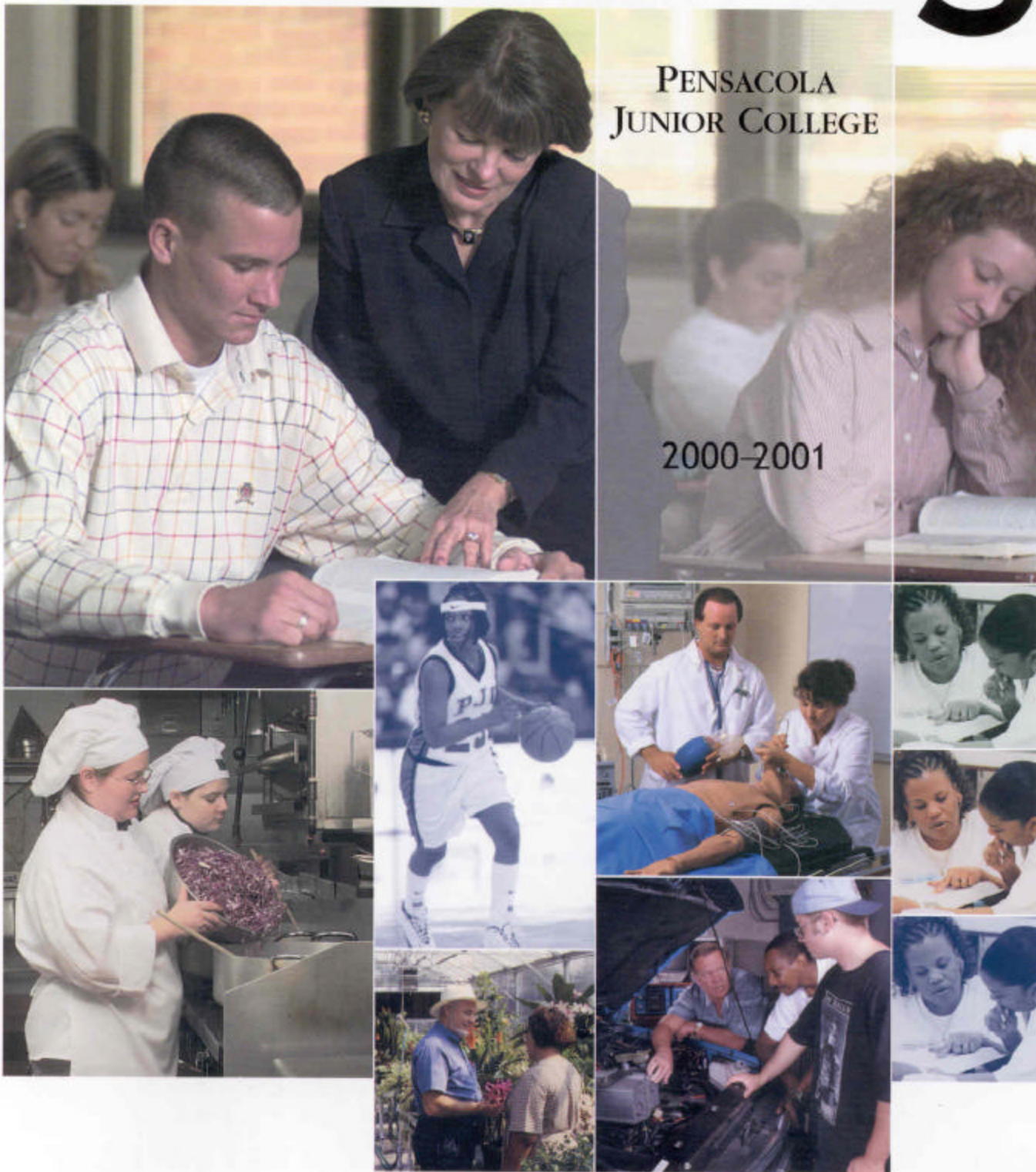




# Catalog



PENSACOLA  
JUNIOR COLLEGE

2000-2001

# STUDENT ACADEMIC CALENDAR 2000–2001

	FALL 2000	SPRING 2001	SUMMER 2001		
	TERM I	TERM II	TERM III-A	TERM III-B	12-Week Courses
	20011	20012	20013	20014	
Faculty Return	Aug. 21	Jan. 5	May 9	June 25	May 9
Classes Begin	Aug. 24	Jan. 8	May 9	June 25	May 9
Schedule Adjustment (Drop/Add) Period Ends	Aug. 30	Jan. 12	May 10	June 26	May 10
Last Date to Provide Documentation for Residency Change	Aug. 30	Jan. 12	May 10	June 26	May 10
Mid-Term	Oct. 20	Mar. 2	May 31	July 12	June 21
Last Date to Withdraw	Oct. 20	Mar. 2	May 31	July 12	June 21
Final Exams (Day)	Dec. 13–19	May 1–7	June 19–20*	Aug. 2–6*	July 31–Aug. 6 (Last Class Meeting)
Finals Exams (Evening)	Dec. 12–18	Apr. 30–May 3	June 19–20*	Aug. 2–6*	July 31–Aug. 6 (Last Class Meeting)
Last Day of Term	Dec. 19	May 7	June 20	Aug. 6	Aug. 6
Adult High Graduation	Dec. 18	May 4	Aug. 6	Aug. 6	Aug. 6
College Graduation	Dec. 19	May 7	Aug. 7	Aug. 7	Aug. 7
Holidays	Sep. 4 Labor Day	Jan. 15 M.L. King	May 28 Mem. Day	July 4 Ind. Day	May 28 Mem. Day
	Nov. 10 Vet. Day Obs.	Mar. 12–18 Spring Break			July 4 Ind. Day
	Nov. 22 5:00 p.m. –				June 21 No Classes
	Nov. 23–24 Thanksgiving				

\*Friday, Saturday and Sunday classes' final exams will be given during the last regularly scheduled class meeting of the term.

## 2000

AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4						1	2	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						

## 2001

JANUARY							FEBRUARY							MARCH							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
																			1	2	3	4	5	6	7		
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31	29	30					

MAY							JUNE							JULY							AUGUST						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
																			1	2	3	4	5	6	7		
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	



# PENSACOLA JUNIOR COLLEGE

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## CATALOG AND STUDENT HANDBOOK

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2000–2001

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

MEMBER OF  
FLORIDA ASSOCIATION OF COMMUNITY COLLEGES  
AMERICAN ASSOCIATION OF COMMUNITY COLLEGES  
SOUTHERN ASSOCIATION OF COMMUNITY JUNIOR AND TECHNICAL COLLEGES

VOLUME 43, NO. 1 MAY 2000

DISTRICT OFFICE  
Pensacola Campus  
1000 College Boulevard  
Pensacola, Florida 32504-8998  
(850) 484-1000

[www.pjc.cc.fl.us](http://www.pjc.cc.fl.us)

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 W. Garden Street  
Pensacola, Florida 32501  
(850) 484-1374

NAS Center  
Naval Air Station, Bldg. 679  
140 Fred Bauer Street, Suite B  
Pensacola, FL 32508-5238  
(850) 453-7526

An Equal Access/Equal Opportunity Institution



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## PRESIDENT'S MESSAGE

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Congratulations on choosing Pensacola Junior College—an institution that offers many opportunities for academic achievement, personal growth and future success.

Here you will learn to reach your goals with the help of exceptional faculty and counselors. PJC enjoys a tradition of topnotch instruction, excellent placement rates and beneficial support services. You will also make new friends; I encourage you to participate in student organizations, campus activities and athletic programs. (Go Pirates!)

This year, we are proud to introduce the PJC Honors program offering academically gifted students a challenging curriculum taught by some of our finest faculty. This challenging program will lead its students to think creatively about the world as they participate in scholarly activities including a study abroad session at Cambridge University.

PJC is also preparing motivated students for the workforce. Today's businesses are looking to community colleges to provide them with qualified workers. As a leading institution in Florida's community college system, PJC is meeting this demand with up-to-date degree programs, high-tech facilities, and about 1,600 well-prepared degree and certificate graduates annually.

We are indeed dedicated to preparing you for success in your chosen educational and career paths. Whatever your reason for attending PJC—an A.A. degree with university transfer, an A.S. degree or certificate, a high school diploma, or simply to acquire new skills—we mean it when we say, "You can get there from here."

Best regards,

A handwritten signature in cursive script that reads "Charles A. Atwell".

Charles A. Atwell

President

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## NOTICE REGARDING CHANGES TO POLICIES

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

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

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## EQUAL ACCESS/EQUAL OPPORTUNITY

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

1. Pensacola Junior College is an equal access/equal opportunity employer and shall recruit, employ, evaluate, assign, promote, or dismiss employees in compliance with all federal and state legislation pertaining to non-discrimination.
2. The College shall provide equal educational opportunities to prospective and enrolled students to include recruitment, admission, programs and activities, facilities, counseling and testing, financial assistance, evaluation, dismissal, graduation, and placement.
3. The equal opportunity principle applies to 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 any form of religious discrimination and assures reasonable accommodation of religious observances, practices, and beliefs of individual students in regards to admission, class attendance, scheduling of examinations, and work assignments.

Pensacola Junior College is in compliance with the Americans with Disabilities Act of 1990, 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, and the Age Discrimination in Employment Act of 1967.

Inquiries or complaints may be addressed to the Assistant to the President for Minority Relations, EA/EO and Concerns, Title IX, Room 719, Administration Building, 484-1759.

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## VALUE STATEMENT

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

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## PHILOSOPHY

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

Furthermore, as an open-door institution, the college promotes lifelong learning to meet the challenges of a changing world, and strives for equity in access and in the learning process for each individual regardless of race, sex, religion, age, or disability. Being accountable to Florida's citizens, the college exercises fiscal responsibility by offering services and programs at the lowest possible cost consistent with its commitment to high standards.

As a comprehensive community college, Pensacola Junior College must be many things to many people and must serve the diverse and increasingly complex needs of the community now and into the future.

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## MISSION

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The mission of Pensacola Junior College is to provide quality educational opportunities and support services to meet the requirements of all students pursuing intellectual fulfillment, career training, and lifetime education. In order to meet these goals, the college offers the following diverse programs:

- College credit courses and associate of arts degree programs at the freshman and sophomore levels to prepare students for entry at the university junior level.
- Associate of science degree programs and vocational certificate programs to train students for employment.
- Precollegiate studies, including adult basic and secondary education, for students not prepared to enter college level programs.
- Training and retraining activities to support economic development of the service area to attract new industries and expand existing industries.
- Cultural, recreational, leisure, health and athletic activities to enrich the students and citizens of Escambia and Santa Rosa counties.

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## STRATEGIC GOALS

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1. To assure excellence in the teaching and learning process through employment and retention of quality faculty and through use of state-of-the-art instructional methodologies and delivery systems.
2. To provide lower division liberal arts education for transfer to and success in baccalaureate degree programs.
3. To align occupational programs with current needs and trends of the workplace.
4. To evaluate and renew curricula to serve the unique needs of each student from initial point of contact through goal completion.
5. To provide academic support services appropriate for program offerings.
6. To develop and use measures of effectiveness and accountability for continuous improvement of academic programs and services.
7. To develop and enhance student support services to meet the increasing and changing academic, career, social and financial needs of students.
8. To provide for student input into the operation and governance of the college.
9. To increase student retention efforts college-wide.
10. To enhance the support system for faculty and staff of the college for the development of their full potential, individually and collectively.
11. To provide appropriate salaries, fringe benefits, working conditions, professional development and career opportunities for college personnel.
12. To provide for employee input into the operation and governance of the college through improved opportunities for internal communication.
13. To assure that the existing and developing technologies are fully and effectively applied to the advancement of the academic, student support and administrative functions of the college.
14. To ensure that financial resources are efficiently and effectively utilized to accomplish the mission of the college.
15. To acquire and maintain a physical plant which is appropriate for program offerings and is attractive, safe and conducive to teaching and learning.

16. To aggressively seek alternative funding sources to supplement and strengthen college operations.
17. To ensure equity in access to the learning process.
18. To provide comprehensive educational programs and services to meet the needs of all students.
19. To ensure equity in employment opportunities.
20. To promote economic growth and workforce development in Escambia and Santa Rosa counties by providing workforce training and retraining programs focused on employment opportunities.
21. To deliver customized training programs to business and industry.
22. To develop and strengthen linkages with the community, responding to increasing and changing needs in an appropriate and timely manner.
23. To provide cultural, recreational, leisure, health and athletic activities for citizens of the service district.
24. To integrate the existing and developing communications technologies into the programs and services of the college.
25. To establish active and productive alliances with other organizations, including school districts, colleges and universities, to better serve academic and workforce needs of our service district.

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## FACULTY

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The faculty of Pensacola Junior College is one of the most highly qualified in the Florida community college system. Typical preparation of the academic teacher consists of graduate work beyond the master's degree. Many faculty members hold earned doctorates. Vocational teachers are highly trained specialists whose thorough knowledge of the occupation comes from both formal study and job experience.

Recognizing that the PJC student body comes primarily from the local community, the faculty is drawn from almost every state in the country and from more than 100 colleges and universities.

Faculty members hold positions on boards and commissions, and all belong to professional or scholarly organizations. Some perform with the Pensacola Symphony; others are authors of textbooks ranging from elementary education to graduate level chemistry; and, although research activities are not required, a substantial number of articles and monographs are written by the faculty and published each year. In addition, the art and music faculty are well known throughout the Southeast by their exhibitions, compositions, and musical performances.

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

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## PJC FOUNDATION, INC.

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

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

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

The board of governors of the PJC Foundation meets quarterly and holds an annual meeting in May each year to elect new governors. The 2000-2001 Foundation board of governors includes Thomas "Bo" Carter, President; Diane Appleyard, Vice President; Bill Smart, Secretary; Thomas Owens, Treasurer; Don McMahon, Past President; Warren Austin, Ralph Boyd, Ted Brown, Carol H. Carlan, Miller Caldwell, Shirley Cronley, Lisa McKenzie Dampier, Carolyn R. Davis, Sparkie Folkers, Phil Garcia, Hank Gonzales, Marci Goodman, Keith Gregory, Diane Gup, David Hawkins, Jim Hill, Hal Hudson, Coy Irvin, Gina Jogan, Roy Jones, Jr., Sharon Kerrigan, Jimmy Keyes, Jack Kugelmann, Denis McKinnon, Jr., J. Collier Merrill, Mitch Mitchell, Margie Moore, Willis Mullet, Eric Nickelsen, Wayne Peacock, Robert Peoples, Marcy Perceval, Betty Gail Peters, Bart Pullum, DeeDee Ritchie, Grover Robinson IV, Ray Russenberger, Charles C. Sherrill, Jr., Gerald Short, James Stolhanske, Charlie Switzer, Michael Wiggins, Ken Woolf, governors; Charles Atwell, Betsy Smith, ex-officio members; Patrice Whitten, executive director.

For information, call the PJC Foundation Office at 484-1560.

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# HISTORY

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## 1948–1957

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

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

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

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

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

Dr. Henry L. Ashmore, at the age of 33, became the first president of PJC in 1954. A well-known consultant in the field of teacher training, Ashmore came highly qualified. He held a doctorate degree from the University of Florida and served as the Regional Director for the National Association of Student Teaching.

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

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

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

Accreditation was granted by the Southern Association of Colleges and Secondary Schools in December 1956.

Students attended classes on the new 9th Avenue campus for the first time in September 1957.

## 1958–1967

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

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

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

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

In 1963, Ashmore accepted the presidency at Armstrong College in Savannah, Georgia. The Escambia County School Board established a search committee to recommend Ashmore's replacement.

On July 1, 1964, T. Felton Harrison assumed the presidency. Harrison joined the administration of PJC in 1957. He had served as dean of instruction.

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

Expansion continued in 1965 with the opening of a new Educational Television Building. Lauded as the finest facility of its kind in the South, the new ETV Building housed two large television studios for closed-circuit television and a television station. In September 1967, WSRE-TV

Channel 23 went on the air open-circuit, beaming enrichment and credit course programs to the community.

