be explored as solutions, not as problems.

Offered: FA, SP, SU.

**MAN 4162 - Customer Relations in Business 3 cc**

Examines relationship building for all customers of an organization. The impact of culture and diversity on business relationships, successful negotiation strategies, and promotion of the organization through media relations are discussed.

Offered: SU

**MAN 4301 - Human Resource Administration 3 cc**

A study of personnel management and practices with emphasis on the techniques of recruiting, selecting, transferring, promoting, classifying and training workers.

Offered: FA, SP, SU

**MAN 4320 - Recruitment and Selection 3 cc**

In-depth study of the personnel staffing function. Includes an analysis of objectives, techniques, and procedures for forecasting manpower needs, recruiting candidates, and selecting employees.

Prerequisite: COM 2100, MAN 2021, MNA 1300. Offered: FA

**MAN 4330 - Compensation Management 3 cc**

Teaches students about the strategic use of compensation and benefits systems for the purposes of attracting, retaining, and motivating a competitive workforce.

Prerequisite: COM 2100, MAN 2021, MNA 1300. Offered: SP

**MAN 4335 - Employee Benefit Planning 3 cc**

An in-depth study of wage and nonwage related benefits made available to employees by the firm and various related social and governmental programs.

Prerequisite: COM 2100, MAN 2021, MNA 1300. Offered: SP

**MAN 4352 - Effective Employee Training 3 cc**

Focuses on professional development activities as performed by human resources specialists or organizational specialists. Theory, issues, practice and problems are discussed.

Prerequisite: COM 2100, MAN 2021, MNA 1300. Offered: SU

**MAN 4402 - Employment Law & Regulations 3 cc**

Federal and State regulation of the employment relationship, including Wage and Hour Laws; EEO; Affirmative Action Programs; Employee Benefits; Insurance; Workers' Compensation, Safety, Health, Employee's Personal Rights; Collective Bargaining Legislation.

Offered: SU

**MAN 4584 - Process Improvement Methodology 3 cc**

Presents the basic principles and techniques used to manage process improvement. Teaches today's managers to understand how to engage people in process improvement as well as how to critically understand and apply the associated methodologies. Process improvement is complicated and dynamic, encompassing a variety of traditionally recognized approaches.

Prerequisite: COM 2100, CTS 2433, MAN 2021. Offered: SP

**MAN 4720 - Strategic Management 3 cc**

Students in this course take the view of an organization's general manager. They address how firms use their resources (technology, managerial know-how, employees, capital, etc.) To pursue their goals and adapt to the environment (competition customers, economic/political/sociological conditions, global and domestic markets). Strategic management is about setting priorities for where a firm wants to go and how to get there. Students work to develop managerial skills such as leadership, communication, and data analysis.

Offered: FA, SP, SU

**MAN 4741 - Innovation, Change, and Agile Process 3 cc**

An overview of concepts and strategies to select optimal options for change, use management and leadership skills to build broad support for change, foster innovation, and successfully execute change through solid project management practices.

Prerequisite: COM 2100, CTS 2433, MAN 2021. Offered: FA

**MAN 4881 - Authority, Influence, and Projects 3 cc**

Builds leadership and management skills that facilitate the effective execution of objectives where stakeholders and resources come from multiple areas, locations, budgets, and organizational substructures.

Prerequisite: COM 2100, CTS 2433, MAN 2021. Offered: SU

**MAP - MATHEMATICS APPLIED****MAP 2302 - Differential Equations 3 cc**

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.

Corequisite: MAC 2313. Distribution: General Education, Mathematics. Offered: SP

**MAR - MARKETING****MAR 2011 - Marketing 3 cc**

The analysis of the potential target market, the marketing mix in relation to its market, channels of distribution, sales promotion, and marketing management.

Offered: FA, SP, SU

**MAR 3802 - Marketing for Managers 3 cc**

Students will develop marketing skills necessary for the successful technology manager. Students will understand the strategies of marketing and the ways in which one executes a marketing plan. The course covers full life-cycle product marketing support as well as the marketing of services

Offered: SP

**MAT - MATHEMATICS****MAT 1033C - Intermediate Algebra 3 cc**

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.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better. Offered: FA, SP, SU Notes: Lab Fee.

**MCB - MICROBIOLOGY****MCB 1000 - Applied Microbiology 3 cc**

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.

Corequisite: MCB 1000L. Offered: FA, SP, SU

**MCB 1000C - Applied Microbiology 4 cc**

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. In laboratory, students will learn aseptic techniques, culture of microorganism and use a variety of microorganic and metabolic tests to identify organisms.

Offered: FA, SP, SU Notes: Lab Fee.

**MCB 1000L - Applied Microbiology Laboratory 1 cc**

Laboratory course to complement MCB 1000. In laboratory, students will learn aseptic techniques, culture of microorganisms, and use a variety of microorganic and metabolic tests to identify organisms.

Corequisite: MCB 1000. Offered: FA, SP, SU Notes: Lab Fee.

**MCB 2010 - General Microbiology 3 cc**

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.

Prerequisite: Grade of C or better in BSC 1010 and BSC 1010L, CHM 1045, and CHM 1045L or CHM 1045C.. Corequisite: MCB 2010L Offered: SP.

**MCB 2010L - General Microbiology Laboratory 1 cc**

A laboratory course designed to accompany MCB 2010. Laboratory work includes stains and techniques used to culture and identify microorganisms, techniques in biotechnology and studies in pathogenesis and disease transmission.

Prerequisite: Grade of C or better in BSC 1010 and BSC 1010L, CHM 1045, and CHM 1045L or CHM 1045C. Corequisite: MCB 2010 Offered: TBA. Notes: Lab Fee.

## MEA - MEDICAL ASSISTING TECHNOLOGY

### MEA 067C - Advanced Allied Health Assistant 100 ch

Designed for students who have completed the Patient Care Assistant and Allied Health Assistant competencies and/or are adding these skills to be a more multi-skilled worker.

Prerequisite: HCP 0020C, HCP 0121C, HCP 0332C, HSC 0003C.  
Corequisite: HSC 0016C. Offered: FA, SP, SU

### MEA 0250 - Introduction to Medical Assisting 250 ch

Prepares competent entry-level Medical Assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains in Medical Assisting. Introduces Medical Assisting students to the communication skills, legal responsibilities of the profession, and provides foundational understanding of anatomy and physiology concepts in both illness and wellness states.

Corequisite: HSC 0003C, MEA 0501C, MEA 0521C, MEA 0543C.  
Offered: FA. Notes: Lab fee.

### MEA 0501C - Medical Office Procedures 75 ch

Prepares competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains in medical office procedures. Introduces students to basic clerical and medical office duties that Medical Assistants may perform. Topics include: effective communication skills, filing systems, maintenance of medical records, scheduling routine appointments, and government regulations, compliance, and scope of practice for Medical Assistants.

Corequisite: HSC 0003C, MEA 0002, MEA 0521C, MEA 0543C.  
Offered: FA

### MEA 0506C - Administrative Office Procedures 90 ch

Prepares competent entry-level Medical Assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains in medical office procedures. Introduces basic clerical and medical office duties that Medical Assistants may perform. Topics include: effective communication skills, filing systems, maintenance of medical records, scheduling routine appointments, and government regulations, compliance, and scope of practice for Medical Assistants.

Prerequisite: Grade of C or better in HSC 0003C, MEA 0002, MEA 0501C, MEA 0521C, MEA 0543C. Corequisite: MEA 0530C, MEA 0573C, MEA 0581C. Offered: SP

### MEA 0520C - Phlebotomist 75 ch

Trains participants in the basic and supporting skills of the phlebotomist. Skills include: specimen collection by venipuncture and capillary puncture, basic anatomy and physiology, infection control, safety, and patient relations. Upon satisfactory completion of this program, graduates will earn an Occupation Completion Point certificate for Phlebotomist (75) hours as per the Florida Department of Education. Includes clinical experience.

Corequisite: Grade of C or better in HSC 0003C. Offered: FA, SP, SU. Notes: Lab Fee.

### MEA 0521C - Phlebotomist, MA 75 ch

Provides Medical Assisting students the theory and clinical skills necessary to perform phlebotomy in a medical setting. Upon successful completion of this course, the student will receive an Occupational completion Point certificate, Phlebotomist, MA (75 hours) as per the Florida Department of Education.

Prerequisite: Grade of C or better in HSC 0003C, MEA 0500, MEA 0543C. Offered: FA. Notes: Lab Fee.

### MEA 0522L - Phlebotomy Clinic 120 ch

Provides students with the additional clinical procedural skills necessary to meet the clinical hour's requirement to take the Phlebotomist Certification examination through the National Healthcare Association (NHA) and the American Society for Clinical Pathology (ASCP) Board of Certification.

Prerequisite: Grade of C or better in HSC 0003C, MEA 0520C.  
Offered: FA, SP SU.

### MEA 0530C - Pharmacology for Medical Assisting 110 ch

Prepares competent entry-level Medical Assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains pharmacology. Introduces the principles of pharmacology, including drug terminology; drug origins, forms, and actions; routes of administration; as well as the use of generic name drugs, trade name drugs, and categories of drugs to treat various body systems.

Prerequisite: Grade of C or better in HSC 0003C, MEA 0002, MEA 0501C, MEA 0521C, MEA 0543C. Corequisite: MEA 0506C, MEA 0573C, MEA 0581C. Offered: SP Notes: Lab fee.

### MEA 0540C - EKG Aide 75 ch

Prepares students for employment as an ECG Technician, also known as a Cardiovascular Technician, and to take a National Exam. Skills include performing ECGs with appropriate lead placement, preparing patients for Stress Testing and monitoring telemetry units. Graduates of this course receive an Occupational Completion Point Certificate of 75 hours as an EKG Aide as per the Florida Department of Education.

Prerequisite: Admission to a health related program or permission of the Department head. Corequisite: Grade of C or better in HSC 0003C. Offered: FA. Notes: Lab fee.

### MEA 0541C - EKG Technician 300 ch

Provides advanced procedures for performing EKGs, stress testing, and monitoring telemetry. Upon successful completion of this course, the student will receive an Occupational Completion Certificate of 300 hours as an EKG Technician as per Florida Department of Education.

Prerequisite: Grade of C or better in HSC 0003C, MEA 0540C.  
Offered: SP. Notes: Lab fee.

### MEA 0543C - EKG Aide, MA 75 ch

Provides Medical Assisting students the theory and clinical skills necessary to perform EGKs in a medical setting. Upon satisfactory completion of this course, the student will receive an Occupational Completion Point certificate, EKG Aide, MA (75 hours) as per the Florida Department of Education.

Corequisite: Grade of C or better in HSC 0003C, MEA 0500, MEA 0521C, MEA 0550. Offered: FA. Notes: Lab Fee.

### MEA 0573C - Laboratory Procedures 125 ch

Prepares competent entry-level Medical Assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains in medical assisting laboratory procedures. Introduces Medical Assisting students to the foundational understanding emergency preparedness and protective practices, diagnostic laboratory procedures, clinical microscopy techniques and procedures, basic office examination procedures, treatment of minor injuries, and basic diagnostic medical assisting procedures.

Prerequisite: Grade of C or better in HSC 0003C, MEA 0002, MEA 0501C, MEA 0521C, MEA 0543C. Corequisite: MEA 0506C, MEA 00530C, MEA 0581C. Offered: SP. Notes: Lab fee.

### MEA 0581C - Clinical Assisting 230 ch

Prepares competent entry-level Medical Assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains in clinical assisting. Introduces Medical Assisting

students to the communication skills and legal responsibilities of the profession. Provides a foundational understanding of anatomy and physiology concepts in both illness and wellness states.

Prerequisite: Grade of C or better in HSC 0003C, MEA 0501C, MEA 0521C, MEA 0543C. Corequisite: MEA 0506C, MEA 0530C, MEA 0573C. Offered: SP Notes: Lab fee.

### **MEA 0942L - Practicum Experience 180 ch**

On-the-job training designed to provide the student work experience in a medical agency or physician's office. The experience allows the student to practice skill learned in the classroom, build confidence, adjust to a work environment, and increase opportunities for employment in a medical field.

Prerequisite: Grade of C or better in MEA 0506C, MEA 0530C, MEA 0573C, MEA 0581C. Offered: SU Notes: Lab fee.

## **MET - METEOROLOGY**

### **MET 1010 - Introduction to Meteorology 3 cc**

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.

Distribution: General Education, Natural Sciences (Physical Sciences). Offered: FA, SP.

## **MGF - MATHEMATICS-GENERAL AND FINITE**

### **MGF 1106 - Mathematics for Liberal Arts I 3 cc**

Consists of the following topics: set theory, symbolic logic, introductory combinatorics, probability, descriptive statistics, number theory, linear programming and geometries with applications, history of mathematics, and algebra applications.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better. Distribution: General Education, Mathematics. Offered: FA, SP, SU.

### **MGF 1107 - Mathematics for Liberal Arts II 3 cc**

Consists of the following topics: financial mathematics, linear and exponential growth, numbers and number systems, history of mathematics, elementary number theory, voting techniques, graph theory and society.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better. Distribution: General Education, Mathematics. Offered: FA, SP, SU.

## **MKA - MARKETING APPLICATIONS**

### **MKA 2511 - Advertising 3 cc**

A study of the basic promotional objective, advertising markets, the product to be advertised, media, and the composition of the advertisement.

Offered: FA, SP. Notes: AS only.

## **MMC - MASS MEDIA COMMUNICATIONS**

### **MMC 2000 - Survey of Mass Communication 3 cc**

This course covers the history and development of mass media and how those media affect society. Media covered include the Internet, newspapers, magazines, radio, television, and film along with a study of the impact of advertising and public relations.

Distribution: General Education, Communications. Offered: FA, SP.

## **MNA-MANAGEMENT-APPLIED**

### **MNA 1161 - Customer Service 3 cc**

Teaches and improves customer service skills and 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.

Offered: FA, SP, SU.

### **MNA 1300 - Human Resource Management 3 cc**

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.

Offered: FA, SP, SU.

### **MNA 2100 - Human Relations 3 cc**

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.

Offered: FA, SP, SU.

## **MSL-MILITARY SCIENCE AND LEADERSHIP**

### **MSL 1001 - Foundations of Officership 1 cc**

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 officer ship, 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.

Offered: FA

### **MSL 1002 - Basic Leadership 1 cc**

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.

Offered: SP

### **MSL 2101C - Individual Leadership Studies 3 cc**

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.

Offered: FA

### **MSL 2102 - Leadership and Teamwork 2 cc**

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.

Offered: SP

## **MSS - MASSAGE**

### **MSS 0205C - Massage Therapy I 285 ch**

Covers the principles and theories of therapeutic massage and the proper techniques of massage manipulations. Additional content includes the principles and theory of hydrotherapy and hydrotherapy modalities. Safety and health practices that are conducive to the hygiene of massage therapist and the client/patient will be stressed.

Prerequisite: Permission of the Instructor. Offered: FA Notes: Lab Fee.

### **MSS 0206C - Massage Therapy II 375 ch**

Advances the students' knowledge of message principles and techniques and to equip students with an understanding of the Florida massage practice act and the rules of the Florida Board of Massage Therapy (Chapter 480, F.S.; Chapter 64b7.) Additional content includes: allied studies related to massage therapy, human anatomy and physiology as related to massage therapy and basic information related to business practices and standards.

Prerequisite: MSS 0205C or permission of the instructor. Offered: SP Notes: Lab Fee.

### **MSS 0207C - Massage Therapy A 180 ch**

Introduces the principles and theories of therapeutic massage and the proper techniques of massage manipulations. Additional content includes the introduction of principles and theory of hydrotherapy and hydrotherapy modalities. Safety and health practices that are conducive to the hygiene of massage therapist and the client/patient will be stressed. Laboratory and clinical activities are an integral part of this class.

Prerequisite: Permission of the instructor. Offered: SP Notes: Lab Fee.

### **MSS 0215 - Legal and Ethical Compliance to Florida Law 30 ch**

Discusses the practice of good business ethics, Florida Law and medical errors and will offer an introduction to Nutrition. This course will present a logical sequence of the necessary steps for practical judgment of ethical behavior in the operations of a small business. The course also will provide knowledge of a safe medical environment.

Offered: FA, SP, SU

### **MSS 0262C - Massage Therapy B 210 ch**

Expands the student's knowledge of therapeutic massage, massage manipulations, hydrotherapy and hydrotherapy modalities. Safety and health practices that are conducive to the hygiene of massage therapist and the client/patient will be stressed. Laboratory and clinical activities are an integral part of this class.

Prerequisite: Permission of the instructor. Offered: SU Notes: Lab Fee.

### **MSS 0263C - Massage Therapy C 270 ch**

Equips students with an understanding of the Florida Massage Practice Act and the rules of the Florida Board of Massage Therapy (Chapter 480, F.S.; Chapter 64b7.) Additional content includes: allied studies related to massage therapy, human anatomy and physiology as related to massage therapy and basic information related to business practices and standards. Laboratory and clinical activities are an integral part of this class.

Prerequisite: MSS 0262C or permission of the instructor. Offered: FA Notes: Lab Fee.

### **MSS 0401 - OSHA/AIDS Training for Massage Therapists 30 ch**

Intended for individuals that currently hold a valid non-Florida message therapy license who intend to transfer their license and need to meet Florida requirements. This program meets the Department of Health HIV/AIDS Domestic Violence and Prevention of Medical Errors education requirements. The course also covers procedures based on Occupations Safety and Health Administration (OSHA) and Centers for Disease Control (CDC) regulations (including standard precautions).

Offered: FA, SP, SU

### **MSS 0960L - National Board Prep 30 ch**

Reviews pertinent areas in massage therapy in order to prepare the student for the National Board examination for licensure. This review course focuses on both theory and practical examination questions and provides the student with practice test in evaluating and answering situational problems.

Prerequisite: Permission of instructor. Offered: FA, SP, SU

## **MUH-MUSIC-HISTORY-MUSICOLOGY**

### **MUH 2110 - Introduction to Music History 3 cc**

A survey of music literature from the middle ages to the present. Emphasizes musical forms and performance medium from the Western heritage and their development through the ages.

Prerequisite: Grade of C or better in ENC 1101C. Distribution: General Education, Humanities. A writing emphasis course. Offered: FA, SP.

## **MUL - MUSIC LITERATURE**

### **MUL 2010 - Music Appreciation 3 cc**

A survey of music from the Middle Ages to the present, introducing the student to various types of music through the use of recordings. No previous musical experience necessary.

Distribution: General Education Core, Humanities. Offered: FA, SP, SU.

## **MUN-MUSIC-ENSEMBLES**

### **MUN 1120C - Band 1 cc**

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.

Prerequisite: Permission of department head. Offered: FA, SP

### **MUN 1180C - Pensacola Civic Band 1 cc**

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.

Prerequisite: Permission of department head. Offered: FA, SP, SU

### **MUN 1310C - Concert Chorale 1 cc**

The Pensacola State College 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 choral student.

Offered: FA, SP

**MUN 1380C - Choral Society 1 cc**

A community organization devoted to the performance of major choral works. This course may be repeated once for credit by audition only.

Offered: FA, SP

**MUN 1410C - String Ensemble 1 cc**

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.

Offered: FA, SP

**MUN 1450C - Piano Ensemble 1 cc**

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.

Prerequisite: Permission of instructor. Offered: FA, SP

**MUN 1480C - Music Ensemble 1 cc**

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 once for credit.

Prerequisite: Permission of instructor. Offered: FA, SP

**MUN 1710C - Jazz Ensemble 1 cc**

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 Performing Arts department head.

Prerequisite: Permission of instructor. Offered: FA, SP

**MUN 1720C - Jazz Choir 1 cc**

A select ensemble of 12-16 of the finest student singers; open to all student singers in the capella chamber choir repertoire with an emphasis on jazz "tight-harmony" arrangements, Broadway and doo-wop.

Corequisite: MUN 1310C. Offered: FA, SP

**MUS - MUSIC****MUS 1201 - Vocal Diction 3 cc**

This course is a study in the correct manner of singing primarily Italian lyric diction. Students are introduced to the International Phonetic Alphabet as a means for studying the language. The course is designed to be taken by voice students who are concurrently enrolled in applied voice.

Offered: TBA

**MUS 1360 - Music and Computer 3 cc**

A course to introduce music students to the abilities of the computer and of MIDI with primary emphasis on entering, performing, and printing music through the program FINALE. Students will also be introduced to tutorials, databases, word processing, and the Internet.

Prerequisite: MUT 1001 or student must understand music.

Distribution: Offered: FA, SP, SU. Notes: Lab Fee.

**MUT-MUSIC-THEORY****MUT 1001 - Fundamentals of Music 3 cc**

For students who wish to learn the mechanics of music but who have little or no background. Presentation of basic principles of music notation, rhythm, scales, key signatures, and terminology. Also a preparation course for students who wish to major in music.

Offered: FA, SP, SU

**MUT 1111 - Music Theory I 3 cc**

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.

Prerequisite: MUT 1001 or permission from department head.

Corequisite: MUT 1241C Offered: FA

**MUT 1112 - Music Theory II 3 cc**

Continuation of MUT1111. Modulation to closely related keys, chords of seventh.

Prerequisite: MUT 1111 or permission from department head.

Corequisite: MUT 1242C Offered: SP

**MUT 1241C - Ear Training and Sightsinging I 1 cc**

Elementary exercises in reading at sight and writing from dictation.

Prerequisite: MUT 1001 or permission from department head.

Offered: FA

**MUT 1242C - Ear Training and Sightsinging II 1 cc**

Continuation of MUT1241C. Elementary exercises in reading at sight and writing from dictation.

Prerequisite: MUT 1241C or permission from department head.

Corequisite: MUT 1112. Offered: SP.

**MUT 2116 - Music Theory III 3 cc**

A continuation of MUT1112 Music Theory II. 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.

Prerequisite: MUT 1112 or permission from department head.

Corequisite: MUT 2246C

**MUT 2117 - Music Theory IV 3 cc**

A continuation of MUT 2116 Music Theory III. 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. There will be analysis of music of the 19th and 20th centuries.

Prerequisite: MUT 2116 or permission from department head.

Corequisite: MUT 2247C Offered: SP

**MUT 2246C - Ear Training and Sightsinging III 1 cc**

A continuation of MUT 1242C Ear Training and Sightsinging II. Advanced problems in sight-reading and melodic dictation.

Prerequisite: MUT 1242C or permission from department head.

Corequisite: MUT 2116 Offered: FA

**MUT 2247C - Ear Training and Sightsinging IV 1 cc**

A continuation of MUT2246C Ear Training and Sightsinging III. Advanced problems in chromatics, sight-reading and dictation.

Prerequisite: MUT 2246C or permission from department head.

Corequisite: MUT 2117 Offered: SP

## MV-APPLIED MUSIC

### MV 121\_\_ - Applied Music (Principal Instrument) One 1/2 hour lesson a week 1 cc

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.

Offered: FA, SP, SU Notes: Lab Fee.

### MV 131\_\_ - Applied Music (Principal Instrument) Two 1/2 hour lessons a week 1 cc

Private instruction in the student's principal performing medium required of all music majors.

Offered: FA, SP, SU Notes: Lab Fee.

### MV 141\_\_ - Applied Music (Principal Instrument). Three 1/2 hour lessons a week 3 cc

Applied music for the student who is advanced beyond the normal junior college level of performance.

Offered: FA, SP, SU Notes: Lab Fee.

### MV 222\_\_ - Applied Music (Principal Instrument) One 1/2 hour lesson a week 1 cc

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.

Offered: FA, SP, SU Notes: Lab Fee.

### MV 232\_\_ - Applied Music (Principal Instrument) Two 1/2 hour lessons a week 1 cc

Private instruction in the student's principal performing medium required of all music majors.

Offered: FA, SP, SU Notes: Lab Fee.

### MV 242\_\_ - Applied Music (Principal Instrument). Three 1/2 hour lessons a week 3 cc

Applied music for the student who is advanced beyond the normal junior college level of performance.

Offered: FA, SP, SU Notes: Lab Fee.