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

As the college grew, recognition and support from the community also grew and the Pensacola Junior College Foundation was incorporated in 1965. The Foundation would be a non-profit corporation to accept tax-deductible contributions from community supporters. Crawford Rainwater served as the Foundation's first president.

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

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

## 1968–1977

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

In 1968, the Florida legislature passed a bill changing authority over community colleges from local boards of advisors who reported to county school boards to local boards of trustees who report to the State Board of Education. PJC's former advisory committee was redesignated the District Board of Trustees and became the governing body of the college. The district was defined as including Escambia and Santa Rosa counties.

PJC's first District Board of Trustees included James Lay, chairman, and members Leonard Wolf, O.M. Carter, H.T. Woodruff, Mrs. E.J. Moore, Shelby Walter, Warren Briggs, Dr. S.W. Boyd and Earle Bowden.

WSRE-TV enhanced its public television programming with new equipment and in 1971 began broadcasting programs in color.

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

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

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

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

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

In 1974, women were welcomed to varsity sports and Joy DeSensi was hired to coach the Lady Pirates basketball team. In 1977, the men's basketball team traveled to Hutchinson, Kansas for the National Junior College Basketball Championship Tournament. PJC returned ranked fifth in the nation.

## 1978–1987

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

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

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

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

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

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

Designed to preserve the natural, undisturbed environment of the land, Phase I of construction was completed in November 1984 and the Milton campus opened for classes in January 1985. Phase II was completed in 1986.

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

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

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

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

#### **1988-1997**

PJC's fifth decade continued the industrious "pioneer spirit" begun in its first decade with campus-wide renovations, property acquisitions and new programs designed to bridge the gap to the 21st century.

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

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

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

1993 was a banner year for PJC sports. With Coach Bob Marlin at the helm, the Pirates basketball team traveled to Hutchinson, Kansas once again. This time they became the first Florida team to win the NJCAA Division I National Championship.

The revitalized Pirates golf team, under the leadership of Coach Jim Donovan, traveled to St. Simon's Island, Georgia to capture the NJCAA Division II National Championship that same year.

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

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

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

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

In 1997, President Hartsell and the District Board of Trustees announced plans to construct a bell tower on the Pensacola campus in conjunction with the college's 50th anniversary celebration. Named for M.J. Menge, a 1956 graduate and long-time college attorney, this \$250,000 tower rises more than 80 feet above the campus with clock faces and carillon bells that chime hourly.

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

#### **1998-2000**

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

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

In December 1998 and under the volunteer leadership of Tommy Tait, the PJC Foundation launched its first comprehensive fund drive with a goal of raising \$4.5 million. The lead gift of \$1 million from the Switzer and Reilly families will establish the Anna Lamar Switzer Center for Visual Arts.

The first Margaret Moore Nickelsen Endowed Teaching Chair for Health Sciences was awarded to Lou Fazio, dental health professor, in 1999.

Long-time employees Sidney Kennedy and Donn Peery retired in January 2000. After 40 years, Sid Kennedy retired as Dean of Liberal Arts. After 37 years, Donn Peery retired as Athletic Director and Dean of Community Programs. Bill Hamilton, head baseball coach, accepted the position of Athletic Director upon Peery's retirement.

During the 1998-99 school year, PJC served 29,332 students in both college credit and non-credit courses including those offered through dual enrollment at area high schools.

Today, PJC's three campuses and Downtown Center have a physical plant of 1.1 million square feet on 633 acres. PJC also offers instruction in more than 100 off-campus locations and through distance learning programs.

During the next three years, the college will add approximately 50,000 square feet with a new Health Sciences Building on the Warrington campus and with additions and major renovations to the Visual Arts Building on the Pensacola campus. Site planning is underway for a fourth campus in Midway to serve the growing population in south Santa Rosa County.

From its modest beginnings more than 50 years ago, PJC has grown into one of the premier educational institutions of Northwest Florida and an important member of the state's community college system.

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## **PENSACOLA AREA**

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The district served by Pensacola Junior College consists of the two westernmost counties in Florida, Escambia and Santa Rosa, with a combined population of more than 375,000. Pensacola is the seat of Escambia County, which includes 30 miles of Gulf of Mexico beachfront. Milton is the seat of Santa Rosa County, which offers the 698-acre Blackwater River State Park besides its share of sugar-white beaches. Many cultural offerings enhance the recreational benefits of the area. Historic Downtown Pensacola offers unique galleries, restaurants, nightlife and museums, while shopping malls and suburbs provide convenience throughout the district. The climate is typical of the upper Gulf Coast; winters are mild, and southern breezes from the Gulf temper the summer heat.

Pensacola, "The City of Five Flags," celebrated its 300th anniversary in 1998. Spanish explorers led by Don Andres de Arriola came ashore in 1698. Spain was the first nation to claim Pensacola, which has changed hands more than a dozen times among Spain, France, England, the Confederacy and the United States.

Pensacola's deep-water access made it a popular port for many years, with the Navy establishing a base for shipbuilding in the early 1800s. Today, the 5,800-acre Naval Air Station is a key training center for military aviators and other Navy personnel. NAS Whiting Field in Santa Rosa County, founded in 1943, also serves as a chief training facility for the nation's military.



# Academic and Student Services



2000-2001

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# ACADEMIC AND STUDENT SERVICES

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## ACADEMIC ADVISING AND COUNSELING

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PJC offers academic advising, career and personal counseling, and educational planning for students through a variety of means. Counselors are available days and most evenings in the Counseling offices of the Registration Building on the Pensacola campus, the office of Student Services on the Warrington and Milton campuses, the Naval Air Station Center, and the Downtown Center. Individual and group counseling are available to full-time and part-time students in all areas of study. Counselors will help students with program planning, course selection, and graduation or transfer requirements.

Specialized academic advising is also available in the various academic departments at PJC. Students who have already committed to a particular program or know the major area of study they wish to pursue may receive advising in that discipline in the appropriate department. Depending on the particular department and on the student's needs, the student might be assigned a faculty advisor, work with a department head, or attend a group advising session.

A comprehensive computerized advising system is also available to aid department heads, faculty, counselors, and students in understanding program requirements, course options, graduation readiness and other important advising information.

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## CAREER PLANNING CENTER

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

1. Pensacola campus, Building 2, Room 267, 484-1768;
2. Milton campus, Building 4200, Room 4204, 484-4410;
3. Warrington campus, Building 3600, Room 3624, 484-2342.

These services include: career interest inventories, career reference information, financial aid resources, and employment counseling.

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## INTERNATIONAL STUDENTS (INCLUDING PERMANENT RESIDENT ALIENS AND OTHER NON-CITIZENS)

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

A member of the Counseling Office serves as the Foreign Student Advisor with the responsibility of advising international students regarding their academic goals and assisting with any special needs.

Students enrolling in courses designated as "Gordon Rule" courses must be proficient in written and oral English. Gordon Rule courses require a significant amount of written assignments. Students whose native language is not English, both international students and others, have the benefit of enrolling in several special English courses designed to build the student's speaking and composing skills. These courses are available through college-credit instruction as well as non-credit instruction. The Foreign Student Advisor will assist these students in appropriate course placement.

Pensacola Junior College offers a mentoring program for all incoming freshman students including the international students. This mentoring program pairs the student with a Pensacola Junior College employee who is dedicated to assisting the student during their enrollment.

The International Education Committee and the International Council are two organizations supporting and encouraging on-campus cultural and social activities. Additionally, information regarding community-oriented programs for the international student will be disseminated. All international students and others interested in these activities are encouraged to participate in these organizations.

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## JOB PLACEMENT, COOPERATIVE EDUCATION AND CAREER PLANNING SERVICES

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**JOB PLACEMENT**—Employment assistance is provided to all students and graduates. Full-time and part-time jobs are listed on the Pensacola campus in the Student Services Building 6; the Warrington campus in the Career Planning Center, Building 3600; and the Milton campus in the Student Services Building 4200.

—Students should complete an application form each term.

—Graduates should do so shortly before completing their programs.

Assistance and workshops are available to teach employability and work effectiveness skills. Topics include: completing the job application, writing resumes and preparing for the job interview.

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

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

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

Students should contact the Cooperative Education office, Student Services Building 6, Room 610, for more information.

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## LIBRARY/LEARNING RESOURCES CENTER

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The Learning Resources Centers provide each campus with a comprehensive program of learning resource materials and services. These include district-wide access to 155,083 books, 2,533 audiovisual titles, and 1,435 periodicals and newspapers. Each LRC houses video tapes and materials for independent study courses taken for credit via Distance Learning. Each LRC offers LIS 1001, Use of Library Materials, a one-college-credit-hour, self-study course; and CGS 1050 Electronic Access to Information. Some special equipment for disabled students is available. Each LRC provides services such as interlibrary loan, photocopy machines, word processing, micro-computing facilities, and bibliographic and reference assistance. LRC materials are accessed through an automated catalog with public access terminals (PACs) at each LRC. The automated catalog, called LINCC (Library Information Network for Community Colleges), connects all 28 community colleges.

Online database searching is provided at all campus LRCs. Online searching provides access to (1) online databases such as First Search, (2) LUIS (state university system), and (3) the Internet.

The regular LRC hours are:

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

Summer hours:

7:00 a.m.-8:30 p.m.	M-Th	(Pensacola, Milton, Warrington)
Closed	F	(Pensacola, Milton, Warrington)
Closed	Saturday	(Pensacola, Milton, Warrington)
1:00 p.m.-5:00 p.m.	Sunday	(Pensacola, Milton, Warrington)

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## TESTING

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Pensacola Junior College's Testing and Assessment Center provides for the administration of a broad range of campus, state and national examinations utilized in student counseling, course placement, research, certification, licensing, and awarding of college credits. The Testing and Assessment Center is located in Student Services, Building 6, on the Pensacola campus. Testing services are available in the Student Services offices at the Milton and Warrington campus sites, at the Pensacola Naval Air Station Center and the Downtown Center.

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

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

### PLACEMENT TESTING AND COLLEGE PREP INSTRUCTION

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

All students wishing to enroll in college credit English or mathematics courses must satisfy placement testing requirements. Transfer students may be able to satisfy placement testing requirements through prior course work. Special Students are subject to placement testing requirements if enrolling in English and other writing emphasis courses or mathematics courses. Non-degree seeking students may be subject to placement testing requirements if enrolling in English or mathematics courses.

The Florida Entry Placement Test, CPT, is given at convenient times, throughout the year on each of the college's district campus sites. In addition, the CPT is available by appointment in the computerized testing centers in district student affairs areas. An examination schedule and/or sample test may be picked up in Student Services or Testing and Assessment offices. Additional testing may be required after the CPT.

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

Students whose placement scores indicate a need for skill review are required to enroll in college preparatory courses. Full-time students must begin college preparatory courses in the first term of enrollment; part-time students must begin college preparatory coursework before completion of 12 credits. Students required to take two or more college preparatory courses must also complete the SLS 1101 College Success course. **Placement test scores are valid for two years.**

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

### TEST OF ADULT BASIC EDUCATION (TABE)

All students enrolling in certificate programs are required to undergo a skill assessment process utilizing the Test of Adult Basic Education (TABE) examination. The TABE assessment is conducted before enrollment or in the first six weeks of enrollment at district campus sites. Students are required to improve skill levels in mathematics or communications before completion of the vocational program in which they are enrolled.

### GENERAL EDUCATIONAL DEVELOPMENT (GED) TEST

Pensacola Junior College is an official agency for the administration of the General Educational Development examination. The GED examination is scheduled at convenient times throughout the year. Applicants must meet specific eligibility requirements. A completed GED application, photo identification and fee payment are required before an appointment will be scheduled. Application materials are available at the Pensacola campus

Testing and Assessment Center. Upon successful completion of the GED examination, a high school diploma is issued by the State Department of Education. At that time, students are encouraged to enroll in college level courses at PJC.

### 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 at or above the established criterion score on approved tests. Examination fees are established by the College Entrance Examination Board. CLEP application information is available in the College Testing and Assessment Center. Students are advised to consult with a counselor regarding their educational plan prior to submitting a CLEP application.

### HIGH SCHOOL COMPETENCY EXAMINATION (HSCT)

The High School Competency Test (HSCT) is a required examination for students who earn a high school diploma from the State of Florida. The HSCT is administered during January, March, June, and October of each year. Students must register to take the examination in the counseling office at the Adult High School.

### COLLEGE LEVEL ACADEMIC SKILLS TEST (CLAST)

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

- completing the requirements for the A.A. degree in a community college or university;
- completing the requirements for admission to upper division status in a state university in Florida;
- pursuing an A.A. degree and who has earned 60 college credits including transfer work. You must attempt the CLAST, or satisfy an alternative during or prior to the term in which you expect to earn your sixtieth college credit; (failure to adhere to this requirement will result in loss of eligibility for Florida financial aid; students should contact the Financial Aid/Veterans Affairs office for details);
- transferring an A.S. degree to an upper level institution in Florida; (CLAST requirements must be met to continue eligibility for Florida financial aid).

#### CLAST Alternatives

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

- Students may be exempt from the ESSAY, READING, and/or ENGLISH LANGUAGE SKILLS subtest(s) of the CLAST if the following criteria are met:
  - (a) SAT-I Verbal Score of 500 or better (on the recentered score scale of the SAT-I or its equivalent on the original score scale) will exempt student from the ESSAY, READING and the ENGLISH LANGUAGE SKILLS.
  - (b) ACT English Score of 21 or better (on the Enhanced ACT or its equivalent on the original ACT) will exempt student from ENGLISH Language Skills and ESSAY sections of the CLAST. ACT Reading Score of 22 or better will exempt student from the READING section of the CLAST.

-OR-

- The student has (a) completed ENC 1101 English Composition I and ENC 1102 English Composition II with a combined grade point average in these two courses of 2.50 or better or (b) earned credit in these two courses through an external credit mechanism such as the exemption examination, CLEP credit, AP credit, etc.
- Students may be exempt from the MATHEMATICS SKILLS subtest of the CLAST if the following criteria are met:

- SAT-I Math Score of 500 or better (on the recentered score scale of the SAT-I or its equivalent on the original score scale) or an ACT Math Score of 21 or better (on the Enhanced ACT or its equivalent on the original ACT).

-OR-

- The student has (a) completed MAC1105 College Algebra, MAC1104 College Algebra Scientific, or MAC1102 College Algebra and one additional higher-level mathematics course with a combined grade point average in these two courses of 2.50 or better or (b) earned credit in two mathematics courses as identified in (a) through an external credit mechanism such as the departmental exemption examination, CLEP credit, AP credit, etc.

C. Education Majors - Acceptance into the education programs at any of the state universities is dependent upon taking the CLAST. Satisfying the CLAST requirements through the alternative method (see **CLAST Alternatives** above) will permit graduation with the associate of arts degree but will not satisfy admission requirements for education programs in the Florida's state university system. PJC students planning to continue their education at one of the state universities after earning the associate of arts degree in ART EDUCATION, MUSIC EDUCATION, EARLY CHILDHOOD/PRE-PRIMARY EDUCATION, or SPECIAL EDUCATION should make arrangements to take the CLAST.

### Preparing for the CLAST

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

Pensacola Junior College provides a variety of CLAST examination preparation strategies including special review courses (MGF1118, REA1125, ENC1090), video tapes, practice examinations and individual tutoring. Students who are not successful in their initial attempts at the CLAST will be required to meet with a CLAST advisor and develop an individualized study plan prior to retaking the exam. Additional course work may be required.

### CLAST Information

For information on how to register or prepare for the CLAST, contact the Pensacola campus Testing and Assessment Center, the Student Services offices on Milton and Warrington campuses, or the NAS and Downtown Centers. CLAST advising is coordinated through the office of Educational Services on the Pensacola campus.