## MVK-APPLIED-MUSIC-KEYBOARD

### MVK 111C - Beginning Class Piano I 1 cc

For beginners in the respective performance area. For further information, see the Performing Arts department head).

Offered: FA, SP, SU Notes: Lab Fee.

### MVK 112C - Beginning Class Piano II 1 cc

This is a continuation of MVK 111C.

Prerequisite: MVK 111C or permission of the instructor. Offered: SP Notes: Lab Fee.

### MVK 1800C - Beginning Piano for Non-Music Majors 1 cc

This course is designed for the non-music major student who has had no previous musical instruction.

Offered: FA, SP Notes: Lab Fee.

## MVS-APPLIED-MUSIC-STRINGS

### MVS 1116C - Beginning Guitar Class 1 cc

This course is designed for the non-music major student who has had no previous musical instruction.

Offered: FA, SP, SU Notes: Lab Fee.

## NSP-NURSING-SPECIAL

### NSP 2050L - Special Topics in Nursing 1 cc

Provides instruction and practice in the basic skills needed to help the student who has interrupted the program of study to progress successfully through the associate degree nursing program.

Emphasis is placed on concepts and skills needed to provide safe patient care. Specific learning needs will be addressed for each individual student. Special permission from the Director of Nursing is required.

Offered: FA, SP, SU Notes: AS only. Lab fee.

### NSP 2270C - Critical Care Nursing 9 cc

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 nursing care to patients with multi-system disorders.

Prerequisite: Licensure as a Registered Nurse. Offered: SU Notes: AS only. Lab fee.

### NSP 2290C - Perioperative Nursing 9 cc

The Perioperative Nursing course will provide Registered Nurses with basic knowledge and clinical skills necessary to function independently in an entry level Perioperative Nursing position. Course content includes principles of aseptic technique, patient safety, universal protocol, and the nursing process in the perioperative setting. The course will also address ethical, moral, and legal issues as well as specific considerations for various types of procedures and specialty services in the circulating role.

Prerequisite: Licensure as Registered Nurse. Offered: FA Notes: AS only. Lab fee.

### NSP 3476 - Infection Control in Healthcare Setting 3 cc

Covers the importance of infection control in healthcare settings, especially in acute care. Issues and trends related to infectious processes in hospitals is a focus. Strategies to contain infection including the role of healthcare professionals are explored.

Prerequisite: NUR 3119, NUR 3955. Offered: SU Notes: Lab Fee.

## NUR-NURSING-GENERIC-UNDERGRADUATE

### NUR 1020C - Introduction to Nursing 8 cc

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.

Prerequisite: Admission to the program. Corequisite: HUN 1201. Offered: FA, SP, SU Notes: AS only. Lab fee.

### NUR 1211C - Adult Health Nursing I 8 cc

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.

Prerequisite: Grade of C or better in NUR 1020C, NUR 1511. Offered: FA, SP, SU. Notes: AS only. Lab fee.

**NUR 1511 - Mental Health I 1 cc**

An introductory course designed for beginning nursing students to develop knowledge and skills with concepts such as: therapeutic environment, therapeutic communication, therapeutic relationships and additional foundations for safe and effective care. Studies will encompass legal and ethical issues of the nurse, including Florida Statutes, and the concept of professional boundaries.

Corequisite: NUR 1020C Offered: FA, SP, SU. Notes: AS only. Lab fee.

**NUR 2003C - Career Mobility Nursing Concepts 4 cc**

This transition course introduces the role of the registered nurse to the LPNs. 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.

Prerequisite: Acceptance into Career Mobility Program. Offered: SU Notes: AS only. Lab fee.

**NUR 2212C - Adult Health Nursing II 6 cc**

The second of 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.

Prerequisite: Grade of C or better in NUR 1211C. Offered: FA, SP, SU. Notes: AS only. Lab fee.

**NUR 2213C - Adult-Health Nursing III 6 cc**

The last of three adult-health nursing courses that focuses on 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.

Prerequisite: Grade of C or better in MCB 1000, MCB 1000L, NUR 2212C, NUR 2440C. Offered: FA, SP, SU Notes: AS only. Lab fee.

**NUR 2440C - Maternal-Child Health Nursing 6 cc**

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.

Prerequisite: Grade of C or better in NUR 1211C. Offered: FA, SP, SU. Notes: AS only. Lab fee.

**NUR 2523C - Mental Health II 3 cc**

Focuses on the care of the child, adolescent and adult experiencing acute and chronic psychiatric alterations in health in inpatient and outpatient facilities. Client care needs (safe effective care environment, health promotion and maintenance, psychosocial 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.

Prerequisite: Grade of C or better NUR 2213C. Corequisite: SYG 2000 Offered: FA, SP, SU Notes: AS only. Lab fee.

**NUR 2811C - Transitional Practice/Preceptorship 4 cc**

Promotes 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 preceptees. 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.

Prerequisite: Grade of C or better in NUR 2213C, NUR 2523C and Humanities elective. Offered: FA, SP, SU. Notes: AS only. Lab fee.

**NUR 3065 - Health Assessment and Physical Appraisal 4 cc**

Focuses on client assessment, health risks and formation of nursing diagnoses and health teaching. Emphasis is on the process of client interaction and use of appraisal skills in the collection of bio-psychosocial data across the life span. Students will be required to complete a physical assessment component in an on-campus lab setting.

Prerequisite: NUR 3119, NUR 3955. Offered: FA, SP Notes: Lab Fee.

**NUR 3119 - Professional Roles and Dimensions of Nursing Practice 3 cc**

An introduction to the history, trends, issues, and evolution of the nursing profession. The course includes an overview of selected nursing theorists and professional nursing practice in the changing health care delivery system. Opportunities will be presented that provide for the development of further socialization into the professional role of nursing.

Corequisite: NUR 3955 Offered: FA, SP Notes: Lab Fee.

**NUR 3125 - Pathophysiology: A Nursing Perspective 3 cc**

Focuses on cellular alterations in organ systems as they relate to selected disease states that impact the health of people as holistic beings. Special emphasis is on critical thinking and decision making related to these alterations in homeostatic dynamics, their presentation, and implications for nursing practice.

Prerequisite: NUR 3119, NUR 3955. Offered: SU

**NUR 3145 - Pharmacology in Nursing Practice 3 cc**

Builds on essential concepts and principles of pharmacology as applied in the nursing management of client care. Major concerns in health care include medication errors and medication reconciliation. Improvement in delivery processes to improve safety and quality of care thereby improving client outcomes is the focus of many regulatory agencies. This course will highlight issues in pharmacology and provide the student with basic knowledge for client care and education. This course will specifically address aspects of pharmacology related to the assessment and management of symptoms across the lifespan by providing the student with the in depth knowledge regarding the administration of pharmacologic therapies, the management of physical and psychological symptoms related to disease and treatment, and education related to safe and effective use of pharmacologic agents.

Prerequisite: NUR 3119, NUR 3955. Offered: SU

**NUR 3826 - Legal and Ethical Aspects of Nursing 3 cc**

An assessment of ethical and legal issues confronting nurses and other health care providers in a variety of settings. The course focuses on identification and analysis of legal and ethical concepts and principles underlying the critical thinking process in nursing and health care.

Prerequisite: NUR 3119, NUR 3955. Offered: FA, SP

**NUR 3955 - Portfolio I 1 cc**

Introduces students to the development of an electronic professional portfolio. The course will provide the student the opportunity to assume the responsibility for personal and professional growth as a lifelong learner.

Corequisite: NUR 3119 Offered: FA, SP

**NUR 4165 - Evidence-Based Nursing Practice 3 cc**

Overview of the skills needed to read, understand, evaluate, and use nursing research. This course focuses on research methods and the identification of researchable nursing problems.

Prerequisite: NUR 3119, NUR 3955, STA 2023. Offered: FA, SP, SU

**NUR 4616 - Nursing Across the Lifespan 3 cc**

Focuses on the nurse's role in managing the holistic health care of individuals and families with bio-psychosocial disruptions. Emphasis is on the nursing process and principles from nursing, physical sciences, and behavioral sciences to enhance knowledge development necessary for the promotion of client/family well-being throughout the life span.

Prerequisite: NUR 3119, NUR 3955. Offered: FA, SP, SU

**NUR 4636 - Nursing in Community Systems 3 cc**

Focuses on the holistic nursing role in the community. Emphasis is on concepts and theories related to community health nursing. Special attention is given to the community as client with emphasis on health promotion/disease prevention and teaching of groups in community settings.

Prerequisite: NUR 3119, NUR 3955. Corequisite: NUR 4636L. Offered: FA, SP

**NUR 4636L - Community Systems Practicum 1 cc**

This course offers opportunities to practice the principles and theory of community health nursing in a variety of health care settings. Included are the identification of health care needs of the community as a client, and the nurse's role as a facilitator, teacher, and evaluator in promoting and maintaining health and wellness.

Prerequisite: NUR 3119, NUR 3955. Corequisite: NUR 4636. Offered: FA, SP

**NUR 4827 - Organizational Behavior in the Healthcare Settings 3 cc**

Provides a foundational understanding of how nurse leaders apply the principles of management, leadership, and administrative processes in both private and public organizations. Focus topics include an emphasis on: organizational change, measuring quality, performance evaluation, effective communication, motivation, relationship development, and collaborative teamwork.

Prerequisite: NUR 3119, NUR 3955. Offered: SU

**NUR 4837 - Healthcare Policy and Economics 3 cc**

This course will provide the student with a foundation for participating in health policy with organizations and for understanding the economic impact of health planning. Content will include a review of the organization of health care systems, health care financing, economic implications and the role of the provider in policy-making. Emphasis is on the analysis of health policy from a socioeconomic, ideological, political, historical, and technological perspective while integrating clinical management processes and the use of available community fiscal resources.

Prerequisite: NUR 3119, NUR 3955. Offered: SU

**NUR 4889 - Leadership and Management 3 cc**

Includes a focus on theories, concepts, and principles of leading and managing as well as pertinent legal issues faced by nursing leaders and managers. Emphasis will be on the methods to become an effective leader/manager including interpersonal skills needed for effective leadership and management, the different types of

organizations delivering health care, outcomes management, and analysis of current research findings.

Prerequisite: NUR 3119, NUR 3955. Corequisite: NUR 4889L. Offered: FA, SP

**NUR 4889L - Leadership Practicum 1 cc**

Focuses on the application of the theories, concepts, and principles of leading and managing. Emphasis in the course will be on the development of skills needed for effective leadership and management. Opportunities will be provided to demonstrate appropriate leadership and management ability.

Prerequisite: NUR 3119, NUR 3955. Corequisite: NUR 4889. Offered: FA, SP

**NUR 4945L - Specialized Focus Practicum 3 cc**

This course includes a synthesis of theories, concepts, and principles of a particular nursing focus, identified by the student, which offers relevant experiences for professional and personal growth. Emphasis will be on the methods used to become an effective leader and informed stakeholder in the policies which frame the strengths of the nursing profession. The student will examine the value of the nursing role in different types of health care organizations with respect to outcomes management, systematic quality initiatives and analysis of current research findings.

Prerequisite: Prerequisite NUR 3119, NUR 3955. Offered: TBA

**NUR 4956 - Portfolio II 1 cc**

A capstone course focusing on the completion, evaluation, and submission of the electronic professional portfolio.

Prerequisite: NUR 3119, NUR 3955. Offered: FA, SP, SU

**OCB - BIOLOGICAL OCEANOGRAPHY****OCB 2000 - Marine Biology 3 cc**

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.

Distribution: General Education, Natural Sciences (Biological Sciences). Offered: FA, SU.

**OCB 2000L - Marine Biology Laboratory 1 cc**

Laboratory work and field trips to specific marine habitats will be required.

Corequisite: OCB 2000. Offered: FA, SU Notes: Lab Fee.

**OCE - GENERAL OCEANOGRAPHY****OCE 1001 - Oceanography 3 cc**

An integrated study of the basic principles of chemical, physical, and geological oceanography.

Distribution: General Education, Natural Sciences (Physical Sciences). Offered: TBA.

**OCE 1001L - Oceanography Laboratory 1 cc**

An optional laboratory course to accompany OCE 1001. This course covers the experimental or hands-on aspects of bathymetry, water chemistry, and physical oceanography.

Corequisite: OCE 1001. Offered: SP Notes: Lab Fee.

**ORH - ORANMENTAL HORTICULTURE****ORH 1260 - Greenhouse Crop Management 3 cc**

Greenhouse production and marketing of foliage and flowering house plants, holiday pot plants, bedding plants and cut flowers.

Construction, maintenance and utilization of various types of greenhouses and related plant production structures.

Corequisite: ORH 1260L. Offered: SP. Notes: AS only.

**ORH 1260L - Greenhouse Crop Management Laboratory 1 cc**

A course designed to develop skills in the production of foliage and flowering house plants, holiday pot plants and bedding plants; management of various types of greenhouses and other related growing structures to include construction and repair, irrigation, fertilization, light and temperature regulation, insect and disease control. Students are expected to participate in practical exercises.

Corequisite: ORH 1260. Offered: SP. Notes: AS only. Lab Fee.

**ORH 1511 - Plant Materials for Landscape Use 2 cc**

Ornamental trees, shrubs, vines and ground cover for landscape use with emphasis on their identification, characteristics, adaptability, and use. Field trips are required.

Corequisite: ORH 1511L. Offered: TBA. Notes: AS only.

**ORH 1511L - Plant Materials for Landscape Use Laboratory 1 cc**

Practical experience in identification of ornamental trees, shrubs, vines and ground cover. Students will make collections of plants used in area landscapes and note usage of plants. Field trips are required.

Corequisite: ORH 1511. Offered: TBA. Notes: AS only. Lab Fee.

**ORH 2220 - Turfgrass Management 2 cc**

A basic course in the establishment and maintenance of turfgrass areas. Considers soils, fertility, drainage, grasses and mixtures, maintenance and pest control; includes use of turfgrasses in residential and institutional lawns, athletic fields, and golf courses.

Corequisite: ORH 2220L. Offered: TBA. Notes: AS only.

**ORH 2220L - Turfgrass Management Laboratory 1 cc**

A practical course to develop student skills in identification of turfgrass species and the skills required to establish and maintain turf according to the various requirements of turf management. Several field trips will be taken to local golf courses, residential and institutional lawns. Students are expected to participate in practical exercises.

Corequisite: ORH 2220. Offered: TBA. Notes: AS only. Lab Fee.

**ORH 2820C - Landscape Irrigation 3 cc**

Prerequisite: Appropriate scores on the Florida Entry Level Placement Exam or completion of MAT 1033 with a grade of "C" or better. Offered: TBA. Notes: AS only. Lab fee.

**ORH 2859 - Landscape Management 3 cc**

Course centers on the management of landscapes including turf, annuals, vines, shrubs and trees. Course includes water, fertilizers, mowing, pruning and shaping. The course will address homeowner, commercial and sports complex management.

Corequisite: ORH 2859L. Offered: TBA. Notes: AS only.

**ORH 2859L - Landscape Management Laboratory 1 cc**

Practical experience in the management of landscapes including turf, annuals, vines, shrubs and trees. Experience in water, fertilizer, mowing, pruning and shaping included. Includes homeowner, commercial and sports complex management. Field trips required.

Corequisite: ORH 2859. Offered: TBA. Notes: AS only. Lab Fee.

**ORH 2866 - Landscape Project Management 3 cc**

Basic concepts of managing landscape projects to include estimating labor, supplies, equipment use and cash flow.

Offered: TBA. Notes: AS only.

**OTA - OFFICE TECHNOLOGY APPLICATIONS**

**OTA 0101 - Keyboarding 30 ch**

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.

Offered: FA

**PAD - PUBLIC ADMINISTRATION**

**PAD 3003 - Introduction to Public Administration 3 cc**

Prepares individuals to serve as managers in the executive arm of local, state and federal government.

Offered: FA

**PAD 4046 - Values, Ethics and Conflict Resolution 3 cc**

Examines the various conflict situations in public organizations and how values and ethics influence behavior of administrators in making decisions that affect the philosophy and goals of the organization. In addition, focus will be placed on the role of administrators as conflict managers by examining and providing various conflict resolution mechanisms and strategies that are cost effective to the organization.

Prerequisite: COM 2100, CTS 2433, MAN 2021 Offered: SU

**PAD 4393 - Emergency Management & Disaster Planning 3 cc**

Emergency management and disaster planning on events most likely to affect Florida including reviewing the four phases of planning mitigation, response, and preparedness.

Offered: SP

**PAD 4874 - Community Relations 3 cc**

Exposes students to community relations theory and practice within a broad range of public safety organizations. Students will understand why positive community perception of public safety is critical to funding and operational effectiveness. Each student will gain the insight and skills necessary to be effective in the community relations function of public safety administration.

Offered: SP

## PEL-PHYS-EDU-ACTS-GEN-OBJECT-CENTRD-LAND

### PEL 1121 - Beginning Golf 1 cc

Designed to develop skill and give practice in the basic fundamentals of golf. A green fee is required occasionally.

Offered: FA

### PEL 2122 - Intermediate Golf 1 cc

This course enables students to enhance and practice intermediate-level skills in the sport of golf. Green fee may be required on occasion.

Offered: SP

### PEL 2341 - Beginning Tennis 1 cc

Includes a brief history of the game, followed by instruction and practice in the fundamental techniques of the game. Racket required.

Offered: FA, SU Notes: Lab Fee.

## PEM-PHYS-EDU-ACTS-GEN-PERFOMR-CENTRD-LAND-REVISED

### PEM 1102 - Exercise and Conditioning 1 cc

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.

Offered: SP

### PEM 1131 - Weight Training and Conditioning I 1 cc

Involves beginning instruction in physical conditioning methods and their effects: weight training, isometric exercises, circuit training, isotonic exercises, calisthenics, and cardiovascular endurance exercises.

Offered: FA, SP, SU

### PEM 1132 - Weight Training and Conditioning II 1 cc

Involves advanced instruction in physical conditioning methods and their effects: weight training, isometric exercises, circuit training, isotonic exercises, calisthenics, and cardiovascular training.

Prerequisite: PEM 1131. Offered: SP

### PEM 1171 - Aerobics 1 cc

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.

Offered: TBA

### PEM 1181 - Walk, Jog, Run 1 cc

Involves instruction in physical conditioning methods and their effects. Students may either walk, jog or run to fulfill the aerobic requirement.

Offered: FA, SP

## PEO-PHYS-EDU-ACTS-PROFNL-OBJECT-CENTRD-LAND

### PEO 1011 - Team Sports 3 cc

Principles, methods, and techniques of teaching a variety of team sports, including organization and management, instruction of skills and concepts, motivation, and evaluation.

Offered: FA

### PEO 1031 - Individual Sports 3 cc

Principles, methods, and techniques of teaching a variety of individual sports, including organization and management, instruction of skills and concepts, motivation and evaluation.

Offered: SP

### PEO 2013C - Sports Officiating 3 cc

Includes theory and practice in officiating various selected sports. Two hours of lecture and one hour of laboratory each week.

Offered: SP

## PEQ-PHYS-EDU-ACTS-PROFNL-WATER-SNOW-ICE

### PEQ 2105C - Management of Aquatic Programs 3 cc

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.

Offered: SP

## PET - PHYSICAL EDUCATION THEORY

### PET 2604 - Basic Care and Prevention of Athletic Injuries 3 cc

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.

Offered: FA, SP Notes: Lab Fee.

### PET 2941 - Recreation Internship 1 cc

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.

Prerequisite: Completion of all course work for the AS Degree in Recreation Technology. Offered: TBA Notes: <p>AS only. </p>

### PET 2942 - Recreation Internship 2 cc

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.

Prerequisite: Completion of all course work for the AS Degree in Recreation Technology. Offered: TBA Notes: AS only

### PET 2943 - Recreation Internship 3 cc

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.

Prerequisite: Completion of all course work for the AS Degree in Recreation Technology. Offered: TBA Notes: AS only

## PGY - PHOTOGRAPHY

### PGY 1000 - History of Photography 3 cc

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.

Offered: FA, SP Notes: AS only

### **PGY 1110C - Color, Materials, and Methods 3 cc**

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.

Prerequisite: Grade of C or better in ART 1201C, ART 1300C, PGY 2401C. Offered: FA. Notes: AS only. Lab fee.

### **PGY 2107C - Large Format Camera 3 cc**

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.

Prerequisite: Grade of C or better in PGY 2401C, PGY 2404C. Offered: SP. Notes: AS only. Lab fee.

### **PGY 2201C - Photographic Lighting Techniques 3 cc**

Introduction to artificial and natural lighting techniques utilized in studio, table top, copy work, and portraiture.

Prerequisite: PGY 2801C. Offered: FA, SP, SU. Notes: AS only. Lab fee.

### **PGY 2220C - Commercial Photography 3 cc**

An advanced photo course which introduces the student to studio and color photography.

Prerequisite: Grade of C or better in PGY 2401C, GRA 2151C. Offered: FA, SP, SU. Notes: Lab Fee. A DSLR camera is required for this course.

### **PGY 2221C - Commercial Photography II 3 cc**

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 issue unique to the large format medium will be covered.

Prerequisite: Grade of C or better in PGY 2220. Offered: FA, SP. Notes: AS only. Lab fee.

### **PGY 2272C - Photography Seminar 3 cc**

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.

Prerequisite: Grade of C or better in PGY 2220C and PGY 2802C. Offered: SP. Notes: <p>AS only. </p>

### **PGY 2401C - Photography I 3 cc**

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. A 35 mm SLR camera with manual controls is required for this class.

Offered: FA, SP, SU Notes: Lab Fee.

### **PGY 2404C - Photography II 3 cc**

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.

Prerequisite: Grade of C or better in PGY 2401C. Offered: TBA. Notes: Lab Fee.

### **PGY 2801C - Digital Photography I 3 cc**

Digital Photography introduces students to electronic imaging using computers, scanners, and image manipulation software (Adobe Photoshop). Individual portfolios are created.

Prerequisite: Grade of C or better in and ART 1300C, GRA 2151C, PGY 2401C. Offered: FA, SU. Notes: AS only. Lab fee.

### **PGY 2802C - Digital Photography II 3 cc**

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.

Prerequisite: Grade of C or better in PGY 2801C. Offered: SU. Notes: AS only. Lab fee.

## **PHI - PHILOSOPHY**

### **PHI 2010 - Introduction to Philosophy 3 cc**

A general survey of the philosophies that have shaped the growth of Western civilization from the ancient Greeks to modern times.

Presents a comprehensive view of philosophy and demonstrates the benefits derived from its study.

Prerequisite: Grade of C or better in ENC 1101C. Distribution: General Education Core, Humanities. A writing emphasis course. Offered: FA, SP, SU.

### **PHI 2070 - Introduction to Eastern Philosophy 3 cc**

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.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better. Offered: FA.

### **PHI 2100 - Logic 3 cc**

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.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better. Distribution: General Education, Humanities. Offered: FA, SP, SU.

### **PHI 2600 - Ethics 3 cc**

An inquiry into the moral implications of personal, social, and political commitment. Representative traditional and contemporary ethical concepts will be discussed in light of issues affecting the quality of existence on this planet.

Prerequisite: Grade of C or better in ENC 1101C. Distribution: General education, Humanities. A writing emphasis course. Offered: FA, SP, SU.

### **PHI 2701 - Introduction to the Philosophy of World Religions 3 cc**

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.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better. Distribution: General Education, Humanities. Offered: FA, SP.

## PHM - PHILOSOPHY OF MAN AND SOCIETY

### PHM 2122 - Philosophy And Feminism 3 cc

This course is designed to introduce students to key aspects for feminist thought. We will explore both the content and the methodologies of feminism through a philosophical approach and attitude. Additionally, 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.

Prerequisite: Test score requirement the same as ENC 1101C.  
Offered: SP

## PHT - PHYSICAL THERAPY

### PHT 1000 - Introduction to Physical Therapy 3 cc

Provides an introduction to the history, present practice, and future trends of healthcare and the profession of physical therapy. The structure and services of the American Physical Therapy Association (APTA), the team concept of health care including the role and responsibilities of the physical therapist assistant (PTA), and professional behaviors will be introduced along with common disease processes and pertinent medical terminology. Students will learn basic professional documentation and communication skills.