### CLAST RETAKES (Computer Adaptive Version)

PJC students who need to retake the English, reading, or mathematics subtests of the college Level Academic Skills Test (CLAST) may take the Computer Adaptive Test (CAT-CLAST). This examination is available by appointment only at the Pensacola campus Testing and Assessment Center. For additional information, please contact the Testing and Assessment Center at 484-1656.

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## TUTORING SERVICES

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

### LEARNING ENRICHMENT CENTER

The Learning Enrichment Center, located in Building 1, Room 131, provides free tutoring for all students enrolled at PJC. One-on-one tutoring is not offered; rather, tutors circulate among all lab users. It is a study hall setting where mathematics tutoring is offered at all times while tutoring in other subjects is provided as the need arises. LEC tutoring is available at the Learning Resources Center (LRC/Building 20) on Sundays. Students may study individually or in small groups. Peer tutoring is encouraged. Math video tapes are available for students to view in the lab.

### SYSTEM OF APPLIED INDIVIDUALIZED LEARNING (SAIL) LAB

The System of Applied Individualized Learning (SAIL) Lab is a cost-free program mandated by state law for students enrolled in Postsecondary Adult Vocational certificate programs. Students' strengths and weaknesses are identified by the Test of Adult Basic Education (TABE), administered to the student after classes begin, and one-on-one assistance is provided in areas identified as weak.

Each student moves at his/her own pace to reinforce basic skills. Once the student completes all assignments within an area, he/she is retested. Grades are recorded when competency levels set by the state for the certificate program are met.

The SAIL program assists **all** vocational students in reviewing the basic skills of reading, math, and language and can provide tutoring in subject matter areas upon request. The SAIL Lab at Warrington is located in Building 3400, Room 3421, and on the Pensacola campus in Building 1, Room 101.

### COMPUTER LEARNING LAB

The Computer Learning Lab, Building 1, Room 120, offers computer resources for all registered PJC students. In addition to word processing, there are tutorial programs in a variety of subjects, all levels of mathematics, nutrition/wellness, psychology, sociology, English, vocabulary, and reading. Software packages for spreadsheets, graphics and minitab are also available. The lab is equipped with 20 IBM compatible computers, five dot matrix printers and one laser printer. The lab manager, or a student assistant, is available to provide individual assistance to students. There is also a computer lab on the Milton campus located in Building 4400, Room 416.

### STUDENT SUPPORT SERVICES

Student Support Services is a federally-funded program designed to provide academic and personal support to students who meet the financial criteria, and are first generation students. The program is funded to serve 225 students each year and services are free to those accepted into the program.

### READING/WRITING LAB (WALK IN)

Assistance is available to all PJC students in the Reading/Writing Lab, Building 1, Room 124 on the Pensacola campus, Building 3400, Room 3425 on the Warrington campus, and Building 4400, Room 403 on the Milton campus. Walk-ins are welcomed during posted hours and instructors are encouraged to refer students. The following services are offered:

- Reading assistance as needed
- Evaluation and improvement of basic reading skills
- Vocabulary development
- Reading comprehension and rate improvement
- CLAST preparation
- Assistance with paragraph, essay and term papers
- Assignments from any course
- Grammar review
- Computers for word processing
- Tutoring for LIN1670, ENC1101, 1102 and literature courses

### MATH LAB

The Math Lab at Warrington, located in Building 3400, Room 3426, provides free tutoring for all students enrolled at PJC. Math tutoring is offered at all times and tutoring in other subjects may be provided upon request. Similar services are offered at the Milton campus in Building 4400 at times indicated on the posted schedule.

Further information about these programs can be obtained from the Developmental Studies office, Building 1, Room 3, or by calling 484-1185.

### TUTORING INFORMATION

	Building	Room	Telephone
Computer Learning Lab	1	120	484-2008
Computer Lab, Milton	4400	416	484-4468
Learning Enrichment Center	1	131	484-2003
SAIL Learning Lab-Pensacola	1	101	484-2025
SAIL Learning Lab-Warrington	3400	3421	484-2376
Student Support Services	6	609L	484-1817
Disability Support Services	6	603	484-1637
Veterans	2	VA Office	484-1670
Math Lab-Warrington	3400	3426	484-2378
Reading/Writing Lab-Warrington	3400	3426	484-2351
Reading/Writing Lab-Pensacola	1	124	484-1451 484-1194

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## DISABILITY SUPPORT SERVICES

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The Disability Support Services Department is housed in Building 6, Pensacola campus. Students with disabilities at Pensacola Junior College attend mainstream classes and laboratories, and share educational expectations common to all students. To help students succeed in instructional programs, a variety of services are provided. These include but are not limited to orientation to campus facilities, personal and vocational counseling, special classroom arrangements, information and assistance to faculty, coordination

with local community services, referral to community agencies, a collection of braille and taped materials in several subject areas, computer and Kurzweil software program for reading materials and other adaptive equipment. Other services include: special testing accommodations, note taking assistance, and interpreters for the deaf. With advanced notice, the department, can secure textbooks on tape. Assistance can be provided for students who are blind or learning disabled in meeting their course assignments. When necessary, course substitutions can be made pursuant to 240.153 Florida statutes and State Board of Education Rule 6A-10.041. Accommodations for GED, CLAST, and other standardized tests are also available. For more information, please contact the director of Disability Support Services, 484-1637.

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## DIVISION OF VOCATIONAL REHABILITATION

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To serve disabled students attending the college under the auspices of the Division of Vocational Rehabilitation, the Department of Labor has located a branch office on the Pensacola campus, Building 6, Room 659, 484-1660, and on the Milton campus, Building 4100, 983-5341.

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## VETERANS AFFAIRS

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Veterans attending PJC must apply for their veterans benefits through the office of Financial Aid/Veterans Affairs (FA/VA). This office is organizationally a part of Pensacola Junior College and is not an affiliate of the US Department of Veterans Affairs (VA). FA/VA assists all students with their education claims and is charged by this school with the responsibility of meeting all institutional reporting requirements mandated by VA regulations. **Likewise, it is the students' responsibility to inform FA/VA of all changes in their school attendance, i.e. changes in degree objective, number of credit hours pursued, courses taken, etc.**

Important information concerning VA students can be found in this catalog and other materials available in FA/VA.

**APPLICATION.** The student can obtain all necessary VA application forms from FA/VA.

All students who have previously received post-secondary training or education (including military education/training) are required by the VA to have their training evaluated by the Admissions office for credit that may be applied toward their educational objective at PJC. This is required regardless of whether or not VA assistance was received for the prior training or education. A copy of all DD214's must be submitted to the Admissions/Registrars office for military/educational training evaluation. This must be completed and reported to VA within two terms of enrollment or as VA mandates.

**EDUCATIONAL OBJECTIVE.** One of the criteria to receive VA Educational Assistance is the student must be pursuing an approved associate of arts, associate of science, or certificate at PJC. The student must follow the catalog in effect for the academic year the student began the program unless the time between those dates exceeds five years, then the student must follow the catalog effective during the completion year. See Effective Catalog Policy in PJC catalog. Transient students must contact a VA peer advisor for additional requirements.

VA will not pay educational assistance to pursue any A.A. degree if the student has already received an A.A. or bachelor's degree recognized by the state of Florida.

**ADVANCE PAYMENT.** Newly enrolling VA students or those students who did not attend school the previous term may apply for an advanced payment of the education allowance payable to them from the first day of class through the end of the following month. For the VA to consider awarding advanced pay, the properly completed application and certified documentation must be received by the VA Regional Office, Department of Veterans Affairs no earlier than 120 days prior to the first day of class and no later than 30 days before the first day of class. There is no guarantee the VA will be able to process the advance pay request although they receive it in a timely manner.

If advance pay is not requested or processed, students should allow an **average** of eight to ten weeks from the first day of the term for receipt of their first VA check.

**DEFERMENT.** Florida law presently provides for one deferment of tuition and fees per academic year for students training under Chapters 30, 31, 32, or 35 of Title 38, U.S.C. or under Chapter 1606 of Title 10, U.S.C. The deferment is an agreement between PJC and the student; therefore, the student is responsible for making full payment by the due date. The student's obligation to pay is not contingent on the student first receiving his or her VA check. The deferment must be notarized. Consult with staff for proper ID documents.

**ATTENDANCE REQUIREMENTS.** VA students may be withdrawn by their instructors when their absences are excessive as defined under the Attendance Policy found elsewhere in this catalog.

Students under Chapter 30 and all others pursuing a certificate will receive a Verification of Attendance Form from the VA which must be completed and returned to VA to initiate the release of the monthly check.

**REPORTING REQUIREMENTS.** It is the responsibility of VA students to keep FA/VA informed of all changes in their enrollment status by accomplishing the following:

- (1) After registering for classes — leave a copy of the registration schedule with FA/VA.
- (2) After dropping or adding a class — leave a copy of the class change with FA/VA.
- (3) Inform FA/VA of any other changes in school enrollment or attendance.

**RECERTIFICATION.** FA/VA can certify a student to the VA for a maximum of an academic year at a time as long as the student is enrolled at least half-time and is not on active duty. All enrolled VA students should contact FA/VA every June to confirm their desire to be recertified for the next academic year.

**COURSES FOR WHICH THE VA WILL NOT PAY.** Any course not partially fulfilling graduation requirements in the student's approved VA educational objective cannot be certified to the Department of Veterans Affairs (VA) for computation of benefit payments. The following list reflects other types of "non-pay" courses, but is not all-inclusive:

- (1) Repeated courses which have been successfully completed with a grade of "D" or better unless the course is being repeated in accordance with Gordon Rule or PJC graduation requirements. This includes courses transferred in—whether VA benefits were received or not.
- (2) Attempting a remedial course for the fourth time.
- (3) Courses not listed under the student's VA approved program unless the course is a prerequisite/corequisite listed under the course descriptions of the current PJC Catalog or a course substitution is processed and approved before the term begins. The student should follow the PJC program outline listed in the college catalog under which the student plans to graduate.
- (4) Courses offered as open entry/open exit.
- (5) Courses considered excessive electives. This includes credit received for prior training that will count toward an elective requirement whether VA benefits were received or not.
- (6) Remedial courses which are not required by placement test scores.
- (7) Courses taken to fulfill requirements at another institution unless an approved transient authorization is received.
- (8) Courses taken as audit, non-credit, CLEP, or exemption.
- (9) Any course in which the student's final permanent grade is "non-punitive" in nature, i.e. "W" or "N" grade unless VA finds the student received the grade due to mitigating circumstances. See Grades Table section in PJC catalog.
- (10) Courses offered as independent study in a certificate program.

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

**REPEATING COURSES.** A VA student may repeat a course in which he or she receives an "F" or a non-passing grade. However, if a student repeats a course in which he or she has previously received a passing grade, that repeated course will not count toward earning VA education benefits unless the student is repeating a "D" grade in accordance with Gordon Rule or PJC graduation requirements.

**UNSATISFACTORY PROGRESS.** When a VA student fails to meet the school's standards of academic progress, FA/VA is required to advise the VA. See Standards of Academic Progress in the PJC Catalog. The VA student must obtain a PJC Veterans Affairs Unsatisfactory Academic Progress Form and make an appointment with a PJC counselor to have the form completed. The completed form will state the reason for the unsatisfactory academic progress and steps to take to have the unsatisfactory academic progress removed. The form must be returned to FA/VA in order to be certified for the following term. For further information, contact a VA peer advisor.

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

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## ATHLETICS

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**WORKSTUDY.** Students training a minimum of three-quarter time under Chapters 30, 31, 32, 35, or 1606 may apply for the VA Workstudy Program. The qualified and selected student is paid the minimum wage (tax free) by the Department of Veterans Affairs and may work a maximum of 25 hours times the number of weeks in the applicable enrollment period as approved on the Veteran Student Work Study Agreement issued by the VA. For additional information contact FA/VA.

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

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

Examples of common non-standard term courses are all classes offered during PJC summer sessions as well as any courses which are offered during the fall and spring terms which do not begin and/or end on the regular semester dates (Example—Nursing). Contact a VA peer advisor for more information.

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

**NAME/ADDRESS/PROGRAM CHANGES.** Notify FA/VA and the Registrar/Admissions office if you change your name, address, or program.

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

**GRADUATING TERM.** A VA student under Chapters 30, 32, 35 or 1606 may fill-in his/her schedule to pursue up to full-time enrollment during their graduation term only. This procedure can be done only once per program—for exceptions, see a VA peer advisor. A VA student may use any credit hour unit subject except he/she may not repeat a course in which a passing grade was received.

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## FORENSICS

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The word "Forensics" originates from a Greek term meaning to take apart and analyze. Intercollegiate forensics involves the development and use of communication strategies in public speaking, oral interpretation, and debate at the competitive level.

PJC's traveling squad attends several major intercollegiate tournaments each year. Team members should be enrolled in Intercollegiate Forensics (SPC 2594). Any regularly enrolled PJC student in good standing is eligible to participate in the Forensics program. No previous experience is required. Students chosen to travel must have enthusiasm, a positive attitude, a strong work ethic, and the ability to travel occasionally. Scholarships are available to those who qualify.

For more information, contact the Forensics office, 484-1416.

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## LYCEUM

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Music performances, drama, dance, art exhibitions and distinguished speakers are often available free to students, faculty and staff through the PJC Lyceum series. The general public is invited for a nominal fee.

Lyceum is also a one-credit humanities elective class in which students participate in seminars before and after attending Lyceum events. For information, see your counselor or call 484-1800.

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## ART GALLERY

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The Visual Arts Gallery, Pensacola campus, is open to students and the public with a series of changing exhibitions of contemporary art throughout the academic year.

Gallery tours for groups are available by appointment for each exhibition free of charge. Exhibitions can also be viewed for credit through the Lyceum program. For more information, call the Visual Arts Department, 484-2563.

Pensacola Junior College is a member of the National Junior College Athletic Association, Region VIII, and a member of the Florida Community College Activities Association made up of community colleges in the state. Varsity participation on a team representing the college is open to evening and day students from any campus, but is limited to two years of participation.

Students are eligible provided they carry a class load of at least 12 hours of college work or are full-time students in a vocational program and meet the eligibility requirements of both the NJCAA and the FCCAA.

**ATHLETIC SCHOLARSHIPS.** Athletic scholarships covering tuition and general fees 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 club in gymnastics which competes with other clubs. The club is open to all area youth. Participants in the club will register through the Continuing Education registration process.

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

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

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## WSRE

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WSRE, public television for northwest Florida and southeast Alabama, began operations in 1967 under a license granted to Pensacola Junior College by the Federal Communications Commission.

The mission of WSRE is unique: to provide high quality television programming and learning opportunities that enrich the lives of our viewer, encourage appreciation of diversity and richness of culture, and inform citizens of the significant issues facing society.

In the near future, WSRE will experience its most stunning transition yet—digital television (DTV). With DTV, WSRE will be able to simultaneously inform, educate and entertain, and all with high definition in the comfort of your own home.

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## COLLEGE PUBLICATIONS

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The college sponsors several publications devoted to distributing college information or publishing writings authored by students, faculty and staff. With each student publication, there is a faculty advisor who works with students to produce the finished publication.

*The Corsair* is the student newspaper. Editorial authority is vested in its student editor and co-editors, who are selected twice a year by PJC's Student Publications Committee. Thom Botsford, Associate Professor of English and Communications, is the faculty advisor. He may be reached at 484-1431. Scholarships are sometimes available to talented students.

*Green and White* is a weekly employee newsletter published by the Institutional Advancement office. Publication of minutes of faculty and staff organizations are included.

*Half Tones to Jubilee* is a nationally recognized literary journal published annually by the English Department, usually early in the spring semester. English Professor Walter Spara is the senior editor. He is assisted by a panel of student editors.

*Student Activities Calendar* is a monthly calendar of events for all campuses published by the Student Activities office.

*Warrington Campus Comments* is a weekly single page publication from the office of the Provost.

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## PJC WEB SITE

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The Pensacola Junior College World Wide Web site supports the mission of the college by providing its internal and external communities with academic resources and institutional information. The PJC web site serves as a gateway to student services, student activities, courses and workshops, degree and certificate programs, college news, and special events. Designed for interactivity and communication with users, the PJC web site supports and enhances traditional instruction, instructional research and distance learning delivery. In addition, the PJC web site gives remote students access to academic programs and support services.

## OUTSTANDING STUDENT RECOGNITION

**SEMESTER HONORS LISTS.** Two academic honors lists are published at the end of Term I and Term II each year. These lists recognize students who have achieved outstanding grade point averages for the term. To be eligible for the lists, the student must be in good academic standing at PJC according to the standards of academic progress outlined in this catalog.

The Presidents List: Full time students (12 credit hours or more per term) who earn an overall GPA of 4.0 for the term will qualify for the President's List.

The Academic Honors List: Full time students (12 credit hours or more per term) who earn an overall GPA of 3.5 to 3.9 for the term will qualify for the Academic Honors List. Part time students who have completed 20 or more credit hours at PJC and who earn an overall GPA of 3.5 or greater for the term will qualify for the Academic Honors List.

All students who qualify for recognition will receive notification on their grade reports for the semester. Full time students also will receive an academic honors certificate.

**HONORS CEREMONY.** At the annual Honors Ceremony students are recognized for the following categories: Departmental/Program Scholars, Scholastic Achievement, Leadership, and Service.

Departmental/Program Scholar recipients are selected by the individual academic departments in recognition of outstanding performance in the classroom and high test scores on competitive departmental examinations.

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

The Leadership award is based upon participation in service clubs.

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

## PJC POLICE DEPARTMENT

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

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

To assure 24 hour a day assistance for the campus community, PJC Police Department operates 16 hours a day, 7:00 a.m. to 11:00 p.m., Monday through Friday, for the protection of students, staff, faculty, and visitors. Uniformed police officers patrol the campus by marked vehicle, by foot patrol, by buggy, and by bicycle. Police officers carry firearms and have arrest powers. Additionally, uniformed service officers assist in situations that do not call for specific police action. Student assistants, identified by safety vests, also assist with non-enforcement duties. Contract security guards patrol the campus from 11:00 p.m. until 7:00 a.m. on weekends and on holidays.

PJC Police telephone numbers and locations are as follows:

Pensacola Campus Police: 484-2000. On campus, call extension 2000. Located in Building 5.

Warrington Campus Police: 484-2283. On campus, call extension 2283. Located in Building 3330.

Milton Campus Police: 484-4481. On campus, call extension 4481. Located in Building 4000.

Downtown Center Police: 484-1373. Located in Room 305. Cell phone, 572-1563.

Contract security (Vice) on all campuses: (between 11:00 p.m. and 7:00 a.m. weekends and holidays):

Pensacola campus: 484-1549 (cellular telephone)  
436-0673 (digital pager)

Warrington campus: 484-2283 (cellular telephone)  
436-0677 (digital pager)

Milton campus: 484-4481 (cellular telephone)  
436-3587 (digital pager)

Vice office number: 433-4008

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

## CRIME STATISTICS

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

OFFENSE:	1997	1998	1999
Murder	0	0	0
Robbery	1	0	1
Aggravated assault	6	0	7
Burglary	4	8	6
Larceny/Theft	95	74	91
Motor vehicle theft	2	4	2
Forcible sex offenses	1	0	0
Non-forcible sex offenses	5	0	0
Weapons violations	2	0	8
Drug abuse violations	5	3	15
Alcohol violations	1	0	2

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

## OTHER SUPPORT SERVICES

### BUS SERVICES

City bus service is provided to the Pensacola and Warrington campuses. Contact the Escambia County Transit Authority for bus schedules.

### SNACK BAR/VENDING

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

### COLLEGE BOOKSTORES

The college has bookstores on all three campuses to provide textbooks and supplies for sale to students, faculty, staff, and the community. Commissions from the bookstore operations fund scholarships for many PJC students. Books and supplies required for each course are kept in the college bookstores. Textbooks may also be purchased via the web site at <http://stores.efollett.com/eFollett/standard/index.gtml?dirName=pensacola>. In addition to new and used textbooks, the stores also carry PJC imprinted notebooks, imprinted clothes, a large selection of college outline, preparation and reference books, and other assorted supplies.

Refunds on textbooks will be allowed within 10 days from the date of purchase. **A SALES RECEIPT IS REQUIRED.** A full refund is given if books are returned in the same condition as when purchased.

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

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

## HEALTH CLINIC

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

## HOUSING

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

## ALCOHOL/DRUG EDUCATION AND PREVENTION INFORMATION

Recognizing that the use and abuse of mind altering substances represents a serious threat to the college's mission, the college has devoted significant effort to the prevention of these problems.

These efforts include: educational programming, media presentations, curriculum resources, and referral services. For more information, contact the office of the Director of Student Life, 484-1689.

## AIDS POLICY

The Pensacola Junior College AIDS policy is on file in each college department and is available to all students. For additional information on AIDS, contact the Director of Student Life, 484-1689, a trained AIDS educator.

## STUDENT ACTIVITIES AND SPECIAL PROGRAMS

### STUDENT ACTIVITIES OFFICE

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

#### Student Activities Calendar

The Student Activities Calendar is published monthly to promote communication among campus organizations. Information for inclusion on the calendar should be submitted to the campus student activities advisor.

#### AIDS Information

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

#### Posting Student Notices

All notices placed on the various bulletin boards in college buildings must be approved through the appropriate campus Student Activities office prior to posting. No notices are to be posted in locations other than these bulletin boards.

### STUDENT ORGANIZATIONS

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

#### Academic and Departmental Organizations:

- American Association of Family and Consumer Sciences
- Band & Jazz Ensembles
- Biology Club
- Cheerleaders
- Chorale
- Cosmetology Club
- Corsair (newspaper)
- Data Processing Management Association
- Debate/Forensics
- Dental Health Club
- Education Club
- Engineering Club
- Environmental Action Club
- Forestry Club
- Hospitality Management Association
- Humanities Club
- Instrument Society of America
- Medical Assisting Club
- Phi Beta Lambda—Business
- Physics Club

- PJC Entertainers
- Pre-Physical Therapy Assisting
- Radiography Club
- Respiratory Club
- S.A.D.H.A.—Dental Hygiene
- Senior Classical League
- Student Nurses Association
- Student Practical Nurses Association
- Students for a MultiCultural Society
- Zoo Technology Club

#### Honor Organizations:

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

#### Religious Organizations:

- Baptist Student Union
- Wesley Foundation

#### Social and Service Organizations:

- Deafness Awareness Club
- Florida African American Student Association (Black Student Union)
- International Club
- Jared Sparks Historical Society
- Muse League
- Music Society
- Outdoor Recreation
- Photography Club
- Senior Citizens Club
- Student Government Association

### STUDENT HONOR ORGANIZATIONS

#### Phi Theta Kappa

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

PJC has three chapters of Phi Theta Kappa:

- Theta Chi, Pensacola campus
- Beta Alpha Psi, Warrington campus
- Beta Beta Gamma, Milton campus



Phi Theta Kappa allows for many different levels of involvement. The personal rewards and satisfaction derived from membership far outweigh the time contributed to the chapter's success. Pensacola Junior College honors Phi Theta Kappa members in the graduation program at graduation ceremonies where members proudly wear the distinctive gold Phi Theta Kappa stoles and tassels. Phi Theta Kappa membership is displayed prominently on each member's official transcript. Opportunities are available as well for members to apply for Phi Theta Kappa scholarships at various colleges and universities.

Provisional membership is available for PJC students with a 3.5 documented high school GPA but less than 12 credits at PJC. These students are eligible for membership when meeting the above requirements.

### Specific Discipline Honors Organizations

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

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## STUDENT ORGANIZATION GUIDELINES

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

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

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

### OBTAINING CAMPUS CHARTERS

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

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

The advisor will then present the charter request to the Student Government Association (SGA).

The SGA's recommendation for charter and one copy of the organization's proposed constitution will then be forwarded to the college president for review and signature.

### Common Responsibilities

1. To secure one or more approved advisors who either attend meetings or approve in advance the agenda for meetings. An advisor should be present at all meetings held after 5:00 p.m. An advisor may be any individual employed at PJC as an instructor, administrator or career service employee. Student Activities Manuals are available for all advisors in the Student Activities office.
2. To accept all responsibility for organizational financial matters of the individual organization. No action on the part of any organization, collectively or by individual members, shall incur any indebtedness to PJC.
3. To furnish to the Student Activities office a complete list of officers and members. Also, to furnish to this office, within two weeks of the beginning of the spring and fall terms, the time and place of meetings and the name of the advisor(s). Any changes in the organization's constitution or purpose must be placed on file in the Student Activities office.

4. To limit membership to current PJC students maintaining minimum 2.0 grade point averages. Pledges may be inducted on the basis of at least a 2.0 GPA as reported on advisory grades.
5. To drop from membership immediately any member who fails to maintain the required 2.0 GPA.
6. To furnish to the Student Activities office three weeks prior to the end of the spring term a report consisting of the names, addresses and phone numbers of officers for the coming year, and a list of major activities engaged in during the past year.
7. **To refrain from any type of hazing (see the anti-hazing laws).**
8. Any SGA chartered club/organization that sponsors an activity/event on or off the campus must submit a detailed outline of said activity to the appropriate campus Student Activities coordinator a minimum of two weeks in advance of the activity. Each activity is to be approved by the Student Activities coordinator in addition to the club sponsor and the department head of the facility being used (if held on campus). The Student Activities coordinator will meet with the sponsoring organization to discuss their proposed plans and assist with ideas/suggestions to help insure the success of the activity. Again, all of the above must be completed a minimum of two weeks prior to the planned activity. Activity forms are available in the Student Activities office.
9. To complete and return a re-chartering request to the Student Activities office each term.
10. All funded clubs must present one campus-wide event per term I and II as well as other obligations set forth by the Student 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 individual members' right to participate in other campus activities or organizations.
7. Trial of officers or members suspected of violating the PJC Honor Code.
8. Any penalty as set forth in the college statement on student rights and responsibilities. Penalties may be prescribed for organizations by the SGA for infractions of a minor nature in accordance with procedures outlined in the college statement on student rights and responsibilities.

### ORGANIZATION ACTIVITIES

#### Time

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

#### Registered Activities

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

#### Speakers

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

## **Chaperons**

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

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

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## **STUDENT GOVERNMENT ASSOCIATION**

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

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

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

Current copies of the Student Government Association's Constitution are on file in the Student Activities office.

### **Scope of Authority**

The PJC Student Government Association 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 Student Government Association in seeking the opinions and assistance of the general student body on matters of their proper concern.

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

### **To the Student Government Association is delegated the responsibility for:**

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

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

# Student Rights and Responsibilities (Student Handbook)



2000-2001

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# STUDENT RESPONSIBILITIES

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## OFFICE OF STUDENT LIFE

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

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## BASIC STUDENT RESPONSIBILITIES

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

### INTRODUCTION

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

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

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

### STUDENT RESPONSIBILITIES

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

### COLLEGE AUTHORITY REGARDING STUDENTS

1. Under the authority of the State Board of Education (Regulation No. 6A-14.56), the District Board of Trustees of Pensacola Junior College is required to establish policies and procedures governing the behavior and discipline of students.
2. The delegated authority of the college to impose penalties will be asserted when the Code of Conduct as described on page 16 is violated.
3. When the activities of students results in violation of federal, state or local laws, those students who violate such laws will be penalized as prescribed by civil and institutional authorities.
4. Student organizations are also responsible for compliance with the policies set forth in this section.
5. Activities sponsored by the college, including student groups participating off campus in college-sponsored or related activities, shall be subject to supervision by the college.

### POLICY INFORMATION

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

### CLASSROOM ACTIVITY

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

### CLASS ATTENDANCE

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

### DRESS AND APPEARANCE

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

### STUDENT HONOR PLEDGE

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

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

### The following shall be considered infractions of the Honor Pledge:

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

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## STUDENT CODE OF CONDUCT

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

Recognizing that the college has the responsibility of providing an atmosphere within which its students can pursue their respective academic goals and realize the opportunities afforded them by the college conduct governing students enrolled at PJC.

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

- A. Academic cheating or plagiarism;
- B. Furnishing false information (written or oral) to the college with intent to deceive;
- C. Forgery, alteration or misuse of college documents, records, or identification cards;
- D. Assault and battery;
- E. Malicious destruction, damage, or misuse of public property, including library materials, or private property on campus;
- F. Attempted or actual theft, larceny, embezzlement, the temporary taking of the property of another;
- G. Issuing bad checks;
- H. Gambling;
- I. Vandalism;
- J. Disorderly conduct or unlawful assembly;
- K. Participation in hazing: (see anti-hazing policy);
- L. Obscene conduct or public profanity;
- M. Illegal manufacture, sale, possession, or use of narcotics, marijuana, hypnotics, sedatives, tranquilizers, stimulants, hallucinogens, and other similar known harmful or habit-forming drugs and/or chemicals;
- N. Possession or use of alcoholic beverages on campus, on field trips or at other instructional sessions off campus;
- O. Drunkenness or intoxication;
- P. Possession, display or discharge of a firearm, pellet gun, air rifle, or other such weapon. Law enforcement officers attending class on campus may carry a weapon if required to do so by the policies of the law enforcement agency by which such officers are employed;
- Q. Possession, display or use of any dangerous instrument, including, but not limited to, knives, fireworks, explosive chemicals, box cutters and razor blades;
- R. Exhibitionism in the form of nudity or indecent exposure of the person;
- S. Interference with the freedom of movement of any member or guest of the college;
- T. Deliberately impeding or interfering with the rights of others to enter, use or leave any college facility, service, or scheduled activity, or to carry out their normal functions or duties;
- U. Deliberate interference with academic freedom and freedom of speech of any member or guest of the college;
- V. Deliberate disruption of any class, meeting, or college function;
- W. Occupation of any college facility, when unauthorized, through participation in "sit-in," "lie-in," or similar activities;
- X. Failure to comply with directions of college officials or campus Police in performance of their duties and/or failure to identify oneself to one of these persons when requested to do so;
- Y. The active threat of violence against any member or guest of the college;
- Z. Participation in any activity which disrupts or interferes with the orderly process of operation of the college;
- AA. Failure to respond to an administrative summons;
- BB. Extortion;
- CC. Sexual Harassment, Sexual Assault;
- DD. Use of college computers to send, receive or view obscene or sexually explicit messages/pictures.
- EE. Violations of federal and state law, respective county and city ordinances and all college and District Board of Trustees rules and regulations.

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## ANTI-HAZING POLICY

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

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

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

1. Fine up to \$100.00.
2. Withholding of diploma or transcript pending payment of any fine imposed.
3. Probation.

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

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

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

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

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

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

To communicate and implement the college's Anti-Hazing Policy, the following actions shall be taken.

1. Each college organization advisor shall be given a copy of the college's Anti-Hazing Policy and shall be charged with the responsibility of informing the organization of the adoption of this policy.
2. Each college organization shall be required to incorporate the college's Anti-Hazing Policy in its bylaws and to submit a copy of its revised bylaws to the Student 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 any 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.

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## CHILDREN ON CAMPUS

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1. Individuals who are not registered may not attend classes or labs unless expressly authorized to do so by the appropriate administrator.
2. Individuals who bring children to campus are responsible for their supervision at all times. College officials are to contact a parent or other party responsible for children left unattended on campus and inform them that children must be properly supervised while on campus.
3. Administrators and faculty members have the authority to enforce these guidelines.
4. Individuals who bring children to campus and refuse to abide by these guidelines are to be referred to the chief Student Affairs officer on the appropriate campus.
5. No children are permitted in labs, shops, clinical areas, or any area where potential hazards exist, with the exception of children directly involved in the instructional process (e.g., as patients in the Dental Clinic or observed children in the Child Care Lab).