Prerequisite: Acceptance into the program. Offered: FA. Notes: AS only.

### PHT 1120 - Functional Anatomy and Kinesiology 3 cc

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.

Prerequisite: Acceptance into the program. Corequisite: PHT 1000, PHT 1120L. Offered: FA. Notes: AS only.

### PHT 1120L - Functional Anatomy and Kinesiology Laboratory 2 cc

Students develop 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.

Prerequisite: Acceptance into the program. Corequisite: PHT 1000, PHT 1120. Offered: FA. Notes: AS only.

### PHT 1210C - Therapeutic Modalities 3 cc

Instruct students in the use and operation of therapeutic modalities used for patient care. Knowledge of the physical principles, physiological effects, indications, and contraindications of heat, cold, light, traction, compression, electricity, and massage on the body will be developed and applied. Students will understand selected tests and evaluation procedures which are related to the safe application of modalities and will be able to select the modality or procedure which would be most appropriate for a specified clinical presentation. Wound management will be addressed.

Prerequisite: PHT 1120. Offered: SP Notes: Lab Fee.

### PHT 1224 - Musculoskeletal Therapeutic Techniques I 3 cc

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, and aerobic exercise routines. Non-traditional programs will be introduced.

This course includes a module with Information about Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS), Occupational Safety and Health Administration (OSHA) standards for blood borne pathogens, Domestic Violence (DV), Medical Errors (ME) and the Health Insurance Portability and Accountability Act (HIPAA); satisfying the requirements for education about topics required by the state of Florida for initial licensing.

Prerequisite: PHT 1120. Corequisite: PHT 1224L. Offered: SP.  
Notes: AS only.

### PHT 1224L - Musculoskeletal Therapeutic Techniques I Laboratory 2 cc

Application of therapeutic exercise in the laboratory setting. Emphasis is on orthopedic, cardiopulmonary and vascular disorders, and related therapeutic exercise programs.

Corequisite: PHT 1224. Offered: SP. Notes: AS only. Lab Fee.

### PHT 1251 - Basic Skills in Patient Care 2 cc

Introduction to basic patient care skills, patient positioning and draping, treatment booth preparation, transfers, gait training with assistive devices, wheelchair measurement and operation, measurement of vital signs, identification of architectural barriers, wound debridement, and aseptic technique. Elements of body composition as a measure of fitness will be discussed and the gait cycle will be introduced.

Prerequisite: Acceptance into the program. Corequisite: PHT 1000, PHT 1251L. Offered: FA. Notes: AS only.

### PHT 1251L - Basic Skills in Patient Care Laboratory 2 cc

Application of basic patient care handling techniques including body mechanics and lifting, treatment booth preparation, patient positioning and draping, transfers, gait training with assistive devices, wheelchair measurement and operation, and measurement of vital signs. Students will create and maintain a sterile field and assess body composition as a measure of fitness.

Prerequisite: Acceptance into program. Corequisite: PHT 1000, PHT 1251. Offered: FA. Notes: AS only. Lab Fee.

### PHT 1253 - Neuromuscular Therapeutic Techniques I 1 cc

Topics include basic neuroanatomy and physiology principles, motor learning principles and normal motor development. Therapeutic interventions and techniques designed to provide the most effective functional outcome for the neurologically impaired infant, child or adolescent will be discussed. Problem solving for treatment plan implementation, revision and adaptation will be explored. Special concerns related to physical therapy and the pediatric patient will be presented.

Prerequisite: PHT 1120. Corequisite: PHT 1253L. Offered: SP

### PHT 1253L - Neuromuscular Therapeutic Techniques I Laboratory 2 cc

Provides the student with observation, participation, and application of motor learning theories and therapeutic interventions for the treatment of neurological conditions. Application of therapeutic activities with a variety of treatment approaches will be emphasized.

Prerequisite: PHT 1120L. Corequisite: PHT 1253. Offered: SP

### PHT 1801L - PTA Clinic I 1 cc

Observation and participation in a physical therapy outpatient practice setting under supervision. The focus is on developing professionalism. Students may utilize previously learned positioning, draping, transfers, note writing, gait training, vital sign measurements, goniometry, gross strength testing, orthopedic therapeutic exercises, stretching and modalities. Four to forty hours per week for a total of 40 hours (part-time clinical experience

completed in varying time frames to meet both the students and the clinical instructor's schedule).

Prerequisite: PHT 1120. Offered: SP. Notes: AS only. Lab Fee.

**PHT 1900L - Alternative Studies in Physical Therapy 1 cc**

This course will provide the student with comprehensive and individualized instruction in selective physical therapy topics. It is intended to facilitate improved clinical skills and patient care. It will address the specific learning skills identified by faculty for each participant in the course.

Offered: TBA. Notes: AS only.

**PHT 1901L - Alternative Studies in Physical Therapy 2 cc**

This course will provide the student with comprehensive and individualized instruction in selective physical therapy topics. It is intended to facilitate improved clinical skills and patient care. It will address the specific learning skills identified by faculty for each participant in the course.

Offered: TBA. Notes: AS only.

**PHT 2162 - Neuromuscular Therapeutic Techniques II 1 cc**

Presentation of the pathology of complex neurological disorders and congenital deformities. 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.

Prerequisite: PHT 1224. Corequisite: PHT 2162L. Offered: FA Notes: AS only.

**PHT 2162L - Neuromuscular Therapeutic Techniques II Laboratory 2 cc**

Identification of special concerns related to physical therapy and the adult and geriatric patient. Students will participate in individual and group projects to analyze case studies as they design and demonstrate appropriate interventions within a treatment plan that encompasses interventional strategies to assist the patient with neurological impairment.

Prerequisite: PHT 1224. Corequisite: PHT 2162. Offered: FA. Notes: AS only.

**PHT 2227C - Musculoskeletal Therapeutic Techniques II 2 cc**

Covers a variety of medical and orthopedic conditions commonly treated by physical therapist assistants and emphasizes orthopedic post-surgical patient care through case-study scenarios and protocol development and implementation. Traditional therapeutic exercise routines and non-traditional programs will be reviewed.

Prerequisite: PHT 1224. Offered: FA Notes: Lab Fee.

**PHT 2401 - Psychosocial Issues of the Disabled 2 cc**

Examination of psycho-social aspects of the individual with a disability. Emphasis is placed on how the individual or their family relates to physical and social environments; specifically economic factors, support systems, discrimination, and loss and grief process.

Prerequisite: PHT 1224. Offered: SP. Notes: AS only.

**PHT 2810L - PTA Clinic II 6 cc**

A full-time supervised and planned learning experience in a physical therapy practice setting under the direction of a clinical instructor (CI) who is either a PT or a PTA. Focus is on application of didactic knowledge and skills gained in the classroom and laboratory settings to the real world of patient care. The student is expected to function near entry-level (80% or greater) by the end of the clinical experience in that specific setting.

Prerequisite: PHT 1801L. Offered: FA. Notes: AS only.

**PHT 2820L - PTA Clinic III 6 cc**

A full-time supervised and planned learning experience in a physical therapy practice setting under the direction of a clinical instructor (CI) who is either a PT or a PTA. Focus is on application of didactic knowledge and skills gained in the classroom and laboratory settings to the real world of patient care. The student is expected to function near entry-level (90% or greater) by the end of the clinical experience in that specific setting.

Prerequisite: PHT 2810L. Offered: SP. Notes: AS only.

**PHY - PHYSICS**

**PHY 1025 - Introduction to Fundamentals of Physics 3 cc**

An introductory course in physics for students who have had little or no prior exposure to the subject. Emphasis is on the fundamental concepts, language, and mathematics used in physics. Topics include mechanics, sound, and heat.

Corequisite: MAC 1105. Distribution: General Education, Natural Sciences (Physical Sciences). Offered: FA, SP.

**PHY 1053 - General Physics I 3 cc**

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.

Prerequisite: MAC 1114 or MAC 1147 or PHY 1025. Corequisite: PHY 1053L. Distribution: General Education Core, Natural Sciences (Physical Sciences). Offered: FA, SP, SU.

**PHY 1053L - General Physics I Laboratory 1 cc**

A laboratory course designed to illustrate the laws and principles presented in PHY 1053.

Corequisite: PHY 1053. Offered: FA, SP, SU Notes: Lab Fee.

**PHY 1054 - General Physics II 3 cc**

Major topics include the study of magnetism, electricity, light and the elements of modern physics.

Prerequisite: Grade of C or better in PHY 1053. Corequisite: PHY 1054L. Offered: SP.

**PHY 1054L - General Physics II Laboratory 1 cc**

A laboratory course designed to illustrate the laws and principles presented in PHY 1054.

Prerequisite: Grade of "C" or better in PHY 1053L. Corequisite: PHY 1054. Offered: SP Notes: Lab Fee.

**PHY 2048 - Physics I with Calculus 4 cc**

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.

Corequisite: MAC 2312, PHY 2048L. Distribution: General Education Core, Natural Sciences (Physical Sciences). Offered: FA, SP.

**PHY 2048L - Physics I with Calculus Laboratory 1 cc**

A laboratory course designed to illustrate the laws and principles presented in PHY 2048.

Corequisite: PHY 2048. Offered: FA, SP Notes: Lab Fee.

**PHY 2049 - Physics II with Calculus 4 cc**

Includes the study of waves, sound, optics, special relativity, electromagnetism, and quantization.

Prerequisite: MAC 2312, Grade of C or better in PHY 2048. Corequisite: PHY 2049L. Offered: FA, SP.

**PHY 2049L - Physics II with Calculus Laboratory 1 cc**

A laboratory course designed to illustrate the laws and principles presented in PHY 2049.

Prerequisite: Grade of C or better in PHY 2048L. Corequisite: PHY 2049. Offered: FA, SP. Notes: Lab Fee.

**PLA - PARALEGAL LEGAL ASSISTANT  
LEGAL ADMINISTRATION**

**PLA 1003 - The Legal Profession 3 cc**

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 civil trial practice.

Offered: FA, SP, SU

**PLA 1104 - Legal Research and Writing I 3 cc**

This course emphasizes learning to use the law library, basic research of both common law and statutory sources, tools and techniques for research, and introduces legal writing culminating in the student writing a legal memorandum.

Offered: FA, SP

**PLA 1203 - Civil Litigation 3 cc**

Provides 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.

Prerequisite: PLA 1003, PLA 1104. Corequisite: PLA 1273. Offered: SP

**PLA 1273 - Torts 3 cc**

In depth coverage of the law of intentional torts, negligence, strict liability and related defenses. Other topics covered include malpractice, insurance, and other business torts.

Corequisite: PLA 1003. Offered: FA, SP, SU

**PLA 1303 - Criminal Law and Procedure 3 cc**

Provides an overview of the foundations of the criminal law system, its institutions, substantive offenses, criminal procedures, and criminal trials.

Prerequisite: PLA 1003, PLA 1104, PLA 1273 Offered: FA

**PLA 1700 - Legal Ethics 3 cc**

Introduces students to the types of ethical dilemmas that they may face in the workforce, to the ethical rules developed by the American Bar Association, to the rules adopted by The Florida Bar for the regulation of attorney and paralegal conduct, and to methods for researching the answers to ethical dilemmas. Also, included are the model ethical codes and canons of national paralegal organizations.

Corequisite: PLA1003 Offered: FA, SP

**PLA 2114 - Legal Research and Writing II 3 cc**

Applies the research principles and techniques learned in prerequisite courses (including the effective use of Westlaw) to develop, refine, and incorporate effective legal research into legal memoranda and other written communications required in a law office.

Prerequisite: ENC 1102, PLA 1104, PLA 2730. Offered: SP Notes: Lab Fee.

**PLA 2260 - Evidence 3 cc**

Covers rules regarding the admissibility of evidence in trials presented by a review of the Florida Evidence Code and its application in case law.

Prerequisite: PLA 1003, PLA 1104, PLA 1273. Offered: FA

**PLA 2276 - Automobile Insurance, Workers' Compensation, and Administrative Law 3 cc**

Includes in-depth study of Florida automobile insurance law, worker's compensation law, and administrative law. Approximately 1/3 of the course is devoted to each separate topic. Although these are 3 diverse topics, each is essential to paralegal work in law offices handling these matters.

Prerequisite: PLA 1003, PLA 1104, PLA 1273. Offered: SP

**PLA 2423 - Contracts 3 cc**

Covers the fundamentals of contract law including contract formation, the UCC, contract provisions, and drafting of simple contracts.

Prerequisite: PLA 1003, PLA 1104, PLA 1273 Offered: SP

**PLA 2433 - Business Organizations 3 cc**

A study of the law of business organizations together with its application in the related fields of agency and vicarious liability.

Prerequisite: PLA 1003, PLA 1104, PLA 1273. Offered: FA

**PLA 2601 - Probate 3 cc**

Covers probate law, wills, intestacy, duties of personal representatives, trusts, and estate administration.

Prerequisite: PLA 1003, PLA 1104, PLA 1273. Offered: FA Notes: (Available Online - FA, SP, SU.)

**PLA 2610 - Real Estate Law 3 cc**

Reviews the principles of real property transactions including real versus personal property, deeds, concurrent estates, mortgages, liens, easements and title considerations.

Prerequisite: PLA 1003, PLA 1104, PLA 1273. Offered: SP

**PLA 2730 - Computers in Law 3 cc**

Students utilize computers in legal research, drafting, with a primary focus on learning and using Westlaw in research. The student will prepare legal documents customarily prepared in the law office.

Prerequisite: PLA 1003, PLA 1104, PLA 1273. Corequisite: PLA1203 Offered: FA Notes: Lab Fee.

**PLA 2800 - Domestic Relations 3 cc**

Covers research into and drafting of pleadings for dissolution of marriage, separation, custody, legitimacy, adoption, change of name, and support.

Prerequisite: PLA 1003, PLA 1104, PLA 1273. Offered: FA

**PLA 2880 - Constitutional Law 3 cc**

Gives an overview from a lawyer's perspective of the constitutional articles and amendments. The student will explore the three branches of government, the interpretation of the articles creating each, individual rights in society, changes in constitutional interpretation, and the role of the Supreme Court in this interpretation.

Corequisite: PLA 1003. Offered: FA, SP

**PLA 2943 - Law Office Internship 3 cc**

Provides students with practical law office experience working as a paralegal trainee. This is a non-paid position that involves working in a law office 145 hours during the semester. A student will receive a pass/fail grade based upon the employer's evaluation of the student.

Prerequisite: Permission of the Paralegal Studies program coordinator, forty-five completed credit hours, enrolled in Paralegal Studies program, and a 3.5 GPA. Offered: FA, SP, SU Notes: AS only

**PLA 2944 - Paralegal Practicum 3 cc**

Simulates through an online program working in a law office. The student is given a virtual office space with files, phone, policy manual, form bank and access to other firm members through video presentations. The student will complete legal tasks including preparation of documents and research that are required in a law office environment.

Prerequisite: PLA 1003, PLA 1104, PLA1203 Corequisite: PLA 2730  
Offered: SP Notes: AS only. Lab fee.

**PLA 2949 - Paralegal Studies Co-op 3 cc**

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.

Prerequisite: Permission of the Paralegal Studies Program Coordinator. Offered: FA, SP, SU. Notes: AS only

**PMT - PRECISION METALS TECHNOLOGY****PMT 0070C - Welder Assistant I 150 ch**

Prepares students for entry into the welding industry. Students explore career opportunities and requirements of a professional welder. Content emphasizes beginning skills key to the success of working in the industry. Students study workplace safety and organization, basic manufacturing processes, metals identification, basic interpretation of welding symbols, and oxyfuel gas cutting practices.

Offered: FA. Notes: Lab fee.

**PMT 0071C - Welder Assistant 2 150 ch**

Builds on the skills and knowledge students learned in Welder Assistant 1 for entry into the welding industry. Students explore career opportunities and requirements of a professional welder. Content emphasizes beginning skills key to success of working in the welding industry. Students study drawings and welding symbols, intermediate oxyfuel gas cutting practices, plasma arc cutting principles, and basic shielded metal arc welding (SMAW).

Prerequisite: PMT 0070C. Offered: FA. Notes: Lab fee.

**PMT 0072C - Welder, SMAW 1 150 ch**

Prepares students for entry into the welding industry as a basic shielded metal arc welder. Students explore career opportunities and requirements of a professional welder. Content emphasizes beginning skills key to the success of working in the welding industry. Students study basic shielded metal arc welding (SMAW), carbon arc gouging (GAC) principles and visual examination skills.

Prerequisite: PMT 0071C. Offered: FA. Notes: Lab fee.

**PMT 0073C - Welder, SMAW 2 150 ch**

Builds on the skills and knowledge students learned in Welder SMAW 1 for entry into the welding industry as a basic shielded metal arc welder. Students explore career opportunities and requirements of a professional welder. Content emphasizes beginning skills key to the success of working in the welding industry. Students study employability and welding careers and intermediate shielded metal arc welding (SMAW).

Prerequisite: PMT 0072C. Offered: SP. Notes: Lab fee.

**PMT 0076C - Advanced Welder II 150 ch**

Prepares advanced welders for entry into emerging welding industries. Students explore career opportunities and requirements of a professional welder. Content emphasizes advanced skills key to the success of working in the welding industry. Students study emerging technologies directly related to geographically relevant welding needs of business and industry.

Prerequisite: PMT 0078C. Offered: FA, SP, SU.

**PMT 0077C - Advanced Welder 1A 375 ch**

Prepares the student for entry into the welding industry. Students explore career opportunities and requirements of a professional welder. Content emphasizes advanced skills key to the success of working in the welding industry. Intermediate and advanced Shielded Metal Arc Welding (SMAW) B-Class Welder, pipe fitting fabrication techniques are covered.

Prerequisite: Students must successfully complete Welding Technology or demonstrate mastery of the outcomes in that program prior to enrollment. Offered: FA, SP, SU.

**PMT 0078C - Advanced Welder 1B 225 ch**

Prepares the student for entry into the welding industry. Students explore career opportunities and requirements of a professional welder. Content emphasizes advanced skills key to the success of working in the welding industry. Students study advanced Gas Tungsten Arc Welding (GTAW).

Prerequisite: PMT 0077C. Offered: FA, SP, SU.

**PMT 0080C - Welder I 150 ch**

Builds on the skills and knowledge students learned in the Welder Assistant and Welder SMAW courses. Students explore career opportunities and requirements of a professional welder. Content emphasizes skills key to the success of working in the welding industry. Students study basic and intermediate Gas Metal Arc Welding (GMAW) and basic Flux cored arc welding.

Prerequisite: PMT 0073C. Offered: FA, SP, SU. Notes: Lab fee.

**PMT 0081C - Welder II 150 ch**

Builds on the skills and knowledge students learned in previous welding courses. Students explore career opportunities and requirements of a professional welder. Content emphasizes skills key to the success of working in the welding industry. Students study intermediate Flux-Core Arc Welding (FCAW), Basic and Gas Tungsten Arc Welding (GTAW).

Prerequisite: PMT 0080C. Offered: FA, SP, SU. Notes: Lab fee.

**PMT 0082C - Welder III 150 ch**

Builds on the skills and knowledge students learned in previous welding courses. Students explore career opportunities and requirements of a professional welder. Content emphasizes skills key to the success of working in the welding industry. Students study intermediate Gas Tungsten Arc Welding (GTAW), and a basic pipe welding.

Prerequisite: PMT 0081C. Offered: FA, SP, SU. Notes: Lab fee.

**POS - POLITICAL SCIENCE****POS 2041 - American National Government 3 cc**

A study of the American federal system of government with emphasis on the constitutional distribution of powers among the legislative, executive, 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.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better. Distribution: General Education Core, Social Sciences. Offered: FA, SP, SU.

**PRN - PRACTICAL NURSING****PRN 0091C - Practical Nurse I 285 ch**

The first of three practical nursing courses that focuses on computer literacy, verbal and written communication in the performance of nursing functions, legal and ethical responsibilities specific to the nursing profession, human growth and development, principles of infection control, utilizing nursing principles, principles of aseptic techniques, anatomy and physiology of the human body, and principles of nutrition.

Prerequisite: Grade of C or better in HCP 0121C, HSC 0003C.  
Offered: SP Notes: Lab fee.

**PRN 0092C - Practical Nurse II 450 ch**

This is the second of three practical nursing courses that focuses on nursing procedures, medication administration, utilizing nursing principles in providing care for medical/surgical/oncology patients, and utilizing nursing principles to provide care for pre-operative and post-operative patients.

Prerequisite: Grade of C or better in PRN0091C. Offered: SU  
Notes: Lab fee.

**PRN 0096C - Practical Nurse III 450 ch**

The third of three practical nursing courses that focuses on utilizing nursing principles to provide safe care for maternal/newborn and pediatric patients. Focus also is on providing bio-psycho-social support, developing transitional skills, and demonstrating employability skills specific to practical nursing.

Prerequisite: Grade of C or better in PRN0092C. Offered: FA  
Notes: Lab fee.

**PSY - PSYCHOLOGY****PSY 2012 - General Psychology 3 cc**

A survey of psychology as a social science incorporating the physiological aspects of personality development and mental health. Focuses on the adaptation of the individual to his or her physical and social environments. Human motives and emotions, learning and memory, attention, thinking, intelligence, personality, and abnormal mental conditions are among the topics covered. Emphasizes the physiological and socio-environmental causes of behavior.

Prerequisite: Grade of C or better in ENC 1101C. Distribution: General Education Core, Social Sciences. A writing emphasis course. Offered: FA, SP, SU.

**PSY 2932 - Special Topics in Research Methods 3 cc**

Introduces students to the basic principles and elements of research. Focus areas will include the application of the scientific method, empiricism, experimental control, validity, reliability, variance, basic statistics, population distributions, and qualitative research techniques and applications.

Prerequisite: PSY 2012, Test score requirement the same as ENC 1101. Offered: FA, SP

**PTN - PHARMACY TECHNICIAN****PTN 1001 - Introduction to Pharmacy 3 cc**

This course introduces pharmacy practice and the technician's role in a variety of pharmacy settings. Emphasis is placed on the duties and responsibilities of the pharmacy technician, including critical thinking and professional judgment skills. Course objectives explore employment opportunities, introduction to interpreting and processing prescriptions, pharmacy law and ethics, standards of practice and orientation to the skills required for the occupation of a pharmacy technician.

Prerequisite: PTN 1017, PTN 1131, PTN 1131L. Offered: SU. Notes: Lab Fee.

**PTN 1017 - Pharmacy Technician Math 3 cc**

This course provides a comprehensive overview of math concepts essential to the practice of the pharmacy technician's skill set. The course covers the systems of weight, measurement and temperature, and the conversion from one system to another. Other topics include fractions, decimals, ratios, proportions, percentages and allegations. Emphasis is placed on the math skills needed to calculate doses, drug quantity or volume, intravenous flow rates and percentage concentrations.

Prerequisite: Grade of C or better in MAT 0028. Offered: SU.

**PTN 1121 - Therapeutic Agents I 3 cc**

This course introduces students to pharmaceutical nomenclature and classification. Topics include the evolution and source of medicinal drugs, product identification, storage and dispensing requirements, dosage forms and routes of administration, mechanisms of drug actions, interactions, indications and contraindications. Antibiotics, therapy for fungal and viral infections, anesthetics, analgesics, narcotics, psychiatric and related drugs will be covered in this course.

Prerequisite: HSC 1531, PTN 1001. Offered: SU

**PTN 1122C - Therapeutic Agents II 3 cc**

This course continues from Therapeutic Agents I with the pharmaceutical nomenclature and classification of drugs for central nervous system disorders, drugs for gastrointestinal and related diseases, renal, respiratory, and cardiovascular system drugs, drugs for muscle and joint disease pain, hormonal disorders and their treatments, and topical, ophthalmic, and otic medications. Special topics include chemotherapy, vitamins, OTC supplements, antidotes and miscellaneous topics.