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## TRESPASSING

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- I. Any person who:
  - A. (1) Is not a student, officer, or employee of the college; or  
(2) Does not have legitimate business on the campus, nor any other authorization, license, or invitation to enter or remain upon college property; or  
(3) Is not a parent, guardian, or person who has legal custody of a student enrolled at the college; or
  - B. (1) Is a student currently under suspension or expulsion; or  
(2) Is an employee who is not required by his or her employment by the college to be on the campus or on any other facility owned, operated, or controlled by the governing board of the college and who has no lawful purpose to be on such premises; and who enters or remains upon the campus or any other facility owned by the college, commits a trespass upon the grounds of the college and is guilty of a misdemeanor of the second degree, punishable as provided by s. 775.082, s. 775.083, s. 775.084 of the Florida statutes.
- II. The chief administrative officer of the college, or any employee thereof designated by the chief administrative officer to maintain order on such campus or facility, who has probable cause to believe a person is trespassing upon college grounds in violation of this section, may take such person into custody and detain him or her in a reasonable manner for a reasonable length of time pending arrival of a law enforcement officer.

Such taking into custody and detention by an authorized person shall not render that person criminally or civilly liable for false arrest, false imprisonment, or unlawful detention. In the event a trespasser is taken into custody, a law enforcement officer shall be called to the scene immediately after the person is taken into custody.
- III. 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 for believing has committed the offense of trespass upon the grounds of the college. Such arrest shall not render the law enforcement officer criminally or civilly liable for false arrest, false imprisonment, or unlawful detention (board policy 14.56{19}).

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## STUDENT MOTOR VEHICLE REGULATIONS

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### REGISTRATION

1. All students and employees operating motor vehicles on any Pensacola Junior College campus must register their vehicles at the time of class registration, or upon employment. Register in the PJC Police Department on any PJC campus.
2. Registered vehicles will be issued a PJC parking decal. To obtain a decal, the student must present a current student identification card (or receipt for fees paid) and a current vehicle registration. Employees must present a PJC ID or a copy of their contract, as well as their vehicle registration. There is no charge for parking decals. Vehicle registration procedures apply to part-time as well as full-time students and employees.

3. The decal shall be permanently affixed to the rear window (right side) or rear bumper (right side) so that permit is clearly visible from behind. Motorcycles and similar vehicles shall display the permit on the rear of the vehicle so that it is clearly visible from behind.
4. If a decal is lost, becomes illegible, or invalid due to expiration, it is the student's and employee's responsibility to immediately register the vehicle.
5. Decals are non-transferable.
6. The person who registered a vehicle, and was issued a decal for it, is at all times responsible for that vehicle, regardless of who is driving the vehicle. If the vehicle is sold, the decal should be removed.
7. Parking decals are subject to revocation by the Administration in the event of repeated violations of campus parking and traffic regulations.
8. Handicapped parking will be by decal issued by the state of Florida only. Contact the PJC Police Department for additional information.

### PARKING REGULATIONS

1. Backing into or pulling through campus parking spaces is prohibited. The vehicle decal displayed on the rear of the vehicle must be visible from parking lot throughways at all times.
2. Student parking decals allow parking in all unmarked areas and in areas with a white curb. Other curb colors are reserved as follows: Green Curb—employee parking; Red Curb—visitor parking; Blue Curb—handicapped parking.
3. Reserved spaces are restricted Monday through Friday, 7:00 a.m. to 5:00 p.m. Handicapped parking spaces are reserved at all times.
4. If it is necessary to drive an unregistered vehicle on campus, contact the office where you received the decal. They will issue a temporary parking decal.
5. Visitors spaces are reserved for non-student, non-employee visitors.
6. If overnight parking is necessary, please notify the PJC Police Department.

### TRAFFIC REGULATIONS

1. No person shall willfully fail or refuse to comply with any lawful order or direction of any Police Department employee with authority to direct, control, or regulate traffic.
2. Police Department employees shall place traffic control devices (signs, signals, markings), in compliance with state laws and city ordinances, as is deemed necessary for the safe regulations of traffic. No one will willfully fail or refuse to comply with such a traffic control device. No one will alter, deface, injure, knock down, or remove traffic control devices.
3. All drivers shall operate their vehicles in accordance with the traffic laws of the state of Florida while on Pensacola Junior College campuses.
4. No person shall drive a vehicle at a speed greater than is reasonable and prudent under the actual and potential hazards then existing, regardless of the posted speed limit. **The speed limit on College Boulevard, Underwood Drive, and Airport and 12th Avenues is as posted. Congested areas and bad weather may require slower speeds. The speed limit in all campus parking lots and on all service or access roads is 10 MPH.**
5. The driver of any vehicle involved in an accident resulting in injury or death of any person, or damage to the property of another, shall immediately stop the vehicle at the scene of the accident and remain there until the requirements below have been fulfilled:
  - The driver shall render any aid possible to any person injured, including arranging for transportation of injured person to a hospital.
  - The driver shall give his or her name and address, and the identification number of his or her vehicle, and shall, upon request, exhibit his or her driver's license to an officer of the PJC Police Department and/or to the person struck.
  - The driver shall immediately notify the PJC Police Department and shall remain at the scene of the accident until an investigation is complete.
  - If the accident involves a collision with an unattended vehicle, the driver shall immediately stop and notify the PJC Police Department.

## OTHER REGULATIONS AND PROVISIONS

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

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## FUNDRAISING ACTIVITIES

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

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

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

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

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

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## SPEECH AND PUBLICATION GUIDELINES

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### Guest Speakers

The freedom of speech and assembly guaranteed by the First and Fourteenth amendments of the United States Constitution shall be enjoyed by the students of PJC including the opportunity to hear off-campus or outside speakers on the college campus. Free discussions of subjects of controversial nature shall not be curtailed.

Students at PJC are expected to accept fully the responsibilities that accompany the freedoms of speech and assembly which they enjoy. When inviting an outside speaker, a student organization is charged with the responsibility of making a choice that reflects the students' genuine concern for the best interest and welfare not only of their own organization but of the college and the community as well.

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

1. A request to invite an outside speaker will be considered only when made by an organized student group recognized by the college.

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

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

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

### Public Address Area

1. Students, faculty, administration, staff or non-students may use the address area for free speech, advocacy and recruiting any time the college is officially in session. The area used for this purpose on the Pensacola campus is defined as the triangle directly in front of the Student Center, referred to as the "stump" area and bounded by the sidewalks. This area is identified on the campus map and does not include the sidewalks, which are used as boundaries. The "address area" on the Warrington campus is on the grass at the south side of the west entrance to Building 3600.
2. Although no prior request for use and/or platform need be made for extemporaneous expression, individuals reserving the use of the platform have priority.
3. When reservations are made for use of the platform, they will be made on a first-come, first-served basis by the District Student Activities office.

- Individuals using the speaker's platform 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 Provost or his/her designee may reasonably regulate such activity.

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

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

The President or his/her authorized designee may prohibit the distribution on campus of any material or publication or the showing on campus of any films containing obscene or defamatory matter, or containing matter which the President or his/her authorized designee reasonably believes would incite others to take action which would substantially disrupt or materially interfere with school activities. Should the President

prohibit the distribution of any film on campus, the student or recognized student group thereby aggrieved shall, upon written application to the President or his/her authorized designee, obtain a hearing within two days following the filing of the appeal before the Student Relations Panel. The appeal procedure shall be the same as provided in the case where the President denies a student organization's request to invite an outside speaker to appear on campus.

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

- All posting must be approved by the Student Activities office (Pensacola)/Student Services office (Milton and Warrington).
- Posting includes: 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 (2) weeks prior to any club/organization, or PJC sponsored event including athletics, intramurals, homecoming, mid-term, organization week, and various elections.
- Posting outlined in Number 2 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 (1) school day after the event has taken place. It is the responsibility of those putting up the posting to take it down.

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## **STUDENT RIGHTS**

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### **BASIC STUDENT PROCEDURAL DUE PROCESS RIGHTS**

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In the administration of College policies and procedures, the fundamentals of basic due process shall be observed in the hearing and resolving of serious student complaints and in the adjudication of alleged student violations of those policies and procedures.

Procedural rules shall be informal in nature and structured along basic fundamentals of fair play. Any decision by a college judicial body having original jurisdiction (Traffic Appeals Court, Director of Student Life, or office of the Provost) may be appealed to an appropriate higher judicial body as specified in the rules of that judicial body and in the "Appeals" and "Petition for Review of an Appeal" sections which follow.

#### **Procedural Rights for Violations of the Student Code of Conduct**

A student accused of violating the Code of Conduct shall be entitled to the following procedural rights in any formal hearing. Procedural rules established for the college judicial body reviewing the alleged infraction shall also apply.

- Written notification of the alleged violation, specifying the rule, regulation or section of the Code of Conduct involved.
- Written notification of the time and place of the hearing, mailed to the student at the last known address (by certified mail with return receipt requested), at least 5 days in advance of the hearing; or delivered to the student at least 72 hours in advance of the hearing. The notice may be included in the notice of alleged violation mentioned in (1.) above.
- The student shall be entitled to appear in person and to present his or her defense to the judicial body and may call witnesses in his or her behalf. If the student does not appear and has not provided satisfactory justification to the judicial body for non-appearance, the hearing shall be held in the student's absence.
- The student shall be entitled to be accompanied by counsel of his or her choice. Student must notify the Director of Student Life a minimum of five days in advance of the hearing if counsel will be present.

- The student shall be entitled to testify or remain silent and to cross-examine, either directly or through counsel, any witnesses who may testify against the student.
- If the judicial body determines that the student is guilty of the charges brought, the student shall be advised of the right to appeal the decision of the judicial body. The foregoing shall serve as procedural guidelines with respect to the conduct of formal hearings before a judicial body having original jurisdiction or when the student is granted a hearing de novo on appeal. The Director of Student Life or his or her designated representative may also conduct an informal hearing. At such an informal hearing, the student shall be advised, verbally or in writing, of the charges against him or her and the basis of the accusations. The student shall be given an opportunity to explain his or her version of the facts. Such informal hearings may be held immediately after the Director of Student Life or his or her designee is advised of the charges against the student. If a student's presence on campus poses a continuing danger to other persons or property, or an ongoing threat of disruption to the academic process, the student may be immediately removed from campus by the Director of Student Life or his or her designated representative. In such cases, written notice of the charges against the student and of the date and time of a hearing of such charges shall be sent to the student, or to his or her parents if the student is a minor, within 24 hours after student's removal from campus. The hearing shall be scheduled within 72 hours after the student's removal.

#### **Appeals**

The procedure provided below shall be followed by any student desiring to appeal the decision of a judicial body following an original hearing.

- All appeals shall be submitted in writing, within 10 days of the handing down of the decision appealed, to the next highest judicial body, as provided above under the judicial structure.
- The notice of appeal shall state the reasons for the appeal.
- The appellate body shall review all evidence available from the previous hearing, together with the student's written statement.



4. The appellate body may affirm the decision appealed; remand the case for further hearing by the judicial body rendering the decision appealed; reverse the decision and find the student not guilty; find the student guilty, but reduce the penalty imposed; or grant the student a hearing de novo before the appellate body.
5. Should the appellate body grant the student a hearing de novo and the student is found guilty, the appellate body shall not impose any greater penalty than the penalty imposed in the decision which the student has appealed.

#### **Petition For Review of an Appeal**

Any student may petition the President of PJC for review of any appellate decision adverse to the student by following the procedure provided below:

1. The student shall petition the President in writing, within 10 days of the date of the appellate decision, for review of the proceedings and findings of the appellate and original judicial bodies. The petition is to be filed with the President within the aforesaid period of 10 days.
2. The petition shall state in brief form the background of the case, the evidence presented at the original hearing, the findings of the judicial body having original jurisdiction, the decision of the appellate body, and the student's reasons for petitioning the President for review of the case.
3. The President shall consider the petition and determine from its contents whether the case should be reviewed.
4. If the President determines that the case should be reviewed, he or she shall then consider all evidence available from the previous hearings.
5. After reviewing the case, the President may affirm the appellate decision; remand the case for further hearings by the judicial body rendering the original decision; reverse all previous decisions and find the student not guilty; find the student guilty but reduce the penalty imposed; or direct the appellate body to reconsider the case.

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## **COLLEGE JUDICIAL BODIES**

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#### **Traffic Appeals Court**

1. **Jurisdiction.** The Traffic Appeals Court shall have original jurisdiction over all appeals by any student of alleged violations of the Student Motor Vehicle Regulations.
2. **Composition.** The composition of the Traffic Appeals Court shall be as provided for in the Constitution and bylaws adopted by the campus Activity Board.
3. **Procedures.** The Traffic Appeals Court shall adopt rules of procedure for the hearing of cases over which it has jurisdiction.
4. **Penalties.** If a student is found guilty of violating a Student Motor Vehicle Registration, the Traffic Appeals Court shall impose the penalty for such violations as set forth by the Department of campus Police in the student traffic and parking regulations (see "Student Motor Vehicle Regulations").
5. **Appeals.** If a student is found guilty by the Traffic Appeals Court, he or she may petition the Director of Student Life for review of the decision.
6. In the absence of Traffic Court, the Director of Student Life will resolve traffic ticket appeals.

#### **Director of Student Life**

1. **Jurisdiction.** The Director of Student Life shall have original jurisdiction over all cases involving an alleged violation of the Code of Conduct and any rules and regulations established by the District Board of Trustees.
2. **Referral.** Cases involving alleged violations of a College rule or regulation may be referred to the Director of Student Life by any student, faculty member, member of the administration or campus Police.
3. **Penalties.** The Director of Student Life or his or her designated representative, after conducting an informal or summary hearing in which the student is given an opportunity to be heard, may:
  - Suspend a student for up to ten (10) school days;
  - Give a formal reprimand and/or place the student under conduct probation with conditions;
  - Assign campus service hours;
  - Refer the student to the Provost for a formal hearing of the charges;

4. **Appeals.** If a student is found guilty by the Director of Student Life, he or she may appeal the decision to the appropriate office of the Provost.

#### **The office of the Provost**

1. **Jurisdiction.** The appropriate office of the Provost shall have appellate jurisdiction over all cases involving an alleged violation of rules and regulations established by the District Board of Trustees and original jurisdiction in all cases referred to it without hearing by the Director of Student Life.
2. **Hearing Procedures.** In the case of a formal hearing, the Provost will chair a one-time panel comprised of three students and three faculty members, none of which shall have any direct connection with the parties involved. A formal hearing panel will then convene within 10 working days to hear testimony from all parties. The panel members will then meet in closed session and decide (via secret ballots by simple majority) the guilt or innocence of the student and penalties if found guilty.
3. **Penalties.** After hearing a case in which the student is found guilty of violating a college rule or regulation, the hearing panel may impose the following penalties:
  - Formal reprimand.
  - Conduct probation.
  - campus service hours.
  - Suspension from the college.
  - Expulsion from the college.
4. **Appeals.** If the student is found guilty by the formal hearing panel of violating a College rule or regulation, he or she may appeal the decision to the President.

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## **STUDENT GRIEVANCE PROCEDURE**

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The purpose of the grievance procedure is to provide, at the lowest possible level, a means to mediate a fair and equitable solution to any complaint other than grade disputes (including Title IX and Section 504) that a student may have with a faculty member. If the grievance involves any alleged discrimination or harassment, the student may consult with the Director of Human Resources and E.A.E.O. This procedure will not involve itself in any dispute in which the student is accused of a violation of the honor pledge or infraction of any rule or regulation governing the conduct of students, as set down by the Institution.

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

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

#### **Informal Procedure**

- I. Within one calendar week of the incident, the student should discuss the grievance with the faculty member to attempt to resolve the problem.
- II. Within one calendar week, if the complaint is not resolved, the student should discuss the grievance with the appropriate Department Head.
- III. Within one calendar week, if the complaint is still not resolved, the student should discuss the grievance with the appropriate Dean.
- IV. Within one calendar week, if the complaint is still not resolved, the student should discuss the grievance with the campus Provost.
- V. Within one calendar week, if the complaint is still not resolved, the student should discuss the grievance with the Director of Student Life.