Prerequisite: PTN 1121. Offered: FA

**PTN 1131 - Applied Pharmacy Practice 3 cc**

This course provides instruction in the technical procedures for preparing and dispensing drugs in the hospital and retail settings under supervision of a registered pharmacist. Topics include drug packaging and labeling, out-patient dispensing, hospital dispensing procedures, controlled substance procedures, inventory control, non-sterile compounding, intravenous admixture, maintaining patient profiles, prescription order entry and label creation. Upon completion, students will be able to perform basic supervised dispensing techniques in a variety of pharmacy settings.

Prerequisite: PTN 1001. Corequisite: PTN 1131L. Offered: FA

**PTN 1131L - Applied Pharmacy Practice Lab 3 cc**

This course provides practical hands-on instruction of the technical procedures required for preparing and dispensing drugs in the hospital and retail settings in a laboratory environment. Students will practice and perform skills such as drug packaging and labeling, non-sterile compounding, IV admixture using aseptic technique, maintaining patient profiles, and typing and filling drug orders. Upon completion, students will be able to perform basic supervised dispensing techniques in a variety of pharmacy settings.

Prerequisite: PTN 1001. Corequisite: PTN 1131. Offered: FA Notes: Lab Fee.

**PTN 1132C - Basic Business Skills for the Pharmacy Technician 1 cc**

This combined lecture, lab and clinic course provides an introduction to professional skills that are critical to the efficient operation of the pharmacy. Topics covered include customer service, protecting patients' health information, ethics, third-party payers, medication and inventory control, business math applications, managing workflow, staffing and team building. Emphasis is placed on communication skills and professionalism.

Prerequisite: PTN 1001, PTN 1017, PTN 1121C. Corequisite: BSC 1080, CGS 1570, ENC 1101C, HSC 1531. Offered: SU

**PTN 1930 - Pharmacy Seminar 1 cc**

This course provides a discussion forum for topics of special interest or currency to pharmacy or to the role of the pharmacy technician. Topics may include discussion of law and rule pertaining to the role of pharmacy technicians, research and presentation of innovative trends in the field of pharmacy, presentation of current pharmacy issues for discussion, and introduction to national pharmacy technician organizations and certification.

Prerequisite: PTN 1001. Offered: FA

**PTN 1940L - Pharmacy Practicum I 2 cc**

Facilitates the transition of the student from the classroom environment to the clinical site. Topics include professionalism, productivity, work ethic, handling challenging situations, and problem solving with emphasis on success in the workplace. Additional topics include employment opportunities, resume writing, and interviewing skills. Students will participate in a mock panel interview and complete a virtual pharmacy externship.

Prerequisite: PTN 1121. Corequisite: PTN 1122C. Offered: FA. Notes: Lab fee.

**PTN 1941L - Pharmacy Practicum II 3 cc**

Provides students with hands-on experience in an inpatient hospital setting. The course involves a minimum of 180 hours of on-the-job work experience. Each student is required to work under the supervision of a licensed pharmacist (preceptor) who may delegate some supervisory and/or training responsibilities to another licensed pharmacist or certified pharmacy technician. Students are expected to participate in pharmacy practice activities such as dispensing, compounding, inventory handling and control, drug distribution, and the preparation of intravenous (IV) admixture products, chemotherapy products and total parenteral nutrition (TPN) products.

Prerequisite: PTN 1940L. Offered: SP

**PTN 1942L - Pharmacy Practicum III 3 cc**

This course provides students with hands-on experience in a community pharmacy setting. The course involves a minimum of 180 hours of on-the-job work experience. Each student is required to work under the supervision of a licensed pharmacist (preceptor) who may delegate some supervisory and/or training responsibilities to another licensed pharmacist or certified pharmacy technician. Students are expected to participate in pharmacy practice activities such as dispensing, compounding, inventory handling and control, drug distribution, processing of third-party claims, maintenance of patient profiles and interaction and communication with patients.

Prerequisite: PTN 1941L. Offered: SP

**RTE - RADIOLOGIC TECHNOLOGY**

**RTE 1000C - Introduction to Radiologic Technology 2 cc**

Students will be able to perform basic patient care procedures, understand radiography clinical setting, and common terminology used in the clinical setting. The student will have a basic understanding of the role of the radiographer, the hospital, and regulations of the program. Medical ethics and legal considerations are also emphasized.

Offered: SU. Notes: AS only.

**RTE 1111C - Radiographic Nursing Procedures 3 cc**

An introduction to basic nursing procedures required in the Imaging Department. Body mechanics, lifting, and transferring patients, vital signs, emergency and infection control procedures,

pharmacology, drug administration and contrast media procedures are presented and demonstrated to the students.

Offered: FA. Notes: AS only.

**RTE 1418C - Principles of Radiographic Exposure 3 cc**

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.

Offered: SP. Notes: AS only. Lab Fee.

**RTE 1503 - Radiographic Positioning I 2 cc**

Positioning of the chest, abdomen, and extremities is coordinated with Radiography Clinic I.

Corequisite: RTE 1702, RTE 1804. Offered: FA. Notes: AS only.

**RTE 1513 - Radiographic Positioning II 2 cc**

Positioning of the extremities, spine, and pelvis of the body will be presented and correlated with the clinical experiences of the semester II.

Prerequisite: RTE 1503. Corequisite: RTE 1712. Offered: SP. Notes: AS only.

**RTE 1562 - Radiographic Special Procedures 2 cc**

An overview of angiographic procedures and equipment as well as advanced nursing procedures.

Prerequisite: RTE 1418C. Offered: SU. Notes: AS only.

**RTE 1613 - Radiographic Physics 2 cc**

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.

Offered: FA. Notes: AS only.

**RTE 1702 - Radiographic Anatomy and Physiology I 2 cc**

Chest, abdomen, extremity and spine anatomy and physiology are presented and correlated with the clinical experience of the first semester.

Corequisite: RTE 1503. Offered: FA. Notes: AS only.

**RTE 1712 - Radiographic Anatomy and Physiology II 2 cc**

Skull, cell tissue, G.I., G.U. and circulatory anatomy and physiology are presented and correlated with the clinical experience of the second semester.

Prerequisite: RTE 1503, RTE 1702. Corequisite: RTE 1513, RTE 1814. Offered: SP. Notes: AS only.

**RTE 1804L - Radiography Clinic I 5 cc**

Under direct supervision, students participate in actual clinical settings, combining the theory and concepts presented during the didactic portion of semester I.

Corequisite: RTE 1503, RTE 1702. Offered: FA. Notes: AS only. Lab Fee.

**RTE 1814L - Radiography Clinic II 5 cc**

Under direct supervision, students practice in actual clinical settings combining the theory and concepts presented during the didactic portion of semesters I and II.

Prerequisite: RTE 1804. Corequisite: RTE 1513, RTE 1712. Offered: SP. Notes: AS only. Lab Fee.

**RTE 1824L - Radiography Clinic III 2 cc**

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.

Prerequisite: RTE 1814L. Offered: SU. Notes: AS only. Lab Fee.

**RTE 1834L - Radiography Clinic IV 3 cc**

Under direct and indirect supervision, students participate in actual clinical settings, combining the theory and concepts presented during the didactic portion of semesters I, II, and III. Prerequisite: RTE 1824L. Offered: SU. Notes: AS only. Lab Fee.

**RTE 1931L - Special Topics in Radiography 1 cc**

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).

Offered: TBA. Notes: AS only.

**RTE 1932L - Special Topics in Radiography 2 cc**

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).

Offered: TBA. Notes: AS only.

**RTE 1933L - Special Topics in Radiography 3 cc**

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).

Offered: TBA. Notes: AS only.

**RTE 1934L - Special Topics in Radiography 4 cc**

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).

Offered: TBA. Notes: AS only.

**RTE 1935L - Special Topics in Radiography 5 cc**

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).

Offered: TBA. Notes: AS only.

**RTE 2385 - Radiation Biology 1 cc**

The principles of radiation interaction with the cell, and the effects of acute and chronic exposure to radiation are presented.

Offered: SP. Notes: AS only.

**RTE 2473 - Introduction to Radiation Safety and Quality Assurance 1 cc**

An introduction to the tests and equipment used to maintain consistent image quality in the Radiology Department.

Offered: SP. Notes: AS only.

**RTE 2523 - Radiographic Positioning III 2 cc**

Special views, as well as mammography, myelography, and special equipment will be presented and correlated with the clinical experiences of the second year student.

Prerequisite: RTE 1513. Offered: FA. Notes: AS only.

**RTE 2563 - Advanced Radiographic Procedures II 3 cc**

An overview of advanced procedures in various areas, including radiation therapy, cardiac catheterization, magnetic resonant imaging, and computed tomography. Also cross sectional anatomy of the body begins.

Offered: FA. Notes: AS only.

**RTE 2572 - Advanced Radiographic Procedures I. 2 cc**

An overview of advanced radiographic procedures which includes Nuclear Medicine, Ultrasound and Computer Tomography utilizing lecture, audiovisual media and on site practice in hospital setting. Also continuation of cross sectional anatomy of the body.

Offered: SP. Notes: AS only.

**RTE 2601 - Radiographic Imaging I 2 cc**

An overview of radiographic, fluoroscopic, and image recording equipment.

Prerequisite: RTE 1418C. Offered: FA. Notes: AS only.

**RTE 2602 - Radiographic Imaging II 2 cc**

A continuation and a more in-depth study of radiographic, fluoroscopic and image recording equipment.

Prerequisite: RTE 2601. Offered: SP. Notes: AS only.

**RTE 2722 - Radiographic Anatomy and Physiology III 2 cc**

Respiratory, nervous, endocrine, and reproductive systems along with muscles, joints, and sense organs anatomy and physiology are presented and correlated with the clinical experiences of the second year student.

Prerequisite: RTE 1712. Offered: FA. Notes: AS only.

**RTE 2782 - Applied Radiographic Pathophysiology 2 cc**

Disease processes which affect the body, as well as those which are commonly demonstrated radiographically.

Offered: SP. Notes: AS only.

**RTE 2844L - Radiography Clinic V 4 cc**

Under direct and indirect supervision, students participate in actual clinical settings, combining the theory and concepts presented during the first year as well as semester IV.

Prerequisite: RTE 1834L. Offered: FA. Notes: AS only. Lab Fee.

**RTE 2854L - Radiography Clinic VI 4 cc**

Under both direct and indirect supervision, students participate in actual clinical settings combining the theory and concepts presented during the previous semesters.

Prerequisite: RTE 2844L. Offered: SP. Notes: AS only. Lab Fee.

**RTE 2931 - Radiographic Critique I 2 cc**

Current events pertinent to the field of Radiology as well as image evaluation are presented.

Offered: FA. Notes: AS only.

## SLS - STUDENT LIFE SKILLS

**SLS 0380 - Introduction to Entrepreneurship 60 ch**

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.

Prerequisite: Permission of program manager. Offered: SP, SU

**SLS 1101 - College Success 3 cc**

Teaches the skills necessary for college and career success. Critical thinking, time and financial management, study and test-taking strategies and effective interpersonal communication are emphasized. Students explore learning styles, career options, and motivation, among other relevant topics.

Offered: FA, SP, SU

**SLS 1122 - Computer Skills for Academic Success 1 cc**

This course teaches the skills necessary for using technology in a college environment. Students will navigate the online college environment, including college web pages, college email accounts, and online course environments; use online college resources to access registration-related information; conduct Internet research to locate and evaluate online information; avoid plagiarism when using online sources; and create and manage electronic documents. Offered: FA, SP, SU. Notes: Lab fee.

**SLS 1353 - Generations at Work 3 cc**

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.

Offered: FA, SP, SU Notes: AS only

**SON - SONOGRAPHY****SON 1004C - Basic Procedures 4 cc**

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.

Prerequisite: BSC 1080, BSC 1080L, PHY 1025. Offered: SP. Notes: AS only.

**SON 1100C - Principles and Protocols of Sonography 5 cc**

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.

Corequisite: SON 1170. Offered: SU. Notes: AS only. Lab Fee.

**SON 1111 - Abdominal Sonography I 3 cc**

Covers the sonographic appearance of the abdominal cavity, recognition of abnormality sonographically, and optimizing imaging of the abdomen. Gross anatomy and physiology of abdomen structures and congenital malformations are included.

Prerequisite: SON 1100C, SON 1170. Offered: FA. Notes: AS only.

**SON 1112 - Abdominal Sonography II 3 cc**

This course is a continuation of SON 1111 stressing deviation from normal and customizing the sonographic examination to make a diagnostically optimal study. Pathological processes and differential diagnosis of the abdominal organs are covered.

Prerequisite: SON 1111. Offered: SP. Notes: AS only.

**SON 1121 - OB/GYN Sonography I 3 cc**

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.

Prerequisite: SON 1100C, SON 1170. Offered: FA. Notes: AS only.

**SON 1122 - OB/GYN Sonography II 3 cc**

This course is a continuation of SON 1121 stressing deviation from normal and customizing the sonographic examination to make a diagnostically optimal study. Gynecologic pathologic processes and differential diagnosis are covered. In addition, obstetrical

abnormalities during all phases of obstetrics and postpartum are covered.

Prerequisite: SON 1121. Offered: SP. Notes: AS only.

**SON 1144 - Superficial Structures (Small Parts) 3 cc**

Includes anatomy, physiology, and pathophysiology of the superficial structures imaged with sonography. Sonographic recognition of normal and pathologic states and the techniques unique for superficial structure imaging is stressed.

Prerequisite: SON 1112. Offered: SU. Notes: AS only.

**SON 1170 - Sonography of the Circulatory System 3 cc**

An introduction to the hemodynamics of circulatory systems and the sonographic imaging and Doppler assessment of the cardiac and vascular structures.

Corequisite: SON 1100C. Offered: SU. Notes: AS only.

**SON 1211 - Medical Sonography Physics I 3 cc**

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.

Prerequisite: SON 1100C, SON 1170. Offered: FA. Notes: AS only.

**SON 1212 - Medical Sonography Physics II 3 cc**

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.

Prerequisite: SON 1211. Offered: SP. Notes: AS only.

**SON 1214 - Practical Aspects of Sonography I 3 cc**

This course explores the practical application of sonography techniques, image critique, communication, patient care as related to sonographic examination, and the routine operation of a sonography department. Invasive procedures and cleaning and care of equipment care covered. Legal, ethical, and cultural issues for sonography are discussed. Professionalism and communication are stressed.

Prerequisite: SON 1170. Offered: FA. Notes: AS only.

**SON 1215 - Practical Aspects of Sonography II 3 cc**

This course offers more advanced principles of diagnostic ultrasound, adding knowledge of pathological processes and differential diagnosis. Further presenting the practical aspects of scanning techniques, image critique, communication, patient care as related to sonographic examination, and the routine operation of a sonography department while stressing professionalism. Scientific research, professional organizations, credentialing, and electronic communication are covered.

Prerequisite: SON 1214. Offered: SP. Notes: AS only.

**SON 1804L - Sonography Clinic I 6 cc**

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.

Prerequisite: SON 1170. Offered: FA. Notes: AS only. Lab Fee.

**SON 1814L - Sonography Clinic II 6 cc**

This course is a continuation of SON 1804L. Students will continue to build skills utilizing clinical facilities. Deviation from normal and adaptation of sonographic studies to obtain optimal data is stressed.

Prerequisite: SON 1804L. Offered: SP. Notes: AS only. Lab Fee.

**SON 1824L - Sonography Clinic III 6 cc**

Clinical education requiring application of knowledge learned in previous courses. Professionalism and personal interactions are stressed along with technical abilities. The student will be able to explain and demonstrate all procedures learned in prior clinics and didactic courses. He/she will be under the supervision of a registered sonographer during all examinations. Students may have an opportunity to explore an area of sonography of special interest to them.

Prerequisite: SON 1814L. Offered: SU. Notes: AS only. Lab Fee.

**SON 1834L - Clinic Skills Maintenance 2 cc**

An extension of the Sonography Clinical Experience to bridge a hiatus in the student's program. Under supervision, the student will maintain Sonography skills utilizing clinical facilities.

Offered: FA, SP

**SON 1931 - Special Topics in Sonography 1 cc**

A platform for presenting a variety of topics in Sonography. The course may be repeated for credit when content varies. Specific learning needs will be addressed for each individual student.

Prerequisite: Permission of program director. Offered: TBA.

**SON 2009 - Diagnostic Medical Sonography Review 1 cc**

Discussion and presentation course focusing on interpersonal skill refinement, employment issues, and career development; a comprehensive curriculum review of all aspects of Sonography and detailed discussions on applying for licensure, as students prepare for the transition to the work place.

Prerequisite: SON 1215. Offered: SU. Notes: AS only.

**SON 2935L - Special Topics Continued Practice 2 cc**

Provides the Sonography graduate an opportunity to participate in a clinical experience that will assist the graduate in making the transition from the academic to the work setting.

Prerequisite: Successful completion of Pensacola State College's Sonography program; instructor permission. Offered: FA, SP, SU.

**SON 2942L - Internship in Sonography 2 cc**

Planned work-based experience that provides students with an opportunity to fine-tune skill sets learned in course-work and enhance workplace skills through supervised practical experiences related to their career objectives. Each earned credit of internship requires a maximum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.

Prerequisite: Successful completion of Pensacola State College's Sonography program; instructor permission. Offered: FA, SP, SU. Notes: AS only.

**SOW - SOCIAL WORK****SOW 2031 - Introduction to Social Work and Social Welfare 3 cc**

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.

Offered: FA, SP

**SPC - SPEECH COMMUNICATION****SPC 1006 - Study of Speaking and Listening 1 cc**

This introductory speech communication course focuses on the study of speech composition and delivery and on basic listening skills.

Distribution: Serves as an elective for AA and AS students. Offered: FA, SP

**SPC 1017 - Fundamental Communication Concepts 3 cc**

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. Formal oral presentations, informal speaking, and listening situations are learning techniques, in addition to traditional lecture format.

Offered: TBA.

**SPC 1608 - Public Speaking 3 cc**

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.

Distribution: General Education, Communications. Offered: FA, SP, SU.

**SPC 2300 - Interpersonal Communication 3 cc**

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.

Distribution: General Education, Communications. Offered: FA, SP, SU.

**SPC 2933 - Special Topics in Communication 3 cc**

Allows flexibility for presenting a variety of topics in communication, including but not limited to interpersonal relationships; communication in film; small group dynamics; voice and diction; nonverbal communication; and intercultural communication. Oral performance may be required. Course(s) may be repeated for credit when content varies.

Prerequisite: Grade of C or better in ENC 1102 or SPC 1608 or SPC 2300. Offered: TBA.

**SPN - SPANISH LANGUAGE****SPN 1120 - Beginning Spanish I 4 cc**

Emphasizes the development of basic skills in listening, speaking, reading, and writing Spanish with an introduction to culture. Students with two consecutive years of high school Spanish within the last 3 years with a grade of C or higher should begin in SPN1121.

Offered: FA, SP, SU

**SPN 1121 - Beginning Spanish II 4 cc**

Continued development of basic skills in listening, speaking, reading, and writing with greater emphasis on culture.

Prerequisite: Grade of C or better in SPN 1120 within the last 3 years, or departmental approval. Distribution: General Education, Humanities. Offered: FA, SP, SU.

### **SPN 2200 - Intermediate Spanish I 3 cc**

Development of ability to read with comprehension varied material on literature, culture, or history of 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.

Prerequisite: SPN 1121. Offered: TBA

## **STA - STATISTICS**

### **STA 2023 - Elementary Statistics 3 cc**

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.

Prerequisite: Appropriate placement score or completion of MAT 1033C with grade of C or better. Distribution: General Education, Mathematics. Offered: FA, SP, SU.

## **STS - SURGICAL TECHNOLOGY STUDIES**

### **STS 0010 - Surgical Technologist 1 150 ch**

Introduces the basic sciences related to surgical technology. Includes an introduction to surgical technology, microbiology for surgical technologists, pharmacology and anesthesia.

Corequisite: Grade of C or better in HSC 0003C, STS 0015C. Offered: TBA.

### **STS 0011C - Surgical Technologist 2 450 ch**

Expands the student's knowledge and understanding of the basic sciences related to surgical technology. Includes anatomy and physiology with pathophysiology relating to surgical interventions; aseptic technique, surgical supplies and surgical case management; and surgical procedures.

Prerequisite: Grade of C or better in STS 0010. Offered: TBA.

### **STS 0012L - Surgical Technologist 3 435 ch**

Supervised experiences in the clinical setting where the student is a member of the surgical team. Students will apply and reinforce concepts of the principles of aseptic technique and the skills required of an entry level surgical technologist.

Prerequisite: Grade of C or better in STS 0011C. Offered: TBA.

### **STS 0015C - Central Supply Technician 210 ch**

Introduces basic medical principles regarding the use and processing of surgical instruments. Includes operations and procedures performed in the sterile processing department, key principles of microbiology as it relates to the surgical environment, instrumentation and lab, central service and lab, and identification of major instrument sets.

Corequisite: Grade of C or better in HSC 0003C. Offered: TBA.

## **SUR-SURVEYING-RELATED-AREAS**

### **SUR 2140C - Advanced Surveying 3 cc**

An advanced course in land survey covering mapping, boundary surveys, photogrammetry, geodetic and contour surveying. Building on a required base of geographic information and basic surveying principles, this course focuses on the use of modern Photogrammetry, Cartography, Geographic Information Systems (GIS), and Global Positioning System (GPS) as required for use in land sub-division and building construction.

Prerequisite: GIS 2040C and MAC 1105. Offered: SU. Notes: Lab fee.

## **SWS-SOIL AND WATER SCIENCES**

### **SWS 2006 - Introduction to Soil Science 4 cc**

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.

Offered: SP

## **SYG-SOCIOLOGY-GENERAL**

### **SYG 2000 - Introduction to Sociology 3 cc**

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.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better. Distribution: General Education Core, Social Sciences. Offered: FA, SP, SU.

## **TAX - TAXATION**

### **TAX 2000 - Income Tax Procedures 3 cc**

A 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, inclusions, and exclusions, personal itemized deductions, tax credits and pre-payments, capital gains and losses, and rental and self-employment income.

Prerequisite: ACG 2001 or ACG 2021. Offered: FA, SP. Notes: AS only.

## **THE - THEATRE STUDIES AND GENERAL RESOURCES**

### **THE 2000 - Theatre Appreciation 3 cc**

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.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better. Distribution: General Education Core, Humanities. Offered: FA, SP, SU.

### **THE 2083 - Theatre Problems 3 cc**

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).

Prerequisite: THE 2000. Offered: TBA

### **THE 2300 - Dramatic Literature 3 cc**

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.

Offered: SP

### **THE 2925 - Theatre Colloquiums 1 cc**

Special sessions centering on a specific topic designed to enhance specific professional skills. Topics will be drawn from the areas of acting, technical theatre, and dance/stage movement. In acting, the focus will be upon improvisational acting skills. In technical theatre, the focus will be on the focus will be on Old Age and basic Theatrical Make-up. In dance/stage movement, the focus will be on a variety of physical skills and movement exercises; safety conscious warm-up techniques; basic stage combat techniques will be introduced.

Prerequisite: DAN 2100, THE 2000 Offered: FA Notes: Lab fee.

## **TPA - THEATRE PRODUCTION AND ADMINISTRATION**

### **TPA 2200 - Introduction to Technical Theatre 3 cc**

Basic design practice as applied to stage settings, practical exercises in construction, painting, mounting, and lighting a stage production. Students enrolled in this course will not be permitted to enroll in Stagecraft Workshop during the same semester.

Offered: SP

### **TPA 2290C - Technical Laboratory 1 cc**

Course constitutes participation in the backstage technical operation of the current production. This course may be taken three times. Hours to be arranged.

Offered: FA, SP, SU

## **TPP - THEATRE PERFORMANCE AND PERFORMANCE TRAINING**

### **TPP 1100 - Introduction to Acting 3 cc**

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.

Offered: SU

### **TPP 1110 - Acting I 3 cc**

A -practical study of beginning acting. Basic skills will be practiced in pantomime, improvisations, and selected scenes. Participation in current Pensacola State College production is encouraged, as well as studying other actors in performance in area theaters: Pensacola Little Theatre, University of West Florida, and local secondary schools.

Offered: FA

### **TPP 1111 - Acting II 3 cc**

A study of acting styles with practical application of acting skills in classroom exercises and extra-curricular activities. A study of the advantages and disadvantages of theatre as a vocation and/or an avocation.

Prerequisite: TPP 1110 or permission of instructor. Offered: SP

### **TPP 2190 - Rehearsal and Performance 1 cc**

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.

Prerequisite: Permission of instructor. Offered: FA, SP, SU

### **TPP 2250 - Introduction to Musical Theatre 3 cc**

Introduction to the study of musical theatre analysis, creation, and performance as applied to the study of voice, dance, and acting.

Offered: SP

### **TPP 2300 - Directing I 3 cc**

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.

Prerequisite: TPP 1110 or permission of instructor. Offered: FA

## **ZOO - ZOOLOGY**

### **ZOO 1010 - General Zoology 3 cc**

A zoological laboratory experience that includes microscopy, experimental exercises, and dissection. 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.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better. Corequisite: ZOO 1010L Distribution: General Education, Natural Sciences (Biological Sciences). Offered: FA, SP, SU.

### **ZOO 1010L - General Zoology Laboratory 1 cc**

A zoological laboratory experience that includes microscopy, experimental exercises, and dissection.

Prerequisite: Placement at the college level or completion of the appropriate exit-language developmental course(s) with a grade of C or higher. Corequisite: ZOO 1010 Offered: FA, SP, SU Notes: Lab Fee.

### **ZOO 2303 - Vertebrate Zoology 3 cc**

A survey of the biology of vertebrates, with emphasis on evolution, taxonomy, anatomy, physiology, behavior, and ecology.

Prerequisite: ZOO 1010 and ZOO1010L. Corequisite: ZOO 2303L. Offered: TBA

### **ZOO 2303L - Vertebrate Zoology Laboratory 1 cc**

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.

Prerequisite: ZOO 1010, ZOO 1010L. Corequisite: ZOO 2303. Offered: TBA Notes: Lab Fee.

# COLLEGE PERSONNEL

## DISTRICT BOARD OF TRUSTEES

**Marjorie T. Moore**, Chair

**Carol H. Carlan**

**Patrick R. Dawson**

**Monsignor Luke Hunt**

**Kevin R. Lacz**

**H. Edward Moore**

**Chip W. Simmons**

**Herbert R. Woll**

## OFFICE OF THE PRESIDENT

**C. Edward Meadows**, President (2008)  
*B.S., Delta State University, M.S., University of Tennessee, M.A., Ed.D., Ball State University*

**Patricia Crews**, Executive Assistant to the President (2014)  
*A.A., Georgia State University*

**Dawn LeNoir**, Senior Executive Assistant

## ACADEMIC AND STUDENT AFFAIRS

**Erin Spicer**, Vice President, Academic and Student Affairs (2005)  
*B.S., M.S., Ph.D., Auburn University*

**Sarah Lewis**, Executive Assistant to the Vice President (2008)  
*A.A., B.A.S., Pensacola State College*

**Theresa O'Quinn**, Senior Executive Assistant  
*A.A., Pensacola State College*

**Michael Johnston**, Director, Institutional Research (2016)  
*B.S., University of Miami, M.S., University of West Florida*

## ADMINISTRATIVE SERVICES

**Thomas J. Gilliam, Jr.**, Vice President, Administrative Services and General Counsel (2010)  
*B.S., B.A., University of West Florida, J.D., Mississippi College*

**Staci Ball**, Senior Executive Assistant  
*B.S.B.A., Missouri Southern State University*

## ADMISSIONS AND RECORDS

**Erin Spicer**, Vice President

**Kathy Dutremble**, Dean, Student Services (2005)  
*B.S., M.S., University of Montevallo*

**Susan Desbrow**, Registrar (2014)  
*A.A., Santa Fe Community College, B.A., University of Florida*

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*A.A., Broward Community College, B.S., M.Ed., Florida State University*

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**Lecia Bradley**, Admissions and Records Specialist  
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**Alicia Poma**, Records Specialist

**Maria Cole**, Admissions and Records Specialist

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**Sheila Shiver**, Admissions/Graduation Technician

**Lisa Snyder**, Baccalaureate Admissions Specialist

**Michele Stiffin**, Student Services Representative  
*A.A., Pensacola Junior College*

**Alicia White**, Student Services Representative  
*Medical Assistant Certification, Pensacola Junior College*

## ADULT EDUCATION

**Dan Busse**, Dean

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*B.A., University of Florida, M.A., University of West Florida, M.A.T.L. (TESOL), University of Southern Mississippi*  
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**Margaret Sowa**, Associate Professor (2008)  
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## ALLIED HEALTH

**Dusti Sluder**, Dean

**Vacant**, District Department Head

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**Liesa Bromet**, Professor (2000)  
*B.S.N., University of Missouri, RDMS:Abdomen, OB/GYN, Neurosonology: RDCS:Adult Echocardiography, RVT: Vascular Technology*  
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*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*

**Wilma Duncans-Burnett**, Professor (1988)  
*C.R.T.T., A.S., R.R.T., Pensacola Junior College, A.A., Normandale Community College*  
Mary Ek Dahl Smart Endowed Chair for Health Sciences (2006)

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*A.A.S., Southern Maine Technical, B.A., Weber University, M.A.T., University of Saint Mary*

**Mindy Jay**, Professor (1985)  
*A.A.S., Broome Community College, B.H.S., University of Kentucky, M.Ed., Loyola University, R.D.H.*  
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 Academy of Teaching Excellence

## ALUMNI AFFAIRS

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## ATHLETICS

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## BACCALAUREATE STUDIES AND ACADEMIC SUPPORT

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## BIOLOGICAL SCIENCES

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## BUILDING AND GROUNDS SERVICES

**Larry Brewer**, Senior Groundskeeper

**Tom Carroll**, Senior Groundskeeper

**Gordon Cartwright**, Irrigation Technician

**Shawn Davis**, Laborer Supervisor, Material Handlers  
A.A., Pensacola Junior College

**Brian Jones**, Senior Groundskeeper

**Matthew Lambert**, Maintenance Supervisor, Transportation

**Herman Travis**, Senior Groundskeeper

**Donald Ward**, Truck Driver/Laborer Lead, Material Handlers

**James White**, Maintenance Specialist, Transportation

## BUSINESS

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**Brian Ward**, Instructor (2016)  
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**Gean Ann Emond**, Vice President, Business Affairs (1991)  
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## CASHIER

**Gean Ann Emond**, Vice President

**Nan Jackson**, Director

**Miranda Petersen**, Administrative Assistant

**Heidelyn Grams**, Coordinator, Student Financial Services (2016)  
B.S., Regis University

**Anna Lacy**, Sr. Accounting Clerk  
A.S., Jefferson Davis Jr. College

**Valeria Martinez**, Coordinator, Student Accounting (2016)  
B.A.S., Florida University

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**Diana Taylor**, Accounting Specialist  
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**Shelby Womack**, Accounting Specialist  
A.A., Pensacola State College

## CAREER AND TECHNICAL EDUCATION STUDENT RESOURCES

**Dan Busse**, Dean

**Deborah Hooks**, Director (2014)  
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**Beverly Hutching**, Administrative Assistant  
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**David Anderson**, Career and Technical Education Specialist (2017)  
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**Patrice Friant**, Career and Technical Education Specialist (2011)  
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**Kayla Riley**, Coordinator (2016)  
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## CENTURY CENTER

**Brenda Kelly**, Dean

**Paula Byrd**, Director (2012)  
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**Mary Frances Frazier**, Administrative Assistant

**Cesar Gonzalez**, Maintenance and Security Technician

## COLLEGE FOUNDATION

**Vacant**, Executive Director

**Layla Zandi-Karimi**, Executive Assistant  
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**Sharon Halford**, Development Specialist

**Matt Harrison**, Development Coordinator, Annual Fund and Athletics (2013)  
B.S., University of West Florida, M.S., Georgia Southern University

**Angela McGhee**, Manager, Donor Relations (2007)  
A.A., Pensacola Junior College, B.A., University of West Florida

**Hillary Person**, Director, Development/Campaigns (2014)  
B.A., Indiana University

**Tina Simpson**, Manager, Database and Reporting (2010)  
A.A., Pensacola Junior College

**Stephen Whiting**, Director of Finance (2015)  
M.A.C.C., University of West Florida

## COLLEGIATE HIGH SCHOOL

**Dan Busse**, Dean

**Joseph Kyle**, Principal (1993)  
A.A., Pensacola Junior College, B.S., Florida A&M University, M.S., Troy State University, Ed.S., University of West Florida

**Mary Henry**, Administrative Assistant

**Tara Brown**, Office Assistant  
A.S., Pensacola Junior College

**Jennifer Doherty**, Office Assistant  
M.Ed., University of West Florida

**Karen Atkins-Harris**, Professor/Counselor (1996)  
B.S., M.S., Troy State University

**Shirlaura Bremer**, Associate Professor (2008)  
B.S., University of Southwest Louisiana, M.S., William Carey College  
Academy of Teaching Excellence

**Evelyn Gant**, Lecturer (2016)  
A.A., B.S., University of West Florida

**Genea Jackson**, Lecturer (2016)  
B.S., Jackson State University

**Iris Jones**, Academic Advisor (2016)  
B.A., University of West Florida, M.S., Troy University

**Deborah McClintock**, Associate Professor (2007)  
B.S., West Virginia University  
Outstanding New Faculty (2010)  
Academy of Teaching Excellence

**Kelsey D. Powell**, Instructor (2011)  
A.A., Pensacola Junior College, B.A., M.Ed., University of West Florida

**Charles E. Voltz**, Assistant Professor (1996)  
B.S., M.S., University of Wisconsin at Madison

**Carla Williams**, Associate Professor (1997)  
A.A., Pensacola Junior College, B.S., Florida State University, M.Ed., University of West Florida  
Academy of Teaching Excellence

## COMPTROLLER

**Gean Ann Emond**, Vice President

**Jackie Padilla**, Comptroller (1996)  
A.A., Pensacola Junior College, B.S., M.A., University of West Florida, Certified Public Accountant

**Lanatta Barrett**, Senior Administrative Assistant  
A.S., Pensacola Junior College

**Ella Barker**, Coordinator, General Accounting (1987)  
A.A., Pensacola Junior College, B.S., B.A., M.Acc., University of West Florida

**Donna Carlisle**, Accounting Assistant

**Frederick Holt**, Restricted Accounting Specialist  
A.S., Troy University

**Arsine Hulett**, Senior Accounting Clerk

**Frances Jackson**, Accounting Specialist, General Accounting

**Nichole Johns**, Capital Outlay Accountant (2017)  
B.S.B.A., University of West Florida

**Christopher Rivera, Jr.**, Grant Accountant (2015)  
B.B.A., University of West Georgia

**Sheryl Walker**, Assistant Comptroller (2012)  
A.A., Pensacola Junior College, B.S., M.A., University of West Florida, Certified Public Accountant

**Rodney Weddington**, Senior Accounting Clerk

**Theresa Wilkes**, Senior Accounting Clerk  
A.A., A.S., Pensacola State College

## CONTINUING EDUCATION

**Dan Busse**, Dean

**Michael Listau**, Coordinator (2015)  
B.A.S., University of Wisconsin-Oshkosh

**Beverly Donnell**, Administrative Assistant  
A.A., Pensacola Junior College

## EDUCATIONAL OPPORTUNITY CENTER

**Debbie Douma**, Dean

**Rebecca Causey**, Program Director (1989)  
B.S., M.S., Ph.D., University of Southern Mississippi

**Pamila Johnston**, Administrative Assistant

**Robin Giacini**, Student Services Specialist (1997)  
B.S., M.S., Troy State University

**Nwobiari (Obi) Kalu**, Student Services Specialist (2012)  
A.A., Pensacola Junior College, B.S., Florida State University, M.P.H., American Public University

**Wanda Wood**, Student Services Specialist (2012)  
B.A., M.A., University of West Florida

## EDUCATIONAL TALENT SEARCH

**Debbie Douma**, Dean

**Linda Sheppard**, Program Director (1991)  
B.S., University of Texas at Austin, M.S., Troy University

**Catherine Salisbury**, Administrative Assistant/Retention Specialist

**Lynne Butcher**, Student Services Specialist (2002)  
A.A., Pensacola Junior College, B.S., University of West Florida

**Marcy Matthews-Bethea**, Student Services Specialist (2012)  
B.A., M.Ed., University of West Florida

**Christi McCarley**, Student Services Specialist (2013)  
B.S., M.S., University of Southern Mississippi

## E-LEARNING

**Kirk Bradley**, Dean

**Bill Waters**, Director (1987)  
B.A., University of West Florida, M.A., M.M., Florida State University, Ph.D., Florida State University

**Rose Hall**, Administrative Assistant  
A.S., Pensacola Junior College

**Paul Chaney**, Instructional Technologist (2001)  
A.S., Pensacola Junior College, B.F.A., Atlanta College of Art

**Wanda Edwards**, Instructional Technologist (2011)  
B.S., M.Ed., University of West Florida

**Billy Jackson**, Planetarium Specialist

**Holly Vaughn**, Senior Instructional Technologist (2001)  
B.A., Lynchburg College, B.A., M.Ed., University of West Florida

## ENGINEERING TECHNOLOGY

**Dan Busse**, Dean

**Michael Allen**, Instructor (2014)  
A.S., Pensacola Junior College

**Larry Ball**, Professor (2000)  
A.A., A.S., Pensacola Junior College, B.S., University of West Florida

**Michael Cannon**, Assistant Professor (1992)  
B.S., East Tennessee State University

**Glen Gorman**, Instructor (2014)  
NCCER Instructor

**Anthony Grahame**, Instructor (2014)  
A.A., Brevard Community College, B.A., Florida State University, M.Ed., University of Georgia

**Anthony Harris**, Professor/Counselor (1986)  
B.S., M.S., Alabama State University

**Michael Hayse**, Instructor (2006)  
B.A., Texas Tech University

**Michael House**, Instructor (2017)

**Jac Rolison**, Instructor (2016)

**Wilson Rook**, Instructor (2016)  
B.S., Western Michigan University

## ENGLISH AND COMMUNICATIONS

**Brenda Kelly**, Dean

**Tracy Peyton**, District Department Head, Professor (1997)  
A.S., Jefferson State Junior College, B.A., University of Alabama, M.A., University of Alabama at Birmingham, Ed.D., University of West Florida

Outstanding New Faculty (1999)  
Academy of Teaching Excellence

**Edward Pate**, Assistant Department Head (2012)  
B.A., J.D., University of Alabama, M.Ed., Auburn University-Montgomery, M.Ed., University of Texas

**Miriam Fagerstrom**, Administrative Assistant  
B.S., Auburn University

**Sandra Vick**, Administrative Assistant  
A.A., A.S., Pensacola Junior College

**Paige Anderson**, Professor (1997)  
B.A., M.A., Emory University  
Academy of Teaching Excellence

**Thom Botsford**, Professor (1986)  
B.A., M.A.C.T., Auburn University

**Tamara Cockfield**, Assistant Professor (2011)  
A.A., B.A., University of North Florida, M.Ed., Florida Agricultural and Mechanical University

**Diane Cole**, Professor (1997)  
B.A., M.A., Western Illinois University, M.S., St. Thomas University

**Jennifer Ehrhardt-O'Leary**, Professor (2004)  
B.A., M.A., Ed. S., Ed.D., University of West Florida  
Academy of Teaching Excellence

**Rodney Garrett**, Professor (1999)  
B.A., Auburn University, M.A., University of Alabama, Ed.S., Auburn University  
Academy of Teaching Excellence

**Randi Gingerich**, Writing Lab Specialist (2012)  
A.A., Pensacola Junior College, B.A., Florida Atlantic University, M.A., University of West Florida

**Paula Ingram**, Professor (1998)  
B.S., University of Illinois, M.A., Ed.S., Ed.D., University of West Florida  
Academy of Teaching Excellence

**James R. Jones**, Instructor (2013)  
A.A., Pensacola Junior College, B.A., University of West Florida, M.A., Long Island University

**Kenneth J. McAferty**, Professor (1984)  
B.A., M.A., University of Northern Colorado  
Academy of Teaching Excellence

**Elaine Miller**, Professor (1993)  
A.A., Pensacola Junior College, B.S., University of West Florida, M.S., University of Southern Mississippi  
Academy of Teaching Excellence

**Jessica Millis**, District Supervisor, Learning Lab (2013)  
B.A., Alma College, M.A., Ball State University

**Todd Neuman**, Professor (2000)  
A.A., Pensacola Junior College, B.A., M.A., University of West Florida  
Outstanding New Faculty (2002)  
Academy of Teaching Excellence

**Christine O'Donnell**, Assistant Professor (2003)  
A.A., Brevard Community College, B.A., University of Central Florida, M.A., University of South Alabama

**Brigitte Robinson**, Associate Professor (2006)  
A.A., Pensacola Junior College, B.A., M.A., Ed.D., University of West Florida

**Julia Ruengert**, Professor (2003)  
B.S., Harris-Stowe State College, M.A., University of Arkansas  
Academy of Teaching Excellence

**Debra Ryals**, Assistant Professor (2011)  
B.S., Pensacola Christian College, M.A., Westfield State College, Ph.D. Indiana University of Pennsylvania  
Academy of Teaching Excellence

**Britini Schoolcraft**, Lecturer (2016)  
B.A., M.A., University of West Florida

**Sara Smith**, Lecturer (2011)  
B.A., Florida State University, M.A., University of West Florida

**Brian Underwood**, Assistant Professor (2012)  
B.S., M.S., Florida International University

**K. Blaine Wall**, Professor (2003)  
B.A., M.Ed., William Carey College  
Academy of Teaching Excellence

**Michael Will**, Assistant Professor (2008)  
B.A., Louisiana State University, M.A., Arizona State University

**Raymond H. Wolf**, Associate Professor (1989)  
B.A., M.T., Central State University, Ph.D., Florida State University

**Guangping Zeng**, Professor (1993)  
B.A., M.A., Shanghai International Studies University, Ph.D., Indiana University of Pennsylvania  
Academy of Teaching Excellence

**Narla Zinerman**, Professor (1995)  
B.A., University of Florida, M.Ed., University of West Florida  
Academy of Teaching Excellence

## ENROLLMENT SERVICES/ACADEMIC ADVISING

**Erin Spicer**, Vice President

**Kathy Dutremble**, Dean, Student Services (2005)  
*B.S., M.S., University of Montevallo*

**Karen Todd**, Senior Administrative Assistant

**Cynthia App**, Academic Advisor (2002)  
*B.A., University of Michigan, M.A., Michigan State University, Ph.D., Indiana University*

**Anita Bronson**, Student Success Coach (2016)  
*B.A., University of West Florida*

**Tanya Chambers**, Student Success Coach (2015)  
*A.A., Pensacola Junior College, B.A., University of West Florida, M.S., Capella University*

**Monique Collins**, Director, Center for Advising and Career Services, (2003)  
*B.A., M.S., Troy University, Ed.D., University of West Florida*

**Sandra Colville**, Academic Advisor (1995)  
*A.S., Pensacola Junior College, A.A., B.A.S., Pensacola State College*

**Rafael Deliz**, Coordinator, First Time Student Success (2014)  
*B.A.S., Pensacola State College*

**Mary Esslinger**, Academic Advisor (1993)  
*B.A., University of Mississippi, M.Ed., Auburn University-Montgomery*

**Jesse Hamilton**, Advising/Career Specialist  
*A.A., Pensacola State College*

**Mark Lasko**, Academic Advisor (2016)  
*B.S., M.S., Liberty University*

**Brittany Lindsey**, Student Services Representative

**Emily Wyatt**, Student Success Coach (2012)  
*A.B.J., B.A., University of Georgia*

## FACILITIES PLANNING AND CONSTRUCTION

**Diane Bracken**, Director (2010)

**Jonathan Garrett**, Environmental Management Manager

**Larry Hunt**, Maintenance Specialist

**Michael Nash**, Maintenance Specialist

## FINANCIAL AID/VETERAN SERVICES/SCHOLARSHIPS

**Gean Ann Emond**, Vice President

**Nan Jackson**, Director, Student Financial Services (2011)  
*B.A., University of West Florida*

**Joanne Rozborski**, Director, Financial Aid (2015)  
*B.A., University of Guam, M.Ed., Argosy University*

**Emily Fellgren**, Senior Administrative Assistant  
*B.A., University of West Florida*

**Maleca Bailey**, Coordinator, Scholarships and Financial Aid Advisor (2016)  
*B.S., University of Alabama*

**Michelle Branch**, Financial Aid Specialist  
*A.A., Pensacola State College*

**C. Susan Bryan**, Associate Coordinator, Financial Aid  
*A.A., Pensacola State College*

**Abner Clark**, Coordinator, Veteran Services (2012)  
*B.S., Grantham University*

**Latorya Cothron**, Financial Services Assistant

**Elizabeth Faires**, Financial Aid Specialist  
*A.A.S., Pensacola State College, B.A., University of West Florida*

**Linda Feinberg**, Financial Aid/Veterans Services Representative  
*A.A., Pensacola State College*

**Coreen Goben**, Financial Aid/Veteran Services Representative  
*B.A., Northwood University*

**Stephen Hill**, Associate Coordinator, Financial Aid  
*A.A., Pensacola Junior College, B.A., University of West Florida, M.A., Webster University*

**Lois Hurd**, Financial Aid Specialist  
*A.A.S., Thomas Nelson Community College*

**Sarah Loranger**, Financial Aid Specialist  
*B.S., Bowie University*

**Samantha McDole**, Financial Aid Specialist  
*B.S., University of West Florida*

**Chela Smith**, Associate Coordinator, Financial Aid  
*A.A., Pensacola Junior College, B.A., University of West Florida*

**Felecia Smith**, Financial Aid/Veterans Services Specialist  
*B.S., Florida State University*

**Kathy Welborn**, Coordinator, Financial Aid (2017)  
*B.A., Converse College, M.P.A., College of Charleston*

## GENERAL STUDIES

**Erin Spicer**, Vice President

**Brenda Kelly**, Dean, General Studies (1996)  
*B.A., Spring Hill College, M.A., Ed.S., Ed.D., University of West Florida*  
Academy of Teaching Excellence

**Patti Ross**, Senior Administrative Assistant  
*B.A., Tulane University*

## HISTORY, LANGUAGES, SOCIAL SCIENCES, AND EDUCATION

**Brenda Kelly**, Dean

**Susan Morgan**, District Department Head (1989)  
*B.A., Berry College, M.A., University of West Florida*  
Academy of Teaching Excellence

**Maricia Smith**, Administrative Assistant  
*A.A., Pensacola State College, B.A., Florida International University*

**LeeAnn Ward**, Administrative Assistant

**Michael Bailey**, Instructor (2015)  
*A.A., Pensacola Junior College, B.A., M.A., University of West Florida*

**Andrew Barbero**, Instructor (2016)  
*B.A., M.A., Southern Illinois University*

**Burton Beck**, Instructor (2014)  
*A.A., Faulker State Community College, B.S., University of Southern Mississippi, M.S., Troy University, Ph.D., University of South Alabama*

**Amber Carey**, Assistant Professor (2011)  
*B.A., M.A., Auburn University*  
Outstanding New Faculty Member (2013)

**Richard Dunn**, Instructor (2014)  
*B.S., Wright State University, M.A., University of West Florida*

**John Holder**, Assistant Professor (2009)  
*B.A., M.A., University of West Florida*  
Outstanding New Faculty Member (2012)  
Academy of Teaching Excellence

**Cindy Kirk**, Instructor (2016)  
A.S., A.E.D., National Park Community College, B.S.E., Henderson State University, M.E.D., University of Arkansas

**Katie Lewis**, Instructor (2013)  
B.S., Birmingham Southern University, M.S., University of South Alabama

**Douglas Mock**, Instructor (2015)  
M.A., University of West Florida

**Elizabeth Moseley**, Assistant Professor (2013)  
B.S., Illinois State University, M.A., Bradley University, Ph.D., University of Miami  
Outstanding New Faculty (2016)