#### **Formal Procedure**

- I. If, as a result of informal discussion, the grievance is still unresolved, the student may file a Formal Grievance Petition by outlining the grievance in writing on a prescribed form available from the Student Life office on the Pensacola campus, Room 510.
- II. Within one calendar week of filing of the formal grievance, the Director of Student Life shall transmit the completed Formal Grievance Petition form and documentation to the Student Faculty Relations Panel.

- III. The Student-Faculty Relations Panel will schedule a hearing within two calendar weeks of the petition filing. The student will receive notification at least 5 days in advance of the grievance hearing, and should appear at the hearing to present information and to call witnesses. Information and testimony in the hearing are limited to the scope of the complaint and the information provided during the informal process in steps I-V above. If additional information or witnesses are proposed, the process will revert to step V.
- IV. It is agreed that each party of a grievance shall furnish the other with any information in his or her possession which may be legally released and is necessary for the processing of grievances or complaints.
- V. The Student Faculty Relations Panel will recommend a solution to the complaint to the President, in writing, within one calendar week after the hearing.
- VI. The President or his or her designee will provide a written decision to the student within two calendar weeks of the receipt of the panel's recommendation.
- VII. No reprisals of any kind shall be taken against any student for participation in any grievance.
- VIII. Nothing in this procedure shall be construed to deny to any student any rights or benefits guaranteed by law.
- IX. A grievance may be withdrawn at any level by the student filing the grievance.
- X. All documents, forms, communications, and records dealing with a grievance shall be filed separately from the permanent record files of the participants. A copy of the formal grievance and its final disposition will be filed in the office of the Director of Student Life.
- XI. The student shall be entitled to be accompanied and advised by counsel or other representative, but they may not participate in the hearing.
- XII. All hearings are closed

**Grade Disputes**

- I. The Director of Student Life is to be contacted for proper procedures to be followed for resolving grade disputes at 484-1689, or come by Room 510 in the Pensacola campus Student Center, Building 5.

Admissions  
Regulations  
Graduation



2000-2001

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# ADMISSIONS

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## GENERAL CONDITIONS OF ADMITTANCE

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

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

Individuals desiring to enter Pensacola Junior College should obtain application forms from the District Office of Admissions and Registration. The completed application should be filed well in advance of registration and any deadline established by the College. The specific requirements for admission may be found in the following sections.

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## I. ELIGIBILITY FOR COLLEGE CREDIT AND VOCATIONAL CREDIT

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### A. ENTRANCE REQUIREMENTS

#### 1. Associate of Arts and Associate of Science Programs

- a. Applicants who graduate from a Florida public school with the Standard High School Diploma, the College-Ready Diploma, or the International Baccalaureate Diploma are eligible for admission into associate degree programs, vocational credit certificate programs, and college credit certificate programs.
- b. Applicants who earn a high school diploma from any non-accredited high school, a high school diploma from a high school outside of the State of Florida, or a diploma issued at the completion of a high school correspondence program are eligible for admission into associate degree programs, vocational credit certificate programs, and college credit certificate programs.
- c. Applicants who complete high school through a home education program (home school) are eligible for admission into associate degree programs, vocational credit certificate programs, and college credit certificate programs.
- d. Applicants who earn the General Educational Development (GED) high school equivalency diploma are eligible for admission in associate degree programs, vocational credit certificate programs, and college credit certificate programs provided the examination for the diploma was administered in the English language.
- e. Applicants who have not met the criteria in (a) through (d) above but have satisfactorily completed the equivalent of one full-time semester of coursework at a regionally accredited postsecondary institution other than Pensacola Junior College where admission into that coursework was permitted without high school graduation or its equivalent are eligible for admission into associate degree programs, vocational credit certificate programs, and college credit certificate programs.
- f. Applicants who graduate from a Florida public school with the Certificate of Completion or the Special Diploma will not be considered graduates for admission purposes. See (g) and (h) below.
- g. Applicants who are at least 18 years of age and have not met the admissions criteria in (a) through (e) above may be admitted provisionally into college credit, vocational credit, and/or college preparatory credit courses as a Special Student. The non-graduate Special Student will be encouraged to earn the GED diploma during the first term of enrollment in credit courses. However, the non-graduate Special Student will be permitted to earn 15 credits in this status, and the GED diploma will be required for enrollment beyond the 15th credit.
- h. Currently enrolled high school students may be eligible to participate in approved accelerated education programs known as Dual Enrollment or Early Admission. The student must secure approval from the high school principal or designee, and the high school may elect to award high school units for any credit courses taken. (See 4 below.)

- i. Applicants entering from other accredited colleges or universities are eligible for admission into associate degree programs, vocational credit programs, and college credit programs. If the college transcript is not available at the time of registration, the student will be permitted to register without placement testing. However, all transcripts must be received during the first term of enrollment. If the transfer student has satisfactorily completed college-level courses in English, mathematics, and algebra with grades of "C" or better, the transfer student will not be required to satisfy the placement testing requirement. Students transferring in from other public Florida colleges or universities with college preparatory courses in English, mathematics, and algebra with grades of "C" or better will not be required to submit placement test scores. Remedial coursework from colleges or universities outside of Florida will not be accepted in lieu of placement test scores. Coursework from non-accredited colleges and universities will not be accepted. Students earning credits at non-accredited institutions will be offered the opportunity to challenge course content through the Department Exemption Examination procedures.
  - j. The transient student is defined as one who (1) is regularly enrolled as a full-time degree-seeking student at another accredited college or university, and (2) plans to return to that college or university after enrolling in a course or courses at PJC. The transient student is not eligible for automatic enrollment as a degree-seeking student at PJC but must be eligible for immediate return to his/her previous college or university. Transient students are exempt from any placement testing for enrollment in a PJC course provided the student's primary college or university indicates permission to enroll in that particular course.
  - k. Applicants possessing the baccalaureate degree or a higher degree are eligible for enrollment in any course unless that course has restricted admission; i.e., a course which is part of a limited access program. Transcripts and placement testing are not required.
  - l. Senior Citizens, individuals aged 60 or over, are eligible for enrollment in any course unless that course has restricted admission, i.e., a course which is part of a limited access program. Transcripts and placement testing are not required unless the Senior Citizen is pursuing an associate degree.
  - m. Applicants who are at least 18 years of age, not currently enrolled in any school system, and not seeking a degree or certificate may be admitted as non-degree seekers and permitted to enroll in credit courses without providing transcripts or placement test scores. The placement test will be required if the student enrolls in an English, mathematics, or algebra course, or any course requiring a placement test score.
- #### 2. Vocational Program Admissions
- Applicants who are at least 16 years of age, legally withdrawn from a regular school system, and have not met the admissions criteria in (a) through (d) above may be admitted into vocational credit programs and courses with the exception of those vocational programs requiring high school graduation or its equivalent. These non-graduate students will be encouraged to earn the GED diploma during the first term of enrollment in vocational credit courses. Enrollment for these non-graduate students will be limited to vocational credit courses.
- #### 3. Special Student Admissions
- a. Applicants who are at least 18 years of age, not following a program of study, and not planning to earn a degree from the college may enroll as Special Students.
  - b. A Special Student is permitted to earn 15 credit hours. After the Special Student earns 15 credit hours, an adjustment to the enrollment status is required. If the Special Student declares a degree or certificate program (major), academic documents must be submitted and all other admissions requirements must be satisfied.
  - c. High school and/or college transcripts are not required for admission as a Special Student but may be required before enrollment in certain college credit courses.
  - d. Other limitations or exceptions with respect to financial aid, veterans benefits, counseling, and advisement may pertain to this classification of admission.

- e. Any applicant admitted as a SPECIAL STUDENT may change to degree-seeking status by requesting a change through the Admissions/Registration office and completing all admission conditions.

#### 4. Dual Enrollment/Early Admission

High school students with the permission of the high school principal may enroll in credit courses. The high school may elect to award high school units for any credits earned and use these toward meeting the requirements for high school graduation. An Early Admission/Dual Enrollment Approval Form completed by the principal will be required every term of enrollment.

#### 5. Transfer Students

Students who have earned credit from a regionally accredited college or university must request official transcripts from each institution. These official transcripts must be sent directly from the issuing institution to the District Office of Admissions and Registration.

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

PJC will not release copies of transcripts from other schools or colleges. If an applicant needs a copy of previously earned credits, a student copy should be requested in addition to the official copy for PJC.

PJC will evaluate previously earned credits for possible transfer. The Transfer Evaluation Report will be mailed to the student and will indicate the courses accepted for transfer credit.

If a transcript is not available at the time of the student's first registration, registration will be permitted. However, all transcripts from other colleges must be received and evaluated during the first term of enrollment. If the transfer student has completed acceptable college-level courses in English, mathematics, and algebra with a grade of "C" or better, the testing requirements may be waived. If a student has not completed acceptable coursework in these subject areas or if satisfactory scores are not available from SAT or ACT by the end of the first term of enrollment, the PJC placement examination will be required.

#### 6. Transient Students

Students enrolling in a course or courses at PJC with the intention of transferring these courses to another institution must submit the regular application form as well as a Transient Approval Form. The Transient Approval Form should indicate the course(s) approved by the transient student's home institution. This form will be required each term of enrollment. Transient students are not subject to PJC's placement testing requirements.

#### 7. College Graduates

Applicants possessing the bachelor's degree or a higher degree will not be required to submit transcripts unless seeking a degree from PJC. If the college graduate is seeking a degree, the transcripts must be sent directly to the District Office of Admissions and Registration from each institution attended.

Placement testing usually is not required for the applicant possessing a bachelor's or higher degree.

#### B. Testing

Placement testing is required of all first-time-in-college degree-seeking students. Skill assessment via the Test of Adult Basic Education (TABE) is required of some credit students and students enrolling in post secondary adult vocational certificate programs (See Placement Testing section of this catalog.)

#### C. Limited Access Programs

Special standards and procedures are established for admissions to certain programs: Registered Nursing, Dental Hygiene, Dental Assisting, Licensed Practical Nursing, Nursing Assistant, Health Unit Coordinator, Cosmetology, and most Applied Health Programs. (See Programs of Study section of this catalog.)

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## II. APPLICATION FORMS AND ACADEMIC CREDENTIALS FOR COLLEGE AND VOCATIONAL CREDIT

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All application forms and academic credentials should be on file well in advance of registration. Students with incomplete admissions files will be granted provisional admission for the initial term at PJC to permit registration in credit courses. However, registration in succeeding terms may be denied. PJC transcripts or other data will not be released to students with incomplete admission files.

#### A. APPLICATION

New students must submit the completed application form well in advance of registration. Students who have not attended credit courses within the previous 12 months must update their permanent record by submitting the application form and residence statement.

New students will be assessed a \$30 nonrefundable application fee; this fee must be submitted with the application for admission.

#### B. RESIDENCE STATEMENT

An applicant claiming Florida residence for tuition purposes must file a written statement that he/she is entitled to classification as a resident under the terms and conditions prescribed for residents. Applicants not eligible for classification as a resident for tuition purposes and those who are legal residents of another state must complete the Residence Statement indicating their status. (See Section III, Definition of a Florida Student.)

#### C. EDUCATIONAL RECORDS

##### 1. Freshmen Students

- a. An official high school transcript showing the date of graduation is required.
- b. If the freshman student did not earn a standard high school diploma from a regionally accredited high school but earned the GED diploma, an official score report showing the diploma issue date is required.

##### 2. Transfer Students

- a. An official high school transcript showing the date of graduation is required. If the student did not graduate from high school but earned the GED diploma, an official score report showing the diploma issue date is required.
- b. Transcripts from each college and/or university attended will be required.

##### 3. Limited Access Program Applicants

- a. High school transcripts or the official GED report will be required as indicated in 1(a)(b) above.
- b. Transcripts from each college and/or university attended will be required.
- c. Transcripts must be on file in the District Office of Admissions and Registration well in advance of any application deadline for that program.

##### 4. Special Students and Non-Degree Seekers

Transcripts may not be required for the individual who has requested classification as a special, or non-degree seeking student.

##### 5. College Graduates

Transcripts will not be required for the individual who has earned a bachelor's degree or a higher degree unless he/she is seeking a degree from Pensacola Junior College.

##### 6. Transient Students

Transcripts will not be required for the student returning to another institution after enrollment in a course or courses at PJC. However, a Transient Approval Form from the student's home institution is required each term of enrollment at PJC.

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## III. DEFINITION OF A FLORIDA STUDENT FOR FEE PURPOSES

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PJC students will be classified as Florida residents or non-Florida residents for tuition assessment purposes. The criteria for establishing residence for tuition purposes are established by Florida Statute.

The law basically allows a United States citizen or permanent resident alien to be classified as a Florida resident if the student or dependent student's parent/legal guardian HAS BEEN A LEGAL RESIDENT OF FLORIDA FOR AT LEAST 12 CONSECUTIVE MONTHS PRIOR TO THE FIRST DAY OF CLASSES OF THE TERM FOR WHICH CLASSIFICATION AS A RESIDENT IS DESIRED. Living in Florida or attending school in Florida does not, in and of itself, establish residency for tuition purposes.

Any student who is 23 years of age or younger will be considered a dependent student, and the student's residence status will be based on the residence status of the parent or legal guardian. The Residence Form shall be completed by the parent or legal guardian. If a student who is 23 years of age or younger can provide documentation that he/she is no longer considered a dependent for Internal Revenue purposes, the student will be considered independent and the Residence Form may be completed by the student.

**Note:** A dependent student is any student who is eligible to be claimed as a dependent for Internal Revenue purposes.

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

1. Persons married to legal Florida residents who intend to make Florida their permanent home.
2. Active duty members of the United States military stationed in Florida (spouse and dependent children included).
3. Active duty members of the United States military not stationed in Florida whose home of record or state of legal residence certificate (DD2058) is Florida (spouse and dependent children included).
4. Full-time instructional and administrative personnel employed by the State public school system, community colleges and institutions of higher education (spouse and dependent children included).
5. A dependent child who has resided with a legal resident adult relative for at least five years.
6. Persons who were enrolled as Florida residents at a Florida institution of higher education, but who abandon Florida residency and then re-enroll in Florida within 12 months of the abandonment.
7. Latin American/Caribbean Scholars.
8. United States citizens living on the Isthmus of Panama who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch (spouse and dependent children included).
9. Full-time employees of state agencies or political subdivisions of the State when the student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training.
10. Qualified beneficiaries under the Florida Pre-Paid Postsecondary Expense Program as provided in Florida Statute 240.551(7)(a).

When claiming Florida residence by virtue of one of these exceptional categories, documentation shall be submitted to verify eligibility.

Copies of Statutes and additional procedural information relative to residence classification is available in the District Office of Admissions and Registration.

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## IV. INTERNATIONAL STUDENTS

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The international student applicant should begin the admissions process at least three months prior to the beginning of any college semester. International mail delays, transcript verifications, international monetary transfers, consular appointments, travel, housing and advisement/testing requirements must be anticipated many months in advance of enrollment at the college.

The credentials of an applicant from a foreign country are evaluated in accordance with the general regulations governing admission of freshmen and transfer students as well as guidelines established by the American Association of Collegiate Registrars (AACRAO) and the National Association of Foreign Student Advisors (NAFSA). Required application papers and credentials should be on file three months before the term for which the student wishes admittance. These forms and credentials include:

### A. INTERNATIONAL STUDENT APPLICATION

### B. TRANSCRIPTS

Official copies of all secondary school records in the original language and, when applicable, accompanied by a certified translation in the English language.

Educational credentials from other countries will be reviewed for applicable post-secondary credit by World Education Services, Inc., or an outside credentials evaluation agency recognized by the American Association of Collegiate Registrars and Admissions officers (AACRAO) and the National Association of Foreign Student Advisors (NAFSA). Fees associated with this service will be paid by the student directly to the evaluation agency, and PJC will not be involved in the financial transaction.