**Darlene Mosley**, Assistant Professor (2011)  
B.S., Toccoa Falls College, M.S., Troy State University, Ph.D., Capella University

**Brian Rucker**, Professor (1996)  
A.A., Pensacola Junior College, B.A., M.A., University of West Florida, Ph.D., Florida State University  
Academy of Teaching Excellence

**Charles Schuler**, Professor (1990)  
B.A., Florida State University, M.A., University of California, Los Angeles, Ph.D., Florida State University  
Academy of Teaching Excellence

**Lisa Sims**, Professor (2003)  
B.A., Millsaps College, M.A., University of Southern Mississippi  
Academy of Teaching Excellence

**Matt Stanfill**, Assistant Professor (2011)  
B.A., California State University, M.A., Ph.D., Florida State University

**Paul Swanson**, Assistant Professor (1997)  
B.S., Iowa State University, M.A., Northwestern University

**Elizabeth Werre**, Professor (1988)  
B.S., M.S., University of North Dakota  
Academy of Teaching Excellence

## HUMAN RESOURCES

**Tammy R. Henderson**, Director (1994)  
B.A., Marshall University, M.S., Troy State University

**Abrenda Adams**, Human Resources Representative

**Rhonda A. Likely**, Assistant Director (1982)  
A.S., Pensacola Junior College, B.S., University of West Florida,  
*Certified Records Manager*

**Tanesha McCreary**, Employment Specialist  
A.A., A.S., B.A.S., Pensacola State College

**Melonie Miner**, Human Resources Specialist  
A.A., B.A., William Penn University

**Erandi Sanchez-Perez**, Benefits Administrator (2013)  
A.A., Hillsborough Community College, B.A.S., Pensacola State College

**Dykeria Stevens**, Benefits Processing Specialist  
A.A., Santa Fe College

**Monica Williams**, Human Resources Representative  
A.A., A.A.S., B.A.S., Pensacola State College

## INFORMATION TECHNOLOGY SERVICES

**Bert E. Merritt**, Executive Director, Information Technology Services (1986)  
B.S., University of West Florida

**Sharon Ward**, Executive Assistant  
A.S., A.A., B.A.S., Pensacola State College

**Jamie Beck**, Systems Support Analyst (1995)  
A.A., Pensacola Junior College, B.S., M.S., University of West Florida

**Barry Coker**, Computer Systems Analyst (1998)  
A.S., Phillips College, A.A., Pensacola Junior College, B.S., M.S., University of West Florida

**David Courington**, Network Administrator (2011)  
B.A., University of Alabama, M.S., University of New Orleans,  
MCSE, MCDBA, Security+, A+, Network

**Jordan Davis**, Help Desk Specialist  
A.S., Tulsa Community College

**Michelle Dean**, Senior Computer Systems Analyst (1996)  
A.A., Pensacola Junior College, B.S., University of West Florida

**David Delarge**, Computer Systems Analyst (2016)  
A.S., Pierce Junior College

**Cookie Duncan**, Network Systems Analyst (2000)  
B.S., William Carey College

**Stephen Flanigan**, Computer Lab and Audio Visual Equipment Technician

**Constantin Flessas**, Computer System Analyst (2013)

**Richard Fowler**, Computer Systems Analyst (2008)  
B.S., University of Southwest Louisiana, M.B.A., University of New Orleans, Comp Tia Network+ Certification, A+ Certification

**Anthony Gladdney**, Microcomputer Specialist (2016)  
A.S., Pensacola State College

**Liz Gomez**, Director, Technology Support (1999)  
A.A., Pensacola Junior College

**Mary Graves**, Senior Computer Systems Analyst (1993)  
A.A., Pensacola Junior College, B.S., University of West Florida

**Evelyn Gutknecht**, Senior Computer Systems Analyst (1984)  
A.A., Pensacola Junior College, B.A., University of West Florida

**Richard Hacker**, Systems and Computer Operations Technician  
A.S., Colorado Technical University

**Kay Hanson**, Operations Coordinator, Computer Services (2011)  
A.A., Pensacola State College

**Savana Hatten**, Computer Systems Analyst (2014)  
B.S., University of West Florida

**Erin Hernandez**, Director, Systems Support (1988)  
B.S., University of West Florida

**Wayne Hill**, Systems Coordinator (1998)  
A.S., Daytona Beach Community College, B.A., University of West Florida

**Jim Hines**, Senior Coordinator, Academic Computing (1998)  
A.S., Pensacola Junior College, CompTIA  
Network+ Certification CompTIA A+ Certification

**Roland Hyacinthe**, Microcomputer Specialist (2017)

**Greg King**, Computer Lab Technician  
A.A., Pensacola Junior College, B.S., University of West Florida

**Thomas Kuklish**, Coordinator, Academic Computing (1998)  
B.A., Hofstra University, M.A., Webster University

**Jeff Massey**, Computer Lab Technician  
B.A., M.A., University of Missouri

**Beau McHenry**, Director, MIS Support (1993)  
A.A., Jefferson Davis Junior College, B.S., Troy State University

**Clint Morgan**, Computer Lab Technician

**Daniel Pieknik**, Computer Lab Technician  
A.A., Pensacola State College

**Karol Robertson**, Help Desk Specialist  
A.S., Western Technical College, A.A., B.A.S., Pensacola State College

**Ferdinand Sapiera**, Computer Lab Technician  
A.S., Pensacola Junior College

**Gregory Simpson**, Multi-Media Specialist

**Ricky Smith**, Coordinator, Microcomputer Support (2012)  
A.S., Pensacola Junior College

**Jeffrey Starke**, Systems Coordinator (1992)  
A.S., A.A.S., Bronx Community College, B.S., Dominican College

**Bruce Summers**, Senior Systems and Computer Operations  
Technician  
A.A., Pensacola Junior College

**Jeff Ward**, Information Security Manager (1999)  
A.A., Pensacola Junior College, B.A., B.S., M.S., University of West  
Florida

**Keith Ward**, Network Administrator (1998)  
A.A., Pensacola Junior College, Certified Novell Administrator

**Patricia Warner**, Computer Systems Analyst (2008)  
B.A., University of Wisconsin-Whitewater

**Donna Woodcock**, Administrative Assistant/Consortium

**Steven Zukowski**, Systems Coordinator (1999)  
A.A., Pensacola Junior College

## INSTITUTIONAL DIVERSITY

**Gael Frazer**, Associate Vice President, (1989)  
B.A., M.S., State University of New York at Albany, J.D., Howard  
University

**Mary Scott**, Executive Assistant  
A.S., A.A., Pensacola Junior College

## INSTITUTIONAL EFFECTIVENESS AND GRANTS

**Debbie Douma**, Dean (1999)  
A.A., Irvine Valley College, B.A., M.S.A., University of West  
Florida, Ed.D., University of Florida

**Lisa Alloway**, Technical Documentation Specialist (2014)  
B.A., University of West Florida, M.A., Temple University

**Kylie Henderson**, Academic Support Specialist (2017)  
J.D., Florida State University

**Jamie Russell**, Coordinator of Grants (2010)  
B.A., National University, M.S., Troy University

## INSTITUTIONAL RESEARCH

**Erin Spicer**, Vice President

**Michael Johnston**, Director (2016)  
B.S., University of Miami, M.S., University of West Florida  
Academy of Teaching Excellence

## LIBRARY SERVICES

**Kirk Bradley**, Dean

**LisaMarie Bartusik**, District Department Head of Libraries  
(2012)  
B.S., Kutztown University, M.L.S., Drexel University

**Megan Foreman**, Administrative Assistant  
A.A., B.A.S., Pensacola State College

**Linda V. Broyles**, Director, Library Technical Services (2004)  
B.A., Indiana University at South Bend, M.L.S., Indiana  
University

**Annie Blackwell**, Library Technician  
A.S., Pensacola Junior College

**Melissa Davis**, Librarian (2016)  
B.A., University of Florida, M.A., University of Central Florida,  
M.S., Florida State University

**William Fitzgerald**, Library Specialist  
A.A., Pensacola Junior College, B.A.S., Pensacola State College

**Janet Gilliam**, Office Assistant

**Darene Harris**, Library Acquisitions Technician

**Thomas Jonte**, Librarian (2017)  
B.A., Presbyterian College, M.S., University of South Carolina

**Cindy Koklas**, Library Technician  
A.A., Pensacola Junior College, B.A., M.A., University of West  
Florida

**William Lane**, Coordinator, Reader Services (2014)  
B.A., M.L.I.S., Florida State University

**Greg Ledet**, Library Specialist, Milton

**Christopher Levesque**, Librarian (2016)  
B.A., University of South Florida, M.A., Sam Houston State  
University, M.S., Florida State University, Ph.D., University of  
Alabama

**Roberta Martin**, Library Circulation Technician  
A.S., A.A.S., A.A., B.A.S., Pensacola State College

**Anika McDuffee**, Library Circulation Technician, Milton  
B.S., University of West Florida

**Patrick Meffan**, Library Circulation Technician

**Wanda Osborne**, Library Acquisitions Technician

**Melissa Schmidt**, Circulation Technician, Warrington

**Charlotte Sweeny**, Librarian, Milton (1990)  
B.S., University of South Alabama, M.L.S., University of Southern  
Mississippi

**Jennifer Tart**, Library Acquisitions Technician

**Martha Weyels**, Library Serials Technician  
A.S., Pensacola Junior College

**Linda Winesett**, Library Acquisitions Technician

## MAINTENANCE SERVICES

**Ernest Banks**, Maintenance Specialist (HVAC)

**David Cantrell**, Maintenance Specialist (HVAC)

**Jay Drake**, Maintenance Specialist (HVAC)

**Ricky Enfinger**, Maintenance Specialist II

**Wayne Henry**, Maintenance Supervisor, Milton (HVAC)  
A.S., Alexander City Junior College

**Kristopher Kembro**, Maintenance Specialist II

**Micheal Miller**, Maintenance Specialist, Milton (HVAC)

**Don Oglesby**, Maintenance Specialist (HVAC)

A.S., A.A., Pensacola Junior College

**Robert Oliver**, Maintenance Supervisor (HVAC)

**Paul Owens**, Campus Facilities Supervisor

**Joseph Presley**, Maintenance Specialist II

**Lane Russell**, Maintenance Specialist II  
B.A., Morehead State University

**Michael Womble**, Maintenance Specialist (HVAC)  
A.A., Pensacola State College

## MARKETING AND COLLEGE INFORMATION

**Sheila Nichols**, Director (2012)  
B.S., Auburn University

**Rhonda Basler**, Administrative Assistant

**Frank Asprer**, Web Administrator (2017)  
B.S., University of West Florida

**Jason King**, Coordinator, Internet Systems (2001)  
A.A., Pensacola Junior College, A.S., Okaloosa-Walton  
Community College, B.S., University of West Florida

**Roxanne Lavelle**, Web Administrator (2015)  
A.A., Pensacola State College

**Mary Lett-Mabins**, Coordinator, Marketing and College  
Information (2015)  
A.A., S.D. Bishop State Junior College, B.A., University of  
Alabama

**Robin Mertins**, Graphic Artist/Graphic Design Specialist (1998)  
B.A., Florida State University

## MATHEMATICS AND COMPUTER SCIENCE

**Kirk Bradley**, Dean

**Morris Buchanan**, District Department Head (2004)  
B.S., University of Southern Mississippi, M.S., University of West  
Florida

**Teresa Jackson**, Administrative Assistant  
A.A., Pensacola Junior College, B.S., M.S., Troy University

**Monique Vickers**, Administrative Assistant

**Chad Andrae**, Instructor (2013)  
B.S., M.S., Columbia State University

**Bradley Bish**, Math Lab Specialist (2014)  
A.A., Pensacola Junior College, B.A., M.A., University of West  
Florida

**Gregory Bloxom**, Assistant Professor (2006)  
B.S., Shepherd College, M.S., University of West Florida

**Jennifer Brahier**, Professor (2005)  
B.S., M.S., University of West Florida  
Academy of Teaching Excellence

**Richard Cacace**, Professor (1996)  
B.S., U.S. Naval Academy, M.S., University of West Florida  
Academy of Teaching Excellence

**Wendy Carden**, Instructor (2013)  
B.S.M.E., University of Alabama-Birmingham, M.S., Ohio State  
University

**Jeremy Carr**, Instructor (1996)  
B.S., University of West Florida, B.S., M.S., University of South  
Alabama

**Peter Falzone**, Professor (2000)  
A.A., Pensacola Junior College, B.S., M.S., University of Florida

**Vitaliy Goncharenko**, Lecturer (2016)  
B.A., California State University, M.S., University of West Florida

**S. Greg Hardin**, Assistant Professor (1993)  
B.S., University of Tennessee, B.S., M.S., University of West  
Florida

**Pat Horacek**, Professor (1987)  
B.S., M.S., Pensacola Christian College, M.A., University of West  
Florida  
Academy of Teaching Excellence

**William Kelly**, Instructor (2016)  
B.A., University of West Florida, M.S., Minot State University

**Patricia King**, Assistant Professor (2016)  
B.S., M.S., Ph.D., Auburn University

**Vai Kumar**, Associate Professor (2003)  
B.S., University of Madras, M.S., University of West Florida

**Yin-Chieh Lemley**, Professor (1986)  
B.A., National Chung Hsing University, B.S., M.S., M.Ed., Ed.S.,  
Ed.D., University of West Florida

**Kathryn Merritt**, Associate Professor (1991)  
A.A., Pensacola Junior College, B.S., Florida State University  
Outstanding New Faculty (1993)  
Academy of Teaching Excellence

**Susan Perry**, Lecturer (2016)  
B.S., M.S., University of West Florida

**Mary Anne Petruska**, Professor (1996)  
A.A., Pensacola Junior College, B.S., M.S., University of West  
Florida  
Academy of Teaching Excellence

**Robert Pratten**, Assistant Professor (2009)  
A.A., Pensacola Junior College; B.S., University of West Florida;  
M.S., Capella University CCAI

**Michael Sabroski**, District Supervisor, Learning Lab (2011)  
B.S., University of West Florida

**Katherine Schultz**, Professor (2006)  
A.A., Okaloosa-Walton Community College, B.A., M.A., University  
of West Florida

**Susan Stanton**, Virtual Tutoring Coordinator (2016)  
B.S., M.S., University of West Florida

**Chris Turner**, Professor (2003)  
B.S., M.S., Arkansas State University  
Academy of Teaching Excellence

**Michael Walker**, Assistant Professor (2015)  
B.S., University of Montevallo, B.S., Ph.D., University of Alabama

**Handan Williams**, Instructor (2016)  
M.S., Bowie State University, Ed.D., University of West Florida

**Deborah Woods**, Instructor (2015)  
M.Ed., University of South Alabama

## MILTON CAMPUS

**Erin Spicer**, Vice President

**Anthea Amos**, Dean (2003)  
A.A., Pensacola Junior College, B.A., University of West Florida,  
M.A., University of Southern Mississippi, M.A., Fort Hays State  
University, Ph.D., Capella University

**Dawn Loyed**, Executive Assistant  
A.S., Pensacola Junior College

**Virginia Fiveash**, Administrative Assistant

**Wavolene Kelly**, Administrative Assistant

**Tonie Anderson**, Professor/Counselor (1991)  
A.A., Pensacola Junior College, B.A., Ed.S., University of West  
Florida, M.S., Troy State University, Ed.D., University of West  
Florida

**Debra Bigelow-Jordan**, Student Services Representative  
A.S., A.A., B.A.S., Pensacola State College

**Cammie Buchanan**, Academic Advisor (2006)  
A.A., B.A.S., Pensacola State College

**Arthur Branch**, Coordinator Fitness Center and Student  
Leadership and Activities (2000)  
A.A., Pensacola Junior College, B.S., M.S., University of West  
Florida  
Academy of Teaching Excellence

**Larry Brook**, Senior Groundskeeper

**Jeff Massey**, Computer Lab Technician  
B.A., M.A., University of Missouri

**Terri Parker**, Student Services Representative

**Sara Wilson**, Director, Student Services (2011)  
A.A., Pensacola Junior College, B.A., University of West  
Florida, M.S., Troy University

## NURSING AND EMERGENCY MEDICAL SERVICES

**Dusti Sluder**, Dean

**Vacant**, Director of Nursing and Emergency Medical Services

**Sandra Hartley**, Interim Assistant Director of Nursing and Emergency Medical Services (2017)  
*M.S., Florida State University*

**Zina Johnson**, Administrative Assistant  
*A.S., Pensacola Junior College*

**Buffi Bailey**, Instructor (2014)  
*A.S.N., B.S.N., M.S.N., Troy University*

**Cary Brown**, Instructor (2015)  
*B.S., M.S.N., University of West Florida*

**Suzanne Clemons**, Instructor (2014)  
*B.S., Southern Illinois University, M.S.H.S., Trident University*

**Suzanne Farthing**, Instructor (2017)  
*A.S., Pensacola State College, M.S., Walden University*

**Barbara Inkel**, Instructor (2014)  
*A.S.N., Providence School of Nursing, B.Ed., University of West Florida*

**Diane Jennette**, Instructor (2016)  
*B.S.N., M.S.N., University of West Florida*

**Lorraine Kelley**, Instructor (2014)  
*A.S.N., Pensacola State College, B.S.N., University of Phoenix*

**Linda McKay**, Instructor (2015)  
*A.A., Meridian Community College, B.S., University of Southern Mississippi, M.S., Gonzaga University*

**Wanda McNeal**, Instructor (2015)  
*A.S., Tallahassee Community College, B.S.N., University of South Alabama, M.S.N., Aspen University*

**Susan Perankovich**, Instructor (2016)  
*B.A.S., Pensacola State College, M.S.N., University of South Alabama*

**Mary Turner**, Associate Professor (1997)  
*B.S.N., St. Louis University, M.S.N., University of Missouri*  
Academy of Teaching Excellence

**Worawan White**, Assistant Professor (2011)  
*B.S.N., Mahidol University, Thailand, M.S.N., Ph.D., University of Alabama*

**Karen Young**, Associate Professor (2007)  
*B.S.N., East Central University, M.S.N., University of South Alabama*  
Academy of Teaching Excellence

**Pamela Zingale**, Instructor (2017)  
*M.S.N., Spring Hill College*

## PAYROLL

**Gean Ann Emond**, Vice President

**Pat Duncan**, Director (1996)  
*A.A., Pensacola Junior College, B.A.S., Pensacola State College*

**Janice Bryson**, Senior Accounting Clerk

**Sandra Buck**, Accounting Specialist

## PERFORMING ARTS

**Brenda Kelly**, Dean

**Don Snowden**, District Department Head (1987)  
*B.M.E., Livingston University, M.M.Ed., University of Southern Mississippi*

**Kelly Ryan**, Administrative Assistant  
*B.A., Auburn University*

**Rhoda Moya**, Office Assistant  
*A.S., Pensacola Junior College, B.S. University of West Florida*

**Xiaolun Chen**, Professor (1998)  
*B.A., The Central Conservatory of Music, Beijing, China, M.M., Eastman School of Music, University of Rochester*

**Robert Gandrup**, Technical Director (2001)  
*B.F.A., University of Texas at El Paso*

**Richard Jernigan**, Professor (1993)  
*A.A., Pensacola Junior College, B.A., University of West Florida, M.M., Louisiana State University*  
Academy of Teaching Excellence

**Joe W. Stallings**, Professor (1988)  
*B.S., M.M., Western Kentucky University, D.M.A., Arizona State University*  
Academy of Teaching Excellence

**Rodney Whatley**, Assistant Professor (2005)  
*B.F.A., University of Montevallo, M.F.A., Lindenwood University, Ph.D., Florida State University*

## PHYSICAL SCIENCES

**Kirk Bradley**, Dean

**Kim LaFlamme**, Administrative Assistant  
*A.S., Pensacola Junior College*

**Hikmat BC**, Associate Professor (2012)  
*M.S., Tribhuvan University, Kathmandu, Nepal, M.S., Ph.D., New Mexico State University*  
Academy of Teaching Excellence

**Kathryn Cavanaugh**, Assistant Professor (2015)  
*Ph.D., University of Iowa*

**Daniel Garber**, Professor (2001)  
*A.A., B.S., M.S., University of Florida*  
Academy of Teaching Excellence

**Domenick Grasso**, Assistant Professor (2016)  
*B.S., University of Florida, Ph.D., University of North Carolina*

**Timothy L. Hathway**, Associate Professor (2009)  
*B.S., Bradley University, M.S., Ph.D., Iowa State University*  
Academy of Teaching Excellence

**Darrell A. Kelly**, Science Lab Specialist (2008)  
*B.S., Florida State University, Ph.D., University of New Orleans*

**Jill McCourt**, Lecturer (2016)  
*B.S., Linfield College, Ph.D., University of Notre Dame*

**Bipin Pandey**, Assistant Professor (2015)  
*B.A., Truman State University, Ph.D., Kansas State University*

**Vasanth Ramachandran**, Assistant Professor (2014)  
*B.S., Madurai Kamaraj University, Madurai, India, M.S., Anna University, Chennai, India, Ph.D., Florida State University*

**Bobby J. Roberson**, Professor (2006)  
*B.S., M.S., Ph.D., Auburn University*  
Outstanding New Faculty (2007)  
Academy of Teaching Excellence

**Kathleen Shelton-Lowe**, Professor (1989)  
*B.A., University of Texas, M.S., East Texas State University*  
Academy of Teaching Excellence

## PLANT OPERATIONS

**Cathy Alman**, Senior Administrative Assistant

**Samuel Nettles**, Maintenance System Computer Operator

**Brittany Rollo**, Senior Storekeeper

## PROFESSIONAL SERVICE CAREERS

**Dan Busse**, Dean

**Joan Clayton**, Administrative Assistant  
A.S., Pensacola Junior College, BA University of West Florida,  
M.S., Troy University

**Kimberly Markwick**, Instructor (2015)  
Facials Specialty Career and Technical Certificate, Pensacola  
State College

**Jimmie Langham**, Instructor (2013)  
A.A.S., Pensacola Junior College, B.A.S., Pensacola State College

**Sonja McCall-Strehlow**, Assistant Professor (2007)  
Licensed Massage  
Therapist, Certified Florida Therapeutic Massage School, A.S.,  
Jefferson Davis Community College

**Kelly McCowan**, Culinary Technician  
A.A.S., Pensacola State College

**L.B. "Sandy" Southerland**, Professor (1989)  
A.A., Pensacola Junior College, A.O.S., Culinary Institute of  
America, B.S., Florida International University, M.B.A.,  
University of West Florida  
Academy of Teaching Excellence

**Roslyn Smith**, Cosmetic Arts Technician  
B.S., Florida A&M University, M.B.A., University of West Florida

## PUBLIC SAFETY

**Thomas J. Gilliam, Jr.**, Vice President

**Hank Shirah**, Director, Public Safety and Chief of Police (2009)

**Sean Fagan**, Assistant Director

**Jawanna Williams**, Administrative Assistant  
A.A.S., State College of Florida

**Shane Brannock**, College Police Officer

**Nickolas Churill**, College Police Officer

**Tyler Ferguson**, Sergeant, College Police

**David K. Hinds**, College Police Officer  
A.A., Pensacola State College

**Fred Pack**, Service Officer/Dispatcher  
A.S., A.A., Pensacola Junior College

**Rodney Rani**, College Police Officer

**Richard Steele**, College Police Officer

**Terry White**, College Police Officer  
A.S., Troy State

## PURCHASING AND AUXILIARY SERVICES

**Gean Ann Emond**, Vice President

**Anita Cormier**, Administrative Assistant

**Dewayne Bradley**, Receiving Specialist

**Thomas Good**, Courier

**Renee Jenkins-Hosea**, Purchasing Specialist  
A.S., A.A., Pensacola State College, B.S., B.A., University of West  
Florida