### C. FINANCIAL SUPPORT

An official statement from the applicant's (or sponsor's) bank or other financial institution or government agency verifying the availability of sufficient funds for tuition, matriculation, books, living expenses, etc., must be submitted.

### D. LANGUAGE PROFICIENCY

For those whose native language is not English, official results of the Test of English as a Foreign Language (TOEFL) with a minimum score of 500 is required. Students completing Level 109 at an official English Language Center may be considered.

### E. MEDICAL INSURANCE

Health insurance with hospitalization coverage is required. This insurance should be obtained prior to the international student's first registration.

When all admissions documents, academic credentials, and test results are on file and meet minimum standards for the college, an acceptance letter will be sent along with the U.S. Immigration Form I-20, The Form I-20 is the document required to obtain the Student (F-1) Visa.

International students should consult with the Foreign Student Advisor and present his/her student visa and evidence of health insurance before registration.

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## V. ELIGIBILITY FOR ADULT HIGH SCHOOL

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An applicant may be admitted to the high school level program if he/she meets the following eligibility requirements:

- A. The applicant must be an adult as defined by Florida School Law (16 years of age). No exception is made to this age requirement.
- B. Students under 18 years of age who withdraw from Escambia County public schools must have permission (and a withdrawal form) from the Dropout Prevention Coordinator at the George Stone Vocational-Technical Center. Withdrawal documents must be submitted by students of Santa Rosa County schools.
- C. The student must be capable of profiting from the instruction as determined by standardized tests and/or other appropriate criteria.
- D. The applicant should bring an official transcript from his/her previous high school (in a sealed envelope) for appropriate placement in courses. If the official transcript is submitted at the time of application and is in a sealed envelope, that document will be accepted for admissions purposes. Otherwise, the student must request an official transcript to be sent from the high school directly to the District Office of Admissions and Registration.
- E. Students who have been suspended or expelled from Escambia County or Santa Rosa county school districts may be denied admission to the Adult High School program. Also, students placed in alternative programs by these school districts may be denied admission to PJC Adult High.

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## VI. ENROLLMENT PROCEDURES FOR ADULT HIGH SCHOOL

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### A. APPLICATION PAPERS and ACADEMIC DOCUMENTS

Application forms should be submitted well in advance of registration to the district office of Admissions and Registration on the Pensacola campus. (See Eligibility for Adult High School section.)

#### 1. Application.

New students must submit the completed application form and any other documents required.

#### 2. Parent Agreement Form.

Applicants 16 or 17 years of age must have the agreement of a parent for enrollment in the PJC Adult High School program. A statement of agreement is included on the application form and must be signed by a parent or legal guardian before submitting the form to the District Office of Admissions and Registration on the Pensacola campus.

#### 3. Transcript.

Students should have official copies of high school transcripts sent within the first term of enrollment.

### B. REGISTRATION

Application procedures should be completed prior to registration. Students should contact the Adult High School for dates, times, and instructions for registration.

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## VII. TRANSFER OF CREDIT

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### A. DEGREE

Credit earned at other colleges or universities accredited by one of the six regional accrediting associations may be accepted by PJC and placed on the transcript if the credit is in an area and level normally considered within the first two years of college. Credits awarded at institutions not regionally accredited will be considered by PJC and may be placed on the transcript if the credits represent collegiate level coursework relevant to the program of study, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in comparable instruction at PJC.

When evaluating credits, PJC reserves the right to delay recording transfer credits on the student's permanent record (transcript) until the student has successfully completed college-level course work at PJC, satisfied PJC residency requirements, and/or provided appropriate documentation or verification of student competencies.

Students who have completed college-level coursework in other countries will not be required to submit transcripts. However, if the student wishes to have this credit considered for transfer purposes, the student will be responsible for securing the evaluation services of a recognized credentials evaluation agency. Information regarding this process may be obtained in the District Office of Admissions and Registration.

The recommendations made by the credentials evaluation agency will be considered, and coursework may be accepted provided the courses are at the freshman- and sophomore-level and equivalent courses are offered at PJC.

College credits for English composition courses earned abroad will be considered provided the student's placement test scores indicate readiness for ENC 1101 English composition. College credits of mathematics courses earned abroad will be considered provided the student's placement test scores indicate readiness for MAC 1105 College Algebra.

Credits earned more than 20 years prior to enrollment at PJC may be subject to review as equivalent courses for transfer purposes.

Grades of "D" and "F" may be accepted for transfer under the terms of the State Articulation Agreement and State Board of Education Rules. Students may appeal the denial of transfer credits to the Student Academic Appeals Committee.

### B. ADULT HIGH SCHOOL

Students in the high school level program will be allowed high school credit for courses taken in a regular high school or another adult program. High school courses taken by correspondence study are subject to review by the College Registrar. Secondary education (high school) courses taken outside of the United States are subject to the same guidelines established for credit students taking courses in other countries. Applicable high school credit will be accepted for transfer purposes provided the student secures an evaluation of educational credentials from World Education Services, Inc., or an outside credentials evaluation

agency recognized by the American Association of Collegiate Registrars and Admissions officers. Fees associated with this service will be paid by the student directly to the evaluation agency, and PJC will not be involved in the financial transaction.

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## VIII. DUAL ENROLLMENT PROGRAM

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The purpose of the Dual Enrollment Program is to provide college level instruction for qualified high school students through the effective utilization of community college programs and resources. The College Dual Enrollment Program is administered in compliance with State Board of Education Rule 6A-10.0241 Articulation Plans for College Level Instruction for High School Students. The courses to be offered under Articulation Agreements with Escambia and Santa Rosa Counties include courses for which credit is applied to the associate and vocational degrees at Pensacola Junior College and for which the student may apply credit toward high school graduation.

Student success in a Dual Enrollment course is dependent upon both academic readiness and social maturity. Students who achieve appropriate placement scores on a State approved placement examination, who have attained junior-year status or higher at a district high school, and have the recommendation of their principal are admissible to dual enrollment. In the case of some course sequences (such as foreign languages or mathematics) and other occasional exceptions, the college may admit high school sophomores. Students participating in the Dual Enrollment Program at the high school sites do not have to pay college tuition.

Students must meet the college admission requirements in order to enroll in the Dual Enrollment Program. Prior to registration in any high school Dual Enrollment Course, students must submit the following to the district office of Admissions and Registration: (1) a Dual Enrollment admission application, (2) a Dual Enrollment Approval Form signed by the principal or designee, (3) a copy of ACT, SAT, or CPT test scores for course placement or the required college prerequisite. All test scores used for placement purposes must be no more than two years of age.

Additional information about the Dual Enrollment Program may be obtained through the Dean of Student Affairs or the Coordinator of Dual Enrollment, Pensacola campus and the Student Services offices of district college sites.

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## IX. CHANGE OF POLICY AND DENIAL OF ADMISSION

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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 he or she has been convicted of or is under investigation for violation of local, state, or federal statute. Falsification of information on any admission papers may result in denial of admission or immediate dismissal from the college.

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## REGISTRATION AND CREDITS

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### GENERAL PROCEDURES

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Registration is required before a student can attend classes. PJC schedules registration periods at several times during the year, and registration is available in different forms in order to meet the needs of our students.

- (A) **Telephone Registration.** Available to returning students who are degree seekers and in good academic standing. Telephone Registration is available before Early Registration.
- (B) **Early Registration.** Available to currently enrolled, returning, or new PJC students. This registration is conducted during the last weeks of the term preceding the term for which early registration is conducted.
- (C) **Open Registration.** Available to any student who meets admission requirements.
- (D) **Late Registration.** Same criteria as Open Registration. A \$25 late fee will be assessed to students registering during the Late Registration period.

All new PJC degree seeking students must complete placement testing requirements and attend an Orientation session prior to registration. Addi-

tional information regarding specific registration dates is available in the Class Schedule Booklet which is published each term.

Registration is also available in many of the academic departments. Students may receive academic counseling as well as course and program advice from academic advisors in the department who will also complete the registration process in the department office.

**STUDENTS MUST BE OFFICIALLY REGISTERED BEFORE ATTENDING ANY CLASS**

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### WITHDRAWAL OR CHANGE TO NON-CREDIT

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A student may choose to withdraw (W) from a course or request a change of enrollment status to non-credit (NC) at any time through the eighth week of a fall or spring semester. During the summer terms, the withdrawal period extends through the third week of class. For off-term classes, the withdrawal period extends through an equivalent period of time; students should consult with the Registrar or their instructor for specific dates. Specific dates are listed in the College Calendar in this catalog. Financial Aid eligibility and VA benefits may be affected by withdrawing from a

course; financial aid and veteran students should discuss their intended withdrawal with a member of the office of Financial Aid/Veterans Affairs/Scholarships.

Students who desire to withdraw from a course should initiate withdrawal procedures through the Counseling Office on any campus or center. A student is assured of receiving a mark of "W" for the course if the withdrawal is done prior to the published deadline. If a student discontinues attending a class and does not officially withdraw by the published deadline, the grade assigned is left to the instructor's discretion.

Students may be withdrawn by the College for a number of reasons: excessive absences, failure to pay fees, failure to meet conditions of admissions, etc. Students withdrawn for any reason from any or all courses may petition the Admissions Committee for reinstatement. Information regarding the reinstatement procedures may be obtained from the District Office of Admissions and Registration.

A student is permitted a maximum of two withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw and will receive a grade for that course.

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## AUDIT AND NON-CREDIT STATUS

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The fees paid to audit a course or enroll for non-credit are the same as to take the course for a grade.

### Audit

A student may register in a course on an audit basis by requesting classification as an audit student when registering for the course. A student may change from credit to audit only during the drop/add period. Class tests or examinations are not required of the student auditing the course, however, regular class attendance is expected.

Students will not receive a letter grade ("A" through "F") in courses taken for audit; instead, a grade of "X" will be assigned. Audit courses will not affect the grade point average nor academic standing. (The VA-assisted student who pursues courses on an audit basis cannot be certified for educational benefits.)

Courses taken on an audit basis may not be counted when calculating eligibility for veterans benefits, financial assistance, or certification of enrollment by outside agencies. A change from audit to credit is not permitted after the drop/add period.

### Non-Credit

Students may change to a non-credit status after the registration period but prior to the last day to withdraw (See Withdrawal). A change from non-credit to credit is not permitted. Tests or examinations are not required for the non-credit student; however, regular attendance is expected. Courses taken for non-credit are not included in GPA calculations but are included in determination of academic progress. (The VA-assisted student who pursues courses on a non-credit basis cannot be certified for educational benefits.) Financial aid eligibility may be affected by changing to Non-Credit status. Students should consult with a Financial Aid/Veterans Affairs Representative.

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## PASS/FAIL OPTION

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Students enrolled in Associate of Arts, Associate of Science, or certificate programs may choose to take up to three elective credits on a pass/fail basis. These credits shall be exclusive of transfer credits or courses for which external credit is awarded with a grade of "P". A grade of "P" in a pass/fail option course will not be used in GPA computations; a grade of "F" in a pass/fail option class will be used in GPA computations. Pass/fail option credits will be used in counting credits attempted for determination of academic standing. See the section on Standards of Academic Progress for additional information.

The pass/fail option is not available for courses classified as general education (even if the course is not being used to satisfy general education requirements) or for specified core courses. Transient students should consult an advisor at their primary institution before electing the pass/fail option in a course to be transferred to that institution.

Students wishing to exercise this option will be required to declare their intent before the end of the schedule adjustment period; after that time, students may not change back to regular grade-seeking status. The normal rules for repeating courses will apply to courses completed on a pass/fail basis; for repeat purposes, a grade of "P" will be treated as if it were a "C" or higher.

Students may choose to take additional courses on a pass/fail basis, but any credits beyond the three credit maximum may not be used to meet graduation requirements. **Transfer students who have completed courses at another institution and earned a grade of "P" are subject to parallel pass/fail restrictions.**

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## NON-TRADITIONAL CREDIT

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Students may use credits earned through non-traditional learning experiences toward most degree programs offered at PJC. Non-traditional credits include those earned via CLEP, departmental exemption exam, military credit, prior learning assessment (PLA), Service members Opportunity College (SOC), transfer correspondence college credit, and CPS Examination. The maximum number of non-traditional credits which 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 fifteen credit hours earned through non-traditional means may be counted toward the general education requirements of the A.A. degree, and no more than nine credit hours earned through non-traditional means may be counted toward the general education requirements of an A.S. degree. The final determination of credit is made by the Registrar.

**Credits earned through non-traditional options will not be included on the official PJC transcript until the student has completed at least fifteen credit hours of traditional instruction at PJC.**

**Students receiving financial aid or veterans benefits should consult with their Financial Aid/Veterans Affairs Representative regarding the effect the non-traditional credit may have on their aid or benefits eligibility.**

### 1. CLEP (COLLEGE-LEVEL EXAMINATION PROGRAM)

College credits may be earned through the successful completion of general and subject level examinations. A 50th percentile score is required for credit; the specific courses in which credit may be awarded is determined by the Registrar under guidelines established by the State Board of Education. Application for CLEP exams may be made at the Test Center on the Pensacola campus.

### 2. DEPARTMENTAL EXEMPTION EXAMINATION

A student may challenge the content of certain college and vocational credit courses and earn credit upon the successful completion of a departmental proficiency examination. To be eligible to take a departmental exemption exam, the student must:

- be currently enrolled in a credit course other than that being challenged or have completed prior credit course work at PJC;
- not have taken an exemption exam for the course at any previous time;
- not previously have earned a grade for the course through work at PJC or through transfer credit; a student may not use the exemption exam option to raise a grade of "D" or "F";
- obtain permission from the appropriate department head and pay the pre-determined exemption exam fee at the Bursar's office. Registration in the course is not required.

If the student wishes to register for the same course for which he/she plans to take the exemption exam, the student must obtain department head permission and pay the exam fee by the close of the schedule adjustment (drop/add) period and complete the examination no later than the end of the third week of class for a fall or spring term and no later than the second week of class for a summer term. The student's registration will be coded "exemption exam pending" until the student is dropped from the class for successful completion of the exam or until the student indicates he/she wishes to remain in the class upon unsuccessful completion of the exam.

If the student does not wish to register for the course, he/she must still obtain department head permission, pay the required examination fee, and meet the deadlines set forth in the previous paragraph.

In cases of hardship, a student may request an exception to the required deadlines. In such circumstances, the student may not be currently registered in the course. The student must obtain permission from the Registrar as well as the department head. The student must meet all other requirements listed here.

A student who successfully completes a departmental exemption exam will be awarded credit for the course.

### 3. MILITARY CREDIT

A student enrolled in a recognized program and wishing to translate military service school credits into college credits may do so by making a formal written request to the Registrar.

Active duty personnel must submit an official copy of the Department of Defense Form 295. Retired military personnel must submit a certified copy of the Department of Defense Form 214. Students requesting credit for military schools completed in the Air Force must have an official transcript sent to the district office of Admissions and Registration directly from the Community College of the Air Force. (Office of the Registrar, Maxwell AFB, Alabama 36112).



Credits for military experiences will be granted according to the recommendations of the American Council on Education (ACE) as published in the latest edition of the *Guide to the Evaluation of the Educational Experience in the Armed Services*. The final determination of credit is made by the Registrar.

#### **4. PRIOR LEARNING ASSESSMENT (PLA)**

Through a comprehensive assessment process involving a number of evaluation options, students may earn college or vocational credit for knowledge and skills gained outside the traditional classroom. On-the-job-training, travel experiences, self-study, apprenticeship training, and other similar experiences may be translated into equivalent college classroom experiences for which college or vocational credits may be awarded. Interested students should contact the office of Educational Services.

Only training and experiences received in areas which correspond directly to areas taught at PJC qualify for this process; credit will not be awarded for skill and experience areas not currently taught at PJC. Credits received through this process will appear on the student's transcript in the same manner as credits awarded through other external credit methods; the credits will be entered into the student's permanent record (transcript) only after the student has completed 15 credits at PJC.