**Robert Seay**, Central Services Supervisor

**Emily Weddington**, Purchasing Specialist  
A.A., Pensacola State College

## SOUTH SANTA ROSA CENTER

**Brenda Kelly**, Dean

**Karen McCabe**, Director (2017)  
B.S., Marist College

**Katja Lunsford**, Administrative Assistant  
A.A., University of Maryland

**Carol O'Hara**, Academic Advisor (2012)  
B.S., University of West Florida

## STAFF PROFESSIONAL DEVELOPMENT

**Tammy Henderson**, Director

**Juanita Scott**, Director (2005)  
A.A., Community College of Baltimore County, B.A., Faulkner  
University, M.A., University of West Florida

## STUDENT ACTIVITIES

**Erin Spicer**, Vice President

**Kathy Dutremble**, Dean

**Samantha Hill**, Director, Student Engagement and Leadership  
(2007)  
B.A., M.Ed., University of West Florida

**Vacant**, Coordinator

## STUDENT AFFAIRS

**Erin Spicer**, Vice President

**Kathy Dutremble**, Dean

**Samantha Hill**, Director, Student Engagement and Leadership  
(2007)  
B.A., M.Ed., University of West Florida

**Scott Bemiss**, College Recruiter (2017)  
M.B.A., Winthrop University

**Tashiki Coben**, Call Center Outreach Professional (2017)  
B.A., University of Alabama - Huntsville

**Vee Ho**, College Recruiter (2017)  
A.A., Pensacola State College, B.S.B.A., University of West Florida

**Rickell Irvin**, College Recruiter (2017)  
B.A., University of West Florida

**Summer Kreiser**, Call Center Outreach Professional (2006)  
A.S., Pensacola Junior College, B.A.S., Pensacola State College

**Donte Sheppard**, College Recruiter (2017)  
B.A., University of West Florida

## STUDENT CONDUCT

**Thomas J. Gilliam, Jr.**, Vice President

**Lynsey Stuart**, Director (2015)  
B.A., University of Tennessee, M.A., Virginia Polytechnic Institute  
and State University

## STUDENT RESOURCE CENTER FOR ADA SERVICES

**Thomas J. Gilliam, Jr.**, Vice President

**Rebecca Adkins**, Director (1993)  
A.A., Pensacola Junior College, B.A., University of West Florida,  
M.A., University of Colorado, M.A., University of Illinois, Ed.D.,  
Capella University

**Desiree Jobling**, Coordinator (2015)  
B.A., Huntingdon College, M.S., Troy State University

## STUDENT SUPPORT SERVICES

**Debbie Douma**, Dean

**Rachelle Burns**, Director (2005)  
B.A., Fairfield University, M.A., Reformed Theological Seminary

**Penny Taylor**, Administrative Assistant/Retention Specialist  
A.A., Pensacola Junior College, B.A., University of West Florida

**James Blackwell**, Academic Advisor/Life Skills Counselor (2007)  
*B.A., B.S., University of West Florida, M.Ed., University of Southern Mississippi*

**Randall Broxton**, Learning Lab Supervisor (1995)  
*B.S., University of South Alabama, M.S., Troy State University*  
 Academy of Teaching Excellence

**Kimberly Calloway**, Academic Advisor/Life Skills Counselor (2005)  
*A.S., A.A., Pensacola Junior College, B.S., University of West Florida, M.P.A., Troy University*

## TESTING AND ASSESSMENT

**Kathy Dutremble**, Dean

**Kathryn Quillen**, Director (2001)  
*B.A., University of the South, M.S., Indiana University*

**Kathie Geyer**, Administrative Assistant  
*A.S., Pensacola Junior College*

**Jane Duke**, Testing Operations Specialist (1988)  
*A.A.S., Pensacola Junior College*

**Elizabeth McHenry**, Test Technician  
*A.A.S., Pensacola State College*

**Debra Mowery**, Senior Test Technician  
*M.S., Central Michigan University, M.A., US Naval War College*

**Jennifer Neeley**, Test Technician  
*A.A.S., Pensacola State College*

## VETERANS STUDENT SUPPORT SERVICES

**Debbie Douma**, Dean

**William Tice**, Interim Project Director (2016)  
*M.S., Troy University*

## VETERANS UPWARD BOUND

**Debbie Douma**, Dean

**Robbie A. Gregg**, Project Director (2008)  
*B.S., Excelsior College, M.S., Capella University*

**Ingrid Davis**, Recruitment/Retention Specialist  
*A.A.S., Pensacola State College, B.A.S., Troy University*

**Keith Wise**, Academic Coordinator (2011)  
*B.S.Ed., Eastern Illinois University, M.S.S.M., University of Southern California*

## VISUAL ARTS

**Brenda Kelly**, Dean

**Krist Lien**, District Department Head (2006)  
*B.F.A., Auburn University, M.F.A., University of Alabama*

**Kathy Brower**, Administrative Assistant  
*A.A.S., Pensacola Junior College*

**William R. Clover**, Professor (1966)  
*A.A., Santa Monica City College, B.A., Long Beach State College, M.F.A., Cranbrook Academy of Art*

**Mark Francis**, Professor (2001)  
*A.A., Pensacola Junior College, B.S., Florida Agricultural and Mechanical University, M.F.A., Savannah College of Art and Design*

**Mark Hopkins**, Instructor (2004)  
*B.A., Camberwell College of Arts, M.A., University of the Arts-London*

**Linh O'Briant**, Instructor (2015)  
*B.F.A., University of South Alabama, M.F.A., University of Houston*

**Kristen Regan**, Assistant Professor (2008)  
*A.A.S., Pensacola Junior College, B.F.A., School of Visual Arts, NY, M.F.A., Savannah College of Art and Design*  
 Academy of Teaching Excellence

**Patricia Reppenhagen**, Professor (1993)  
*B.S., Wayne State University, B.S., M.F.A., Portland State University*

**James Rhea**, Instructor (2015)  
*B.A., University of West Georgia, M.F.A., University of Massachusetts, Amherst*

**Vivian Spencer**, Gallery Director (2015)  
*B.A., University of West Florida, M.F.A., Maryland Institute College of Art*

**Christopher White**, Photography Lab Manager (2016)  
*A.A.S., Pensacola State College, B.F.A., University of Florida*

**Paula Work**, Instructor (2014)  
*B.F.A., School of the Art Institute of Chicago, M.A., Western Michigan University*

## WARRINGTON CAMPUS

**Erin Spicer**, Vice President

**Dusti Sluder**, Dean, Warrington Campus (2008)  
*A.S., Pensacola Junior College, B.S.N., University of South Alabama, M.S.N., Walden University, D.N.P., Duquesne University*

**Lisa Payne**, Executive Assistant  
*A.S., A.A., Pensacola Junior College*

**Jeanine Dickinson**, Administrative Assistant

**Edith Fox**, Coordinator, Student Leadership and Activities (1987)  
*A.A., Pensacola Junior College, B.S., M.S.M., Troy State University*

**Judy Floyd**, Director, Student Services (1988)  
*B.S., University of Arkansas, M.S., University of New York, Ph.D., University of Alabama*

**Sandra Hartley**, Interim Assistant Director of Nursing and Emergency Medical Services (2017)  
*M.S., Florida State University*

**Albert Huffman**, Professor/Counselor (1992)  
*B.A., University of West Florida, M.S., Troy State University*

**Traci Jones**, Administrative Assistant, Student Services  
*A.S., Pensacola Junior College*

**Thomas Kuklish**, Coordinator, Academic Computing (1998)  
*B.A., Hofstra University, M.A., Webster University*

**Susan Lindsey**, Office Assistant, Student Services

**Sandy Moore**, Supervisor, Health Sciences Learning Center (2010)  
*A.A., A.S., Pensacola State College*

**Annette Orangio**, Patient Simulation Specialist (2006)  
*B.A., Nova Southeastern University, M.S.N., Florida Atlantic University*

**Paul Owens**, Campus Facilities Supervisor

**Jennifer Ponson**, Coordinator, Student and Program Outreach (1990)  
*A.S., C.D.A., Pensacola Junior College, B.S., University of West Florida*

**Gleta Richardson**, Administrative Assistant  
*B.S., University of Southern Mississippi*

**Marta Suarez-O'Connor**, Education Director, Mary Ekdahl Smart, Patient Simulation Training Center (2003)  
*B.S.N., M.S.N., University of Miami*

**Giovanni Valentine**, Patient Simulation Technician

**Linda Whitenton**, Director of Nursing and Emergency Medical Services (2015)

*B.S.N., Murray State University, M.S.N., University of Mississippi*

**Renee Wisniewski**, Health Admissions Specialist

## WORKFORCE AND ECONOMIC DEVELOPMENT

**Dan Busse**, Dean

**Ruth Turner-McKinon**, Coordinator (2008)

*B.A., Southern Illinois University*

## WORKFORCE EDUCATION AND VOCATIONAL SUPPORT

**Erin Spicer**, Vice President

**Dan Busse**, Dean, Workforce Education and Vocational Support (2012)

*B.S., Eastern Illinois University, M.Ed., University of New Orleans, Administrative Certification, University of West Florida*

**Lois Stallworth**, Senior Administrative Assistant

*A.A., Pensacola Junior College*

**Guillermo L. Ortiz-Caceres**, Director, CISCO Academy (2016)

*B.S., M.S., Embry Riddle Aeronautical University, M.S., East Carolina University*

## WSRE—TV

**Sandra C. Ray**, Associate Vice President, Government and Community Relations (1995)

*A.A., Miami-Dade Community College, B.S., Florida State University, M.S., Troy State University*

**Suzie Payne**, Senior Administrative Assistant

**Tracey Burgess**, Coordinator, Digital Arts and Graphic Design (2003)

*A.A., Pensacola Junior College*

**Frank Burton**, Traffic Manager (2004)

*A.S., Faulkner State University, B.S., Auburn University, B.S., University of West Florida*

**Robert Culkeen**, General Manager (2016)

*M.Ed., Westfield State College*

**Teresa Daniels**, Database Coordinator (2015)

*A.S., Pensacola State College*

**Eric Fundin**, Director, Station Operations (2008)

*A.A., Mercer County Community College, A.B., University of Alabama*

**Herb Gilbert**, Assistant Director, Engineering and Operations (1997)

**Darrel Harrison**, Director, Engineering/Broadcast Operations (2003)

*Certificate in Electronics Technology, Southwest State Technical College*

**Jill Hubbs**, Director, Educational Content and Services (1996)

*A.A., Pensacola Junior College, B.A., University of West Florida*

**Maryette Huntinghouse**, Assistant Director, Development (2014)

**Carl Jakim**, Traffic Assistant

*A.S., Pensacola Junior College, B.A., University of West Florida*

**Kasey Jones**, Station Administrative Coordinator (2014)

*A.A., Daytona Beach Community College, B.A.S., University of Central Florida*

**Edward King**, Television Producer/Director (2008)

*A.A., Pensacola Junior College, B.A., University of West Florida*

**Donna Lymons**, Traffic Assistant

**Ann McGuire**, Accounting Specialist

*B.A., University of West Florida*

**Brenton McMahon**, Manager, Online Media Technologies & Web Content (2014)

*B.S., University of West Florida*

**Lorrie Powers**, Manager, Donor Services (2015)

**Mary Riker**, Manager, Marketing & Station

Promotion/Ascertainment (2014)

*B.S., Troy University*

**Michael Rowan**, Senior Television Producer/Director (2007)

*B.A., George Mason University*

**James Roy**, Multi Media Production Manager (2013)

*B.A., University of West Florida*

**Laura Shaud**, Director, Business and Administration (2015)

*A.A., Okaloosa Walton Community College, M.A., University of West Florida*

**Janie Stewart**, Director, Development (2005)

## FACULTY EMERITI

**William Y. Bennett** (1995)

Faculty Emeritus in Biological Sciences

*B.S. Ed., M.Ed., University of Florida*

Academy of Teaching Excellence

**Elizabeth Cauley** (1998)

Faculty Emerita in Mathematics

*B.S., University of Montevallo, M.Ed. University of North Carolina, Ed.D., Nova University*

**James E. Desmond** (1994)

Faculty Emeritus in Mathematics

*B.S., M.S., Florida State University*

(deceased)

**Robert M. Kleinman** (1996)

Faculty Emeritus in Philosophy

*B.A., New York University, B.A., Pennsylvania State University, M.A., Ph.D., Columbia University*

Academy of Teaching Excellence

**Winifred McManus** (1994)

Faculty Emerita in English

*B.A., Huntingdon College, M.A., Arizona State University*

Academy of Teaching Excellence

**Martha M. Nez** (1995)

Faculty Emerita in Biological Sciences

*B.S., Birmingham Southern College, M.S., Vanderbilt University,  
Ph.D., Florida State University*

**Louis A. Ross** (1996)

Faculty Emeritus in Social Sciences

*B.A., M.A., Florida State University*

**Louise L. Teagle** (1994)

Faculty Emerita in Secondary Education

*B.A., Huntingdon College*

**Joseph M. Zayas** (2012)

Faculty Emeritus in Physical Sciences

*B.S., Iona College, M.S., Ph.D., Adelphi University*

## 2016-2017 ACADEMY OF TEACHING EXCELLENCE

The Academy of Teaching Excellence was established in 1986 by Dr. Charles Atwell during his tenure as the Executive Vice President. The Academy recognizes outstanding faculty who have exhibited sustained excellence in teaching. Each year several full-time and one adjunct faculty are inducted into the Academy.



**LINDA LEWANDOWSKI**  
Assistant Professor  
Adult Education



**SUSAN ROBBINS**  
Assistant Professor  
Business



**MELISSA SEARS**  
Assistant Professor  
Biological Sciences



**BRIAN UNDERWOOD**  
Assistant Professor  
English and Communications



**DEBORAH MEYER**  
Adjunct Faculty  
English and Communications

### Outstanding New Faculty Member

Beginning in 1994, the Academy began honoring one outstanding new faculty member each year.



**DOUGLAS MOCK**  
Instructor  
History, Languages, Social Sciences, and Education

## ALPHABETICAL LISTING OF EMPLOYEES

### A

Adams, Abrenda  
*Human Resources Representative*

Adkins, Rebecca  
*Director, Student Resource Center for ADA Services*

Allen, Michael  
*Instructor, Engineering Technology*

Allen, Michael R.  
*Department Head, Biological Sciences*

Alloway, Lisa  
*Technical Document Specialist, Institutional Effectiveness and Grants*

Alman, Cathy  
*Senior Administrative Assistant, Plant Operations*

Alvarez, Odalys  
*Admissions and Records Specialist, Admissions and Records*

Ammann, Alan  
*Associate Professor, Business*

Amos, Anthea  
*Dean, Milton Campus*

Anderson, Angela  
*Specialist, Student Services*

Anderson, David  
*Specialist, Career and Technical Education*

Anderson, Paige  
*Professor, English and Communications*

Anderson, Tonie  
*Professor, Milton Campus*

Andrae, Chad  
*Instructor, Mathematics and Computer Science*

Andrae, Mollie  
*Lecturer, Business*

Angus, Lyndsey  
*Intercollegiate Athletic Coach, Athletics*

App, Cynthia  
*Academic Advisor*

Armenti, Debbie  
*Student Services Representative, Admissions and Records*

Asprer, Frank  
*Web Administrator, Marketing and College Information*

Atkins, John  
*Professor, Business*

Atkins-Harris, Karen  
*Professor, Collegiate High School*

### B

Bailey, Buffi  
*Instructor, Nursing and Emergency Medical Services*

Bailey, Maleea  
*Coordinator, Scholarships, and Financial Aid Advisor*

Bailey, Michael  
*Instructor, History, Languages, Social Sciences, and Education*

Ball, Larry  
*Professor, Engineering Technology*

Ball, Staci  
*Senior Executive Assistant, Administrative Services*

Banks, Ernest  
*Maintenance Specialist (HVAC), Maintenance Services*

Barbero, Andrew  
*Instructor, History, Languages, Social Sciences, and Education*

Barker, Devi  
*Administrative Assistant, Engineering Technology*

Barker, Ella  
*Coordinator, General Accounting*

Barnes, Rachel  
*Assistant Athletic Coach, Athletics*

Barrett, Lanatta  
*Senior Administrative Assistant, Comptroller*

Bartusik, Lisamarie  
*Department Head, Library Services*

Basler, Rhonda  
*Administrative Assistant, Marketing and College Information*

BC, Hikmat  
*Associate Professor, Physical Sciences*

Beck, Burton  
*Instructor, History, Languages, Social Sciences, and Education*

Beck, Jamie  
*Systems Support Analyst, Information Technology Services*

Bigelow-Jordan, Debra  
*Student Services Representative, Milton Campus*

Bemiss, Scott  
*College Recruiter, Student Affairs*

Bish, Bradley  
*Math Lab Specialist, Mathematics and Computer Science*

Blackwell, Annie  
*Library Technician, Library Services*

Blackwell, James  
*Academic Advisor and Life Skills Counselor, Student Support Services*

Bloxom, Gregory  
*Assistant Professor, Mathematics and Computer Science*

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Bracken, Diane  
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Bradley, DeWayne  
*Receiving Specialist, Purchasing and Auxiliary Services*

Bradley, Kirk  
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Brahier, Jennifer  
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Branch, Michelle  
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Branch, Amy  
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Brigham, La Rita  
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Bromet, Liesa  
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Brook, Larry  
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Brower, Kathy  
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Brown, Tara  
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Brown, Cary  
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Brownfield, Rebecca  
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Broxton, Randall  
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Broyles, Linda  
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Buchanan, Morris  
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Buchanan, Cammie  
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Buck, Sandra  
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Buell, Kevin  
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Burger, Julie  
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Burgess, Tracey  
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Burns, Rachelle  
*Director, Student Support Services*

Burton, Frank  
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Busse, Dan  
*Dean, Workforce Education and Vocational Support*

Butcher, Lynne  
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Byrd, Paula  
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## C

Cacace, Richard  
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Camargo, Katie  
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Cantrell, David  
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Carr, Jeremy  
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Carroll, Teena  
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Carroll, Tom  
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Cartwright, Gordon  
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Cavanaugh, Kathryn  
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Chen, Xiao-Lun  
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Churill, Nickolas  
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Clemons, Suzanne  
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Clover, William  
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Coben, Tashiki  
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Cole, Diane  
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Colville, Sandra  
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Cothron, Latorya  
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Courington, David  
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Crews, Pat  
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Crider, Mark  
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Culkeen, Robert  
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Davis, Jordan  
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Davis, Melissa  
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Davis, Shawn  
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Dean, Michelle  
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Delarge, David  
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Deliz, Rafael  
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Desbrow, Susan  
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Dickinson, Jeanine  
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Donnell, Beverly  
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Douma, Deborah  
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Duke, Jane  
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Duncan, Pat  
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 Faires, Elizabeth  
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 Falzone, Peter  
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 Farthing, Suzanne  
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 Feinberg, Linda  
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 Fellgren, Emily  
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 Ferguson, Tyler  
*Sergeant, College Police, Public Safety*  
 Fink, W. Logan  
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 Fitzgerald, William  
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 Fiveash, Virginia  
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 Flessas, Constantin  
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 Floyd, Judy  
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 Foreman, Megan  
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 Fowler, Richard  
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 Frazer, Gael  
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 Frazier, Mary  
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 Froemel, Daren  
*Director, Network and Telecommunications*  
 Fundin, Eric  
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 Gant, Evelyn  
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 Garber, Daniel  
*Professor, Physical Sciences*  
 Garrett, Rodney  
*Professor, English and Communications*  
 Garrett, Jonathan  
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 Gerard, Deborah  
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 Giacini, Robin  
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 Gilbert, Herbert  
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 Gilliam, Thomas  
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 Gilliam, Janet  
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Hill, Stephen  
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Hooks, Deborah  
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Hopkins, Mark  
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Horacek, Pat  
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 Huntinghouse, Maryette  
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 Hurd, Lois  
*Financial Aid Specialist*  
 Hutching, Beverly  
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 Hyacinthe, Roland  
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**I**

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 Irvin, Rickell  
*College Recruiter, Student Affairs*

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 Jackson, Frances  
*Accounting Specialist, Comptroller*  
 Jackson, Genea  
*Lecturer, Collegiate High School*  
 Jackson, Nan  
*Director, Student Financial Services*  
 Jackson, Teresa  
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 Jakim, Carl  
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*Professor, Allied Health*  
 Jennette, Diane  
*Instructor, Nursing and Emergency Medical Services*  
 Jernigan, Richard  
*Professor, Performing Arts*  
 Jobling, Desiree  
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 Johnson, Becky  
*Coordinator, Records*  
 Johnson, Mishel  
*Administrative Assistant, Adult Education*  
 Johnson, Zina  
*Administrative Assistant, Nursing and Emergency Medical Services*

Johnson, Emma  
*Administrative Assistant, Business*  
 Johnston, Michael  
*Director, Institutional Research*  
 Johnston, Pamela  
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 Jones, Brian  
*Senior Groundskeeper, Building and Grounds Services*  
 Jones, Traci  
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 Jones, James  
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 Jones, Penny  
*Intercollegiate Athletic Coach, Athletics*  
 Jones, Kasey  
*Station Administrative Coordinator, WSRE-TV*  
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 Jonte, Thomas  
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 Kelly, Brenda  
*Dean, General Studies*  
 Kelly, Darrell  
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 Kelly, William  
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 King, Greg  
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 King, Jason  
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 King, Edward  
*Television Producer and Director, WSRE-TV*  
 King, Patricia  
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 Kirk, Cindy  
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 Knoebel, Iris  
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 Koklas, Cynthia  
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 Koonce, Delaine  
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Kreiser, Summer  
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Lambert, Matthew  
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Lane, William  
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Lasko, Mark  
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Lavelle, Roxanne  
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Ledet, Greg  
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Lemley, Yin  
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LeNoir, Dawn  
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Levesque, Christopher  
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Lewallyn, Bryan  
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Lewandowski, Linda  
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Lindsey, Brittany  
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Loranger, Sarah  
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Loyed, Dawn  
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Ludlum, Robyn  
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Lymons, Donna  
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Magaha, Marla  
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Markwick, Kimberly  
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Martin, Roberta  
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Martinez, Valeria  
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Massey, Jeff  
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Mathias, Donna  
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McCabe, Karen  
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McClure, Gail  
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McCourt, Jill  
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McCowan, Kelly  
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McCreary, Tanesha  
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McDole, Samantha  
*Financial Aid Specialist*

McDuffie, Anika  
*Circulation Technician, Library Services*

McElroy, Kenneth  
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McGhee, Angela  
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McGuire, Ann  
*Accounting Specialist, WSRE-TV*

McHenry, Beau  
*Director, MIS Support, Information Technology Services*

McHenry, Liz  
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McKay, Linda  
*Instructor, Nursing and Emergency Medical Services*

McMahon, Brenton  
*Manager, Online Media and Web Content, WSRE-TV*

McNeal, Wanda  
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Meadows, C. Edward  
*President*

Meffan, Patrick  
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Merritt, Kathryn  
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Merritt, Bert  
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Mertins, Robin  
*Graphic Artist and Graphic Design Specialist, Marketing and College Information*

Meyer-Paterson, Sarah  
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Miller, Elaine  
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Miller, Micheal  
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Millis, Jessica  
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Miner, Melonie  
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Mock, Douglas  
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Moore, Sandy  
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Morgan, Susan  
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Moseley, Elizabeth  
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Moya, Rhoda  
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Neeley, Jennifer  
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Nettles, Samuel  
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Neuman, Todd  
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Nichols, Sheila  
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Noski, John  
*Transportation Technician, Athletics*

**O**

O'Briant, Linh  
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O'Donnell, Christine  
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Oglesby, Don  
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Oliver, Robert  
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O'Quinn, Theresa  
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Ortiz-Caceres, Guillermo  
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Osborne, Wanda  
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Owens, Pat  
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Owens, Paul  
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Padilla, Jackie  
*Comptroller*

Pandey, Bipin  
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Parker, Terri  
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Peyton, Tracy  
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Pieknik, Daniel  
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Poma, Alisha  
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Ponson, Jennifer  
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Powell, Caroline  
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Powers, Lorrie  
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Presley, Joseph  
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Purdy, Leann  
*Admissions and Registrar Specialist, Admissions and Records*

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Quillen, Kathryn  
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Quinn Carol  
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Reppenhagen, Patricia  
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Richardson, Gleta  
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Robbins, Susan  
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Roberson, Bobby  
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Roberts, Kenny  
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Rodriguez, Barbara  
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Rolison, Jac  
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Schmidt, Melissa  
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Schoolcraft, Britini  
*Lecturer, English and Communications*

Schuler, Charles  
*Professor, History, Languages, Social Sciences, and Education*

Schultz, Katherine  
*Professor, Mathematics and Computer Science*

Scott, Mary  
*Executive Assistant, Institutional Diversity*

Scott, Juanita  
*Director, Staff Professional Development*

Sears, Melissa  
*Assistant Professor, Biological Sciences*

Seay, Robert  
*Central Services Supervisor, Purchasing and Auxiliary Services*

Seegert, Anh  
*Bursar, Cashier*

Sexton, Cheryl  
*Professor, Adult Education*

Shaud, Laura  
*Director, Business and Administration, WSRE-TV*

Shelton-Lowe, Kathleen  
*Professor, Physical Sciences*

Sheppard, Donte  
*College Recruiter, Student Affairs*

Sheppard, Linda  
*Program Director, Educational Talent Search*

Shiver, Sheila  
*Admissions and Graduation Technician, Admissions and Registration*

Simpson, Gregory  
*Multimedia Specialist, Information Technology Services*

Simpson, Tina  
*Database and Reporting Manager, College Foundation*

Simpson-Robinson, Natasha  
*Professor, Business*

Sims, Lisa  
*Professor, History, Languages, Social Sciences, and Education*

Sluder, Dusti  
*Dean, Warrington Campus*

Smith, Ricky  
*Microcomputer Support Coordinator, Information Technology Services*

Smith, Maricia  
*Administrative Assistant, History, Languages, Social Sciences, and Education*

Smith, Chela  
*Associate Coordinator, Financial Aid, Veteran Services, and Scholarships*

Smith, Sara  
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Smith, Felecia  
*Financial Aid and Veteran Services Specialist*

Smith, Roslyn  
*Cosmetic Arts Technician, Professional Service Careers*

Snowden, Don  
*Department Head, Performing Arts*

Snyder, Lisa  
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Southerland, Sandy  
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*Associate Professor, Adult Education*

Sowell, Mitzie  
*Associate Professor, Biological Sciences*

Spencer, Vivian  
*Gallery Director, Visual Arts*

Spicer, Erin  
*Vice President, Academic and Student Affairs*

Stallings, Joe  
*Professor, Performing Arts*

Stallworth, Debbie  
*Dental Clinic Technician, Allied Health*

Stallworth, Lois  
*Senior Administrative Assistant, Workforce Education and Vocational Support*

Stanfill, Matt  
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Stanton, Susan  
*Virtual Tutoring Coordinator, Mathematics and Computer Science*

Starke, Jeffrey  
*Systems Coordinator, Information Technology Services*

Steele, Richard  
*College Police Officer, Public Safety*

Stevens, Dykieria  
*Benefits Processing Specialist, Human Resources*

Stewart, Janie  
*Director, Development, WSRE-TV*

Stiffin, Michele  
*Student Services Representative, Admissions and Registration*

Stuart, Lynsey  
*Director, Office of Student Conduct*

Suarez-O'Connor, Marta  
*Education Director, Mary Ekdahl Smart Patient Simulation Training Center, Warrington Campus*

Summers, Bruce  
*Senior System and Computer Operations Technician, Information Technology Services*

Swanson, Paul  
*Assistant Professor, History, Languages, Social Sciences, and Education*

Sweeney, Charlotte  
*Librarian, Library Services*

## T

Tart, Jennifer  
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Tarwater, Barbara  
*Professor, Allied Health*

Taylor, Penny  
*Administrative Assistant and Retention Specialist, Student Support Services*

Taylor, Diana  
*Accounting Specialist, Cashier*

Thrasher, Rita  
*Associate Professor, Biological Sciences*

Tice, William  
*Director, Veterans Student Support Services*

Todd, Karen  
*Senior Administrative Assistant, Student Services*

Travis, Herman  
*Senior Groundskeeper, Building and Grounds Services*

Turner, Mary  
*Associate Professor, Nursing and Emergency Medical Services*

Turner, Chris  
*Professor, Mathematics and Computer Science*

Turner-McKinon, Ruth  
*Coordinator, Workforce and Economic Development*

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Underwood, Brian  
*Assistant Professor, English and Communications*

Urnowey, Sonya  
*Assistant Professor, Biological Sciences*

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Valentine, Giovanni  
*Patient Simulation Technician, Warrington Campus*

VanDyck, Kathryn  
*Director, Adult Education*

Vaughn, Holly  
*Senior Instructional Technologist, eLearning*

Vick, Sandra  
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Vickers, Monique  
*Administrative Assistant, Mathematics and Computer Science*

Voltz, Charles  
*Assistant Professor, Collegiate High School*

## W

Walker, Michael  
*Assistant Professor, Mathematics and Computer Science*

Walker, Sheryl  
*Assistant Comptroller, Comptroller*

Wall, Kenneth  
*Professor, English and Communications*

Ward, Brian  
*Instructor, Business*

Ward, Daniel  
*Assistant Professor, Business*

Ward, Donald  
*Truck Driver and Laborer Leader, Building and Grounds Services*

Ward, Jeffrey  
*Information Security Manager, Information Technology Services*

Ward, Keith  
*Network Administrator, Information Technology Services*

Ward, Lee Ann  
*Administrative Assistant, History, Languages, Social Science, and Education*

Ward, Sharon  
*Executive Assistant, Information Technology Services*

Warner, Patricia  
*Computer Systems Analyst, Information Technology Services*

Waters, Bill  
*Director, eLearning*

Weddington, Rodney  
*Senior Accounting Clerk, Comptroller*

Weddington, Emily  
*Purchasing Specialist, Purchasing and Auxiliary Services*

Wellborn, Kathy  
*Coordinator, Financial Aid, Veteran Services, and Scholarships*

Were, Elizabeth  
*Professor, History, Languages, Social Sciences, and Education*

Weyels, Martha  
*Library Serials Technician, Library Services*

Whatley, Rodney  
*Assistant Professor, Performing Arts*

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*Photography Lab Manager, Visual Arts*

White, Alice  
*Student Services Representative, Admissions and Registration*

White, James  
*Maintenance Specialist, Transportation, Building and Grounds Services*

White, Terry  
*College Police Officer, Public Safety*

White, Worawan  
*Assistant Professor, Nursing and Emergency Medical Services*

Whiting, Stephen  
*Director of Finance, College Foundation*

Will, Michael  
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Williams, Carla  
*Associate Professor, Collegiate High School*

Williams, Handan  
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Williams, Jawanna  
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Williams, Monica  
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Wilkes, Theresa  
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Wilson, Sara  
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Wise, Keith  
*Academic Coordinator, Veterans Upward Bound*

Winesett, Linda  
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Wisniewski, Renee  
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Wolf, Raymond  
*Associate Professor, English and Communications*

Womack, Shelby  
*Accounting Specialist, Cashier*

Womble, Michael  
*Maintenance Specialist, Maintenance Services*

Wood, Wanda  
*Student Services Specialist, Educational Opportunity Center*

Woods, Deborah  
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Woodcock, Donna  
*Administrative Assistant and Consortium, Information Technology Services*

Wooters, Jeffery  
*Professor, Biological Sciences*

Work, Paula  
*Instructor, Visual Arts*

Wright, Justin  
*Assistant Athletic Coach, Athletics*

Wyatt, Grace  
*Academic Advisor, First Time in College Student Center*

**Y**

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*Professor, Biological Sciences*

Young, Karen  
*Associate Professor, Nursing and Emergency Medical Services*

**Z**

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*Executive Assistant, College Foundation*

Zeng, Guangping  
*Professor, English and Communications*

Zinermon, Narla  
*Professor, English and Communications*

Zingale, Pamela  
*Instructor, Nursing and Emergency Medical Services*

Zukowski, Steven  
*Systems Coordinator, Information Technology Services*

# PENSACOLA STATE COLLEGE DIRECTORY

(All numbers are in the 850 area code.)

## Century Center 471-4630 Pensacola Campus 484-1000

Academic Affairs	484-1706
Academic Computing Center	
Milton	484-4468
Pensacola	484-1172
Warrington	484-2322
Admissions	
Milton	484-4410
Pensacola	484-2544
Warrington	484-2270
Adult Education	484-2120
Advising	
Milton	484-4410
Pensacola	484-1630
Warrington	484-2270
Allied Health	484-2308
Athletics	484-1304
BAS Administration & Supervision	484-2504
BSN	484-2253
Biological Sciences	484-1167
Bookstore	
Milton	484-4445
Pensacola	484-1515
Warrington	484-2233
Business	484-2504
Business Affairs	484-1722
Career and Technical Education	484-2163
Collegiate High School	484-2132
Computer Science	484-2522
CORSAIR	484-1458
Cosmetic Arts	484-2567
Culinary & Hospitality Management	484-1422
Dean	
Baccalaureate Studies and Academic Support	484-1764
General Studies	471-4627
Milton Campus	484-4459
Warrington Campus	484-2232
Workforce Education	484-1158
Dual Enrollment	484-1406
Education	484-1425
Engineering Technology	484-2522
English/Communication	484-1400
Enrollment Services	484-2077

## Downtown Center 484-1374 South Santa Rosa Center 471-4622

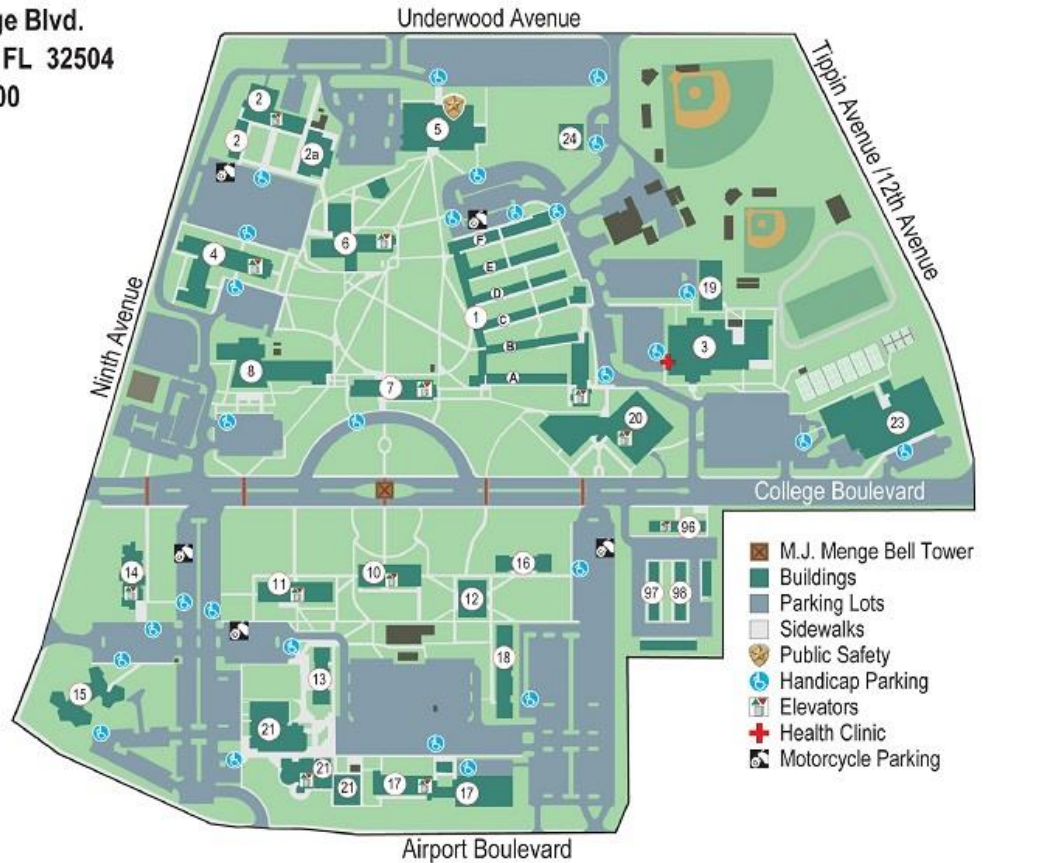
## Milton Campus 484-4400 Warrington Campus 484-2200

Financial Aid	
Milton	484-4420
Pensacola	484-1680
Warrington	484-2349
Help Desk	471-4534
History/Languages/Social Sciences	484-1425
Information Technology	484-1173
Library	
Milton	484-4450
Pensacola	484-2002
Warrington	484-2252
Math Lab	484-2003
Mathematics	484-1125
Nursing	484-2254
Performing Arts	484-1800
Physical Sciences	484-1189
Professional Service Careers	484-2522
Public Safety	484-2500
Reading Lab	484-1451
Records	484-1600
Registration	
Milton	484-4410
Pensacola	484-1601
Warrington	484-2270
Student Affairs	484-1500
Student Activities	
Milton	484-4491
Pensacola	484-1503
Warrington	484-2235
Swimming Pool	484-1311
Testing	
Milton	484-4410
Pensacola	484-1656
Warrington	484-2309
Tutoring	484-1186
Veteran Services	484-1670
Veterans Upward Bound	484-2068
Veterinary Technology	484-1167
Visual Arts	484-2564
Vocational Rehabilitation	484-1660
Workforce Education	484-2522
Writing Lab	484-1451

# CAMPUS MAPS

## Pensacola campus

1000 College Blvd.  
Pensacola, FL 32504  
850-484-1000



- |   |   |   |
|---|---|---|
| <p><b>1 Baars Building</b><br/>Wing A: Rooms 100–107<br/>Wing B: Rooms 111–119<br/>Wing C: Rooms 120–125<br/>Wing D: Rooms 131–137<br/>Wing E: Rooms 140–149<br/>Wing F: Rooms 41–45<br/>Mathematics Department: Room 40<br/>1st Floor: L.I.F.E. Center, Room 108<br/>2nd Floor: Adult Basic Education</p> <p><b>2 Registration Center</b><br/>New Student Information Center</p> <p><b>2a Hagler Auditorium</b></p> <p><b>3 Lou Ross Center</b><br/>Hartsell Arena<br/>Swimming Pool</p> <p><b>4 Allen Liberal Arts Building</b></p> <p><b>5 Student Center</b><br/>Culinary Dining Room<br/>Career Connection<br/>Public Safety<br/>Campus Bookstore<br/>Student Job Services</p> | <p><b>6 Student Affairs</b></p> <p><b>7 Barfield Administration Building</b></p> <p><b>8 The Ashmore Fine Arts Center</b><br/>Auditorium</p> <p><b>10 Business Building</b></p> <p><b>11 Raymond B. &amp; Leila Hobbs Center for Teaching Excellence and Collegiate High School</b></p> <p><b>12 Cosmetology</b></p> <p><b>13 Information Technology Services</b></p> <p><b>14 William D. &amp; Mary Ellen Spears Behavioral Sciences Building</b></p> <p><b>15 Anna Lamar Switzer Center for Visual Arts</b></p> <p><b>16 Management Information Systems</b></p> <p><b>17 Baroco Center for Science &amp; Advanced Technology (East)</b><br/>Pensacola State College Foundation<br/>Computer Science Department<br/>Biological Sciences Department<br/>Division of Technology &amp; Professional Studies</p> | <p><b>18 Mechanical Technology Lab</b></p> <p><b>19 Gymnasium</b></p> <p><b>20 Edward M. Chadbourne Library</b><br/>Distance Learning<br/>Coffee Shop</p> <p><b>21 Baroco Center for Science and Advanced Technology (West)</b><br/>Academic Computing Center<br/>Planetarium</p> <p><b>23 Kugelman Center for Telecommunications</b><br/>WSRE-TV<br/>Jean &amp; Paul Amos Performance Studio</p> <p><b>24 Childcare Center</b></p> <p><b>96 College Center</b><br/>Continuing Education<br/>Staff &amp; Program Development</p> <p><b>97 Physical Sciences Building</b></p> <p><b>98 PACE Center for Girls</b></p> |
|---|---|---|

★ Garrett T. Wiggins Student Complex consists of Buildings 2, 5 and 6.

### Milton campus

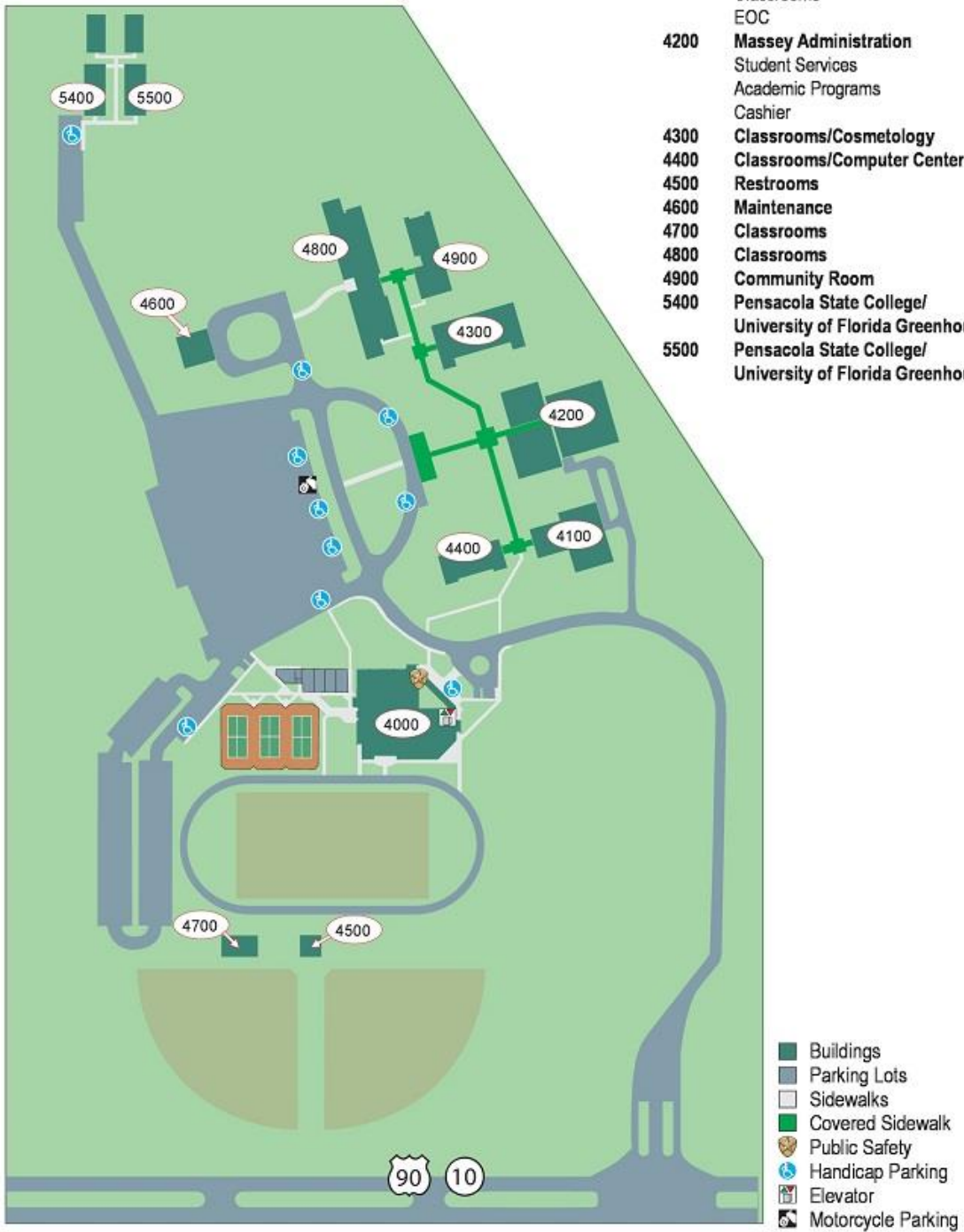
5988 Highway 90

Milton, FL 32583

850-484-4400

### Building Number

- 4000** L.I.F.E. Center/Sports Complex  
Classrooms  
Public Safety
- 4100** **Library**  
Classrooms  
EOC
- 4200** **Massey Administration**  
Student Services  
Academic Programs  
Cashier
- 4300** **Classrooms/Cosmetology**
- 4400** **Classrooms/Computer Center**
- 4500** **Restrooms**
- 4600** **Maintenance**
- 4700** **Classrooms**
- 4800** **Classrooms**
- 4900** **Community Room**
- 5400** **Pensacola State College/  
University of Florida Greenhouse**
- 5500** **Pensacola State College/  
University of Florida Greenhouse**



**Warrington campus**

5555 W. Highway 98  
 Pensacola, FL 32507  
 850-484-2200

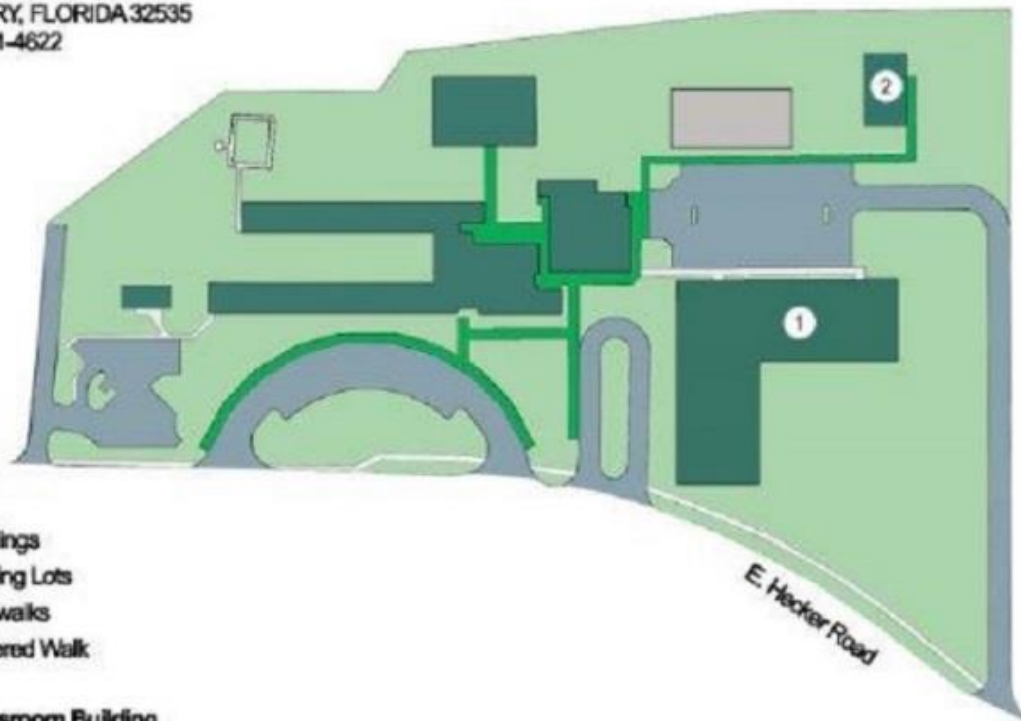


- 3000 Auditorium
- 3100 Simon William Boyd Health Related Education Building
- 3200 Business & Professional Building
- 3300 Public Safety
- 3400 John T. Venetozzi Arts & Sciences Building
- 3500 Library
- 3600 T. Felton Harrison Student Affairs Building
- 3700 Charles A. Atwell Health Sciences Complex  
 Mary Ekdahl Smart Center for Patient Simulation Training & Research  
 D.W. McMillan Auditorium

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**CENTURY CAMPUS**

440 E. HECKER RD  
CENTURY, FLORIDA 32535  
(850) 471-4622



-  Buildings
-  Parking Lots
-  Sidewalks
-  Covered Walk

**1 Classroom Building**

Administration  
Classrooms

**2 Storage Building**

**SOUTH SANTA ROSA CENTER CAMPUS**

5075 GULF BREEZE PKWY  
GULF BREEZE, FLORIDA 32563  
(850) 471-4630



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