Students wishing to receive credit through the Prior Learning Assessment process must successfully complete SLS1371, PLA Portfolio Development, before being eligible to request credit through PLA. This course may be used as an elective course in most degree programs, and is considered traditional credit.

In all cases, no more than 25 percent of the student's degree may be earned through Prior Learning Assessment. Additional restrictions may apply to certain programs. Questions and concerns regarding the Prior Learning Assessment process should be directed to the office of Educational Services at 484-1777.

#### **5. SERVICEMEMBERS OPPORTUNITY COLLEGE (SOC)**

Pensacola Junior College, through the Servicemembers Opportunity College, extends to United States servicemembers stationed throughout the world an opportunity to contract with the college to earn degrees. Students are allowed 10 years to complete program requirements. The remaining credits can be earned through successful completion of regular college courses at regionally accredited institutions. Information is available through the district office of Admissions and Registration or the Counseling office at the NAS Center.

#### **6. TRANSFER CORRESPONDENCE COLLEGE CREDITS**

Not more than 12 semester hours of college credit correspondence work from an accredited college or university other than PJC will be accepted for credit toward graduation at PJC. This limitation does not apply to credit hours earned in correspondence courses taken through PJC.

#### **7. CPS EXAMINATION CREDIT**

The Certified Professional Secretary Examination, sponsored by the International Association of Administrative Professionals (formerly Professional Secretaries International), is administered twice a year—once in May and once in November. Application to take this examination must be made in advance through the IAAP organization. The following guidelines will be used in granting college credit at PJC for those passing CPS Examination. For more information contact the Business Department on the Pensacola Campus.

- (A) College credit will be awarded toward a degree for successfully passing the examination; specific courses for which credit will be granted depends upon degree program and exam scores.
- (B) This credit should be applied for within five years of passing examination.
- (C) The applicant will be awarded the credit after completion of 15 college-level hours at PJC with a "C" or better average.

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## FINANCIAL INFORMATION & FEES

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### BURSAR'S OFFICE

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

1. Collection of student registration fees.
2. Collection of special fees.
3. Billing and collection of accounts receivable.
4. Billing and collection of loans receivable.
5. Cashing of student checks, up to \$10. Students must present valid student ID and include social security number on check.
6. Distribution of student payroll checks. Student must present valid student ID.
7. Distribution of student financial aid checks. Financial Aid office must approve release of checks. Student must present a picture ID and an ID that includes the student's social security number.
8. Issue duplicate non-photo student ID. Student must be currently enrolled and present a picture ID.

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### PAYMENT OF FEES

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Financial obligations for delinquent loans, veteran's deferments, GSL deferments, returned checks, and student financial aid overawards must be satisfied before students can register. The President or his designee has the authority to set aside the ruling. Permission, if granted, must be in writing.

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, 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 upon the student.

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### SPECIAL FEES

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Returned check charge .....	\$20.00
This will be assessed for each check returned to the college by the depository bank as being uncollectible.	
Application Fee .....	\$30.00
Service charge on PJC short-term student loans .....	\$5.00
Testing .....	As applicable
Photo ID cards (Guest Card) .....	\$10.00
Duplicate photo ID cards .....	\$5.00
Duplicate non-photo ID cards .....	\$1.00
Departmental Exemption Exam .....	\$15.00
Late Registration Fee .....	\$25.00
This fee will be assessed to those students initiating registration for college preparatory, vocational preparatory, college credit, or vocational credit courses following the close of the regular registration period.	
Parking Decal .....	No student cost
Prior Learning Assessment .....	\$15.00
Servicemembers Opportunity Colleges .....	No student cost
Lab fees .....	As applicable

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### REFUNDS

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1. Refunds result from classes dropped by the student **by the end of the published schedule adjustment period (drop and add period)** and for classes which are canceled by the College. A FULL REFUND OF FEES PAID WILL BE GIVEN IF PROPER PROCEDURES FOR DROPPING A CLASS ARE FOLLOWED. Please refer to the current class schedule booklet for additional information on refund procedures.
2. A **drop** is different from a **withdrawal**. A **drop** will result in the elimination of the dropped class(es) from the student's permanent record (transcript). A dropped class does **not** affect the student's academic standing. A **withdrawal** will result in a letter grade of "W" in each class from which the student withdraws or is withdrawn. Withdrawals are included in the calculation of a student's academic standing.
3. The current PJC Course Schedule Booklet contains information regarding policies and procedures related to refunds for non-credit classes offered through the Division of Community Programs.
4. Refund checks are mailed within two weeks after the end of the published schedule adjustment period each term. Refunds of \$5 or less will not be processed unless specifically requested by the student.
5. Exceptions to this refund policy may be authorized by the President or his designee when extenuating circumstances support an exception to the refund policy.

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### DELINQUENT FINANCIAL OBLIGATIONS/RETURNED CHECKS

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1. Grades, transcripts, and other student records will not be released to those students who owe parking fines or library fines. Payments on library fines are collected at the LRC. Payments on parking fines are collected at the Bursar's office.
2. Students with delinquent financial obligations, including loans, veteran's deferments, GSL deferments, returned checks, and student financial aid overawards will not be allowed to register nor receive grades, transcripts, or other student records until all obligations have been satisfied. Students who pay delinquent financial obligations by personal check must wait 10 days for the check to clear before holds on their records and registration will be lifted. Holds will be lifted immediately for payments made by cash, money order, cashier's check, VISA, or MasterCard.
3. 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.

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### COST OF BOOKS AND SUPPLIES

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Textbooks, workbooks, and necessary school supplies may be purchased at the College Bookstores. Cost of these items varies with the program of the student. Some programs require the student to purchase additional materials. Books average approximately \$75 per course for new books. A large supply of used books is also available at a discount at the College Bookstores located on all three campuses.

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## FINANCIAL AID

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### FINANCIAL AID PROGRAMS

Students who feel they cannot afford to enter or remain in school should contact Financial Aid/Veterans Affairs (FA/VA). Pensacola Junior College offers eligible students the following forms of educational financial assistance.

1. Grants & Scholarships: awards which require no repayment or work obligation. Students who have previously received a baccalaureate degree may not be awarded some types of grants or scholarships. (Major types of grants are the Federal Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Florida Student Assistance Grant (FSAG), and PJC Grant. The Florida Bright Futures Scholarship and PJC scholarships are major types of scholarships.)
2. Federal Work Study Program (FWS) awards: allow students to earn a portion of their educational expense through part-time on-campus employment.
3. Federal Family Education Loans (FFEL): loans that must be repaid with interest. These are the Federal Stafford Loan, and Parents Loan for Undergraduate Students (PLUS).
4. Short-term loans: available for students who need help in meeting tuition costs and who are either ineligible for other assistance or whose aid application has not been finalized. Pensacola Junior College short-term loans are processed on a "first-come first-serve" basis—funds are limited; therefore, monies may be exhausted before the last day of registration.

#### SHORT-TERM LOAN PARAMETERS ARE:

- A. The total of all short-term loans authorized for any student in a term cannot exceed \$415.00.
- B. The minimum loan is \$35.00.
- C. A service charge is added to the loans.
- D. Refer to the Short-Term Loan Fact Sheet for the loan amount parameters and eligibility criteria.

### NEED BASED AID

Demonstrated financial need is determined by the Free Application for Federal Student Aid (FAFSA). Most awards to students are a combination of two or more sources of aid and are referred to as a "Financial Aid Package." It is not necessary for students to apply separately for the various types of need based aid. Application for aid through the use of the FAFSA and submitting any other paperwork required by Pensacola Junior College by the priority deadline will assure students of being considered for all grant and Federal Work Study (FWS) aid for which they are eligible.

Need based aid is awarded to students who have documented financial need. "Need" is defined as the difference between the Cost of Attendance (COA) and the Expected Family Contribution (EFC) i.e.  $COA - EFC = NEED$ .

### CAMPUS BASED AID

Campus based aid is a term generally used to refer to the FSEOG, FWS, and the PJC Grant. These are limited sources of funds allocated to PJC to use in awarding Need Based Aid.

Due to limited campus-based financial aid funds, PJC urges students to file their applications early. campus-based financial aid award consideration is initially given to those students who complete their financial aid files by April 1 preceding each new academic year.

### COST OF ATTENDANCE

The student's nine month Cost of Attendance (COA) is calculated by FA/VA and considers the following direct and indirect expenses as permitted by federal regulations:

1. Average tuition and fee charges for a full time student are based on the educational objective (AA/AS or Certificate).
2. Average books and supply expenses.
3. Average room and board allowance based on whether or not the student lives with parent(s).
4. Average transportation expense.
5. Reasonable miscellaneous personal expenses.

### EXPECTED FAMILY CONTRIBUTION

The student's Expected Family Contribution (EFC) is determined by the Federal Methodology.

### FINANCIAL AID APPLICATION PROCESS

Students should apply immediately after January 1, each year for the forthcoming Fall and Spring semesters. An application for admissions into

an eligible program must be on file in the Admissions office prior to the completion of your financial aid file. Submit all required information as soon as possible to assure full consideration for all available aid. The application procedures are:

1. Apply for admission to Pensacola Junior College in the Student Affairs Building on any Pensacola Junior College campus.
2. Obtain a Free Application for Federal Student Aid (FAFSA) from Financial Aid/Veterans Affairs or renewal application sent to returning students from the federal processor. Follow all instructions carefully. Complete and mail application to the address provided on envelope enclosed in application packet after January 1. The Federal Processor will then send you a Student Aid Report (SAR). Instead of using the paper FAFSA, you may file electronically by accessing the FAFSA website at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
3. Upon receipt of the Student Aid Report (SAR) from the processor, submit all copies to: Pensacola Junior College, Financial Aid/Veterans Affairs, 1000 College Blvd., Pensacola, FL 32504-8998.
4. Dependent students may be required to submit signed copies of both their own and their parents' prior year income tax returns. Independent students may be required to submit signed copies of their prior year federal income tax return along with that of their spouse if they filed taxes separately. (The tax extension form cannot substitute for a federal income tax return.)
5. If you are an eligible non-citizen, you may need to submit a copy of your Alien Registration Card (both sides). If the Federal processor was not able to verify your resident alien status, PJC will have to submit a Secondary Confirmation (INS Form G845) to determine financial aid eligibility.
6. Submit all other required documents requested by Financial Aid/Veterans Affairs. Your financial aid file will not be complete until all documentation is on file.
7. PJC Federal Family Education Loan Request Forms may be obtained at the Financial Aid Office.
8. Students who complete their financial aid files by April 1 preceding the forthcoming award year will receive a tentative award letter once their eligibility is determined. This tentative award is based on full-time enrollment. Actual awards will be recalculated based on enrollment status (see Student Responsibilities Section, item 3). Less than full-time awards will be reduced accordingly.

A student's financial aid request is not officially considered by FA/VA until the student's aid file is complete. The student's place in the "consideration line" is determined by the date the student's financial aid file is complete.

**BECAUSE ALL RECORDS ARE LISTED BY SOCIAL SECURITY NUMBER, IT IS ESSENTIAL THAT THE STUDENT'S NAME AND SOCIAL SECURITY NUMBER ARE WRITTEN IN THE UPPER RIGHT HAND CORNER OF ALL CORRESPONDENCE AND DOCUMENTATION SUBMITTED TO FINANCIAL AID/VETERANS AFFAIRS.**

Scholarships require a separate application, which is available in the Financial Aid office on the Pensacola campus, the Student Affairs Building on the Warrington campus, and the Student Services Building on the Milton campus.

### STUDENT RIGHTS AND APPEAL PROCESS

1. Any information regarding your application for aid will be subject to the Family Educational Rights and Privacy Act (FERPA).
2. If you have questions about how your eligibility was determined, contact Financial Aid/Veterans Affairs.
3. If your family experiences financial difficulty which may affect your eligibility, you may present documentation of the circumstances for special consideration.
4. Students who do not meet satisfactory academic progress standards and are otherwise eligible for Title IV aid may document mitigating circumstances such as illness, death of immediate family member, etc., and submit a written appeal to the Financial Aid/Veterans Affairs Representative. The appeal is then submitted to one of the Financial Aid Coordinators located on the Pensacola and Warrington Campuses who will review the request and either:
  - A. Grant the appeal.
  - B. Deny the appeal and refer it to the full Federal Financial Aid Academic Appeals Committee for further consideration.
  - C. Make no decision on the appeal and refer it to the full Financial Aid Academic Appeals Committee for consideration.The student will be notified in writing of the decision regarding the appeal.

5. Students who feel their financial aid has been incorrectly determined or administered should present their concerns to their FA/VA Representative. If after discussing his/her concerns a student still is not satisfied, the FA/VA Representative will schedule an appointment for the student to meet with either the Director or Coordinator, Financial Aid/Veterans Affairs.
6. Students must be enrolled in an eligible program of study and only courses that are required in their program will be used in determining enrollment status.

#### **STUDENT RESPONSIBILITIES**

1. You must re-apply for aid consideration each academic year.
2. You must immediately report in writing any change in resources such as scholarships, external loans, veteran benefits, etc.
3. If you complete the financial aid file prior to the beginning of a term, your enrollment status for Pell Grant purposes (full-time, three-quarter time, half-time) is based on the total allowable credits you are enrolled in at the end of the schedule adjustment period for the term. Otherwise enrollment status is based on the total allowable credits you are enrolled in at the time you complete your financial aid file. Students who wish to enroll in Correspondence courses should contact FA/VA. Enrollment in these courses is calculated differently for financial aid students.
4. Students who submit a complete Financial Aid application in a timely manner will be considered for financial assistance.
5. Students must maintain satisfactory academic progress. See the Pensacola Junior College Catalog for detailed information regarding Academic Standards of Progress.
7. If you withdraw from Pensacola Junior College, or reduce your course load you must check with Financial Aid/Veterans Affairs. Students who withdraw; drop-out, or otherwise stop attending ALL COURSES prior to completing more than 60 percent of a term will be required by federal law to repay the unearned portion of their federal student aid.
8. First time Federal Family Education Loan (FFEL) borrowers must participate in a Loan Entrance Counseling Session before receiving a FFEL. A Loan Exit Interview Session is required just prior to or shortly after student ceases to be enrolled at Pensacola Junior College.
9. Financial Aid recipients will be notified via mail when checks are ready to be disbursed. Checks will be available in the Bursar's office on Pensacola campus during regular business hours. A validated PJC ID for the term of the award and a photo identification will be required. Any charges for fees, books, or other financial obligations will be deducted prior to check disbursement. Unclaimed checks are scheduled for cancellation 30 days after issue date.
10. **You are responsible for obtaining and reading the Pensacola Junior College Student Financial Aid Handbook and fact sheets which are available from FA/VA.**

## GRANTS

	<b>WHO IS ELIGIBLE?</b>	<b>\$ AMOUNT OF AWARD</b>	<b>OTHER INFORMATION</b>
<b>FLORIDA STUDENT ASSISTANCE GRANT (FSAG)</b>	Full-time undergraduate students with financial need who are one-year Florida residents attending an eligible Florida institution in a AA or AS Degree Program. Renewal students must complete 24 semester hours with a 2.0 GPA each academic year.	Maximum amount cannot exceed an amount equal to the tuition and fee costs for a full-time student average as determined by the Florida Department of Education.	Complete the Free Application for Federal Student Aid Report (FAFSA) or the renewal application and the PJC Financial Aid Application packet available from the PJC Financial Aid/Veterans Affairs office or your high school counselor. If you are a returning student and complete the Renewal Application instead of the FAFSA, verify the college/university and state agency to whom your information is being released. You are advised to file as early as possible after January 1. Students must complete their financial aid files in the PJC FA/VA office by April 3. If considered for FSAG you will receive a tentative award letter from the PJC Student Financial Aid office
<b>FEDERAL PELL GRANT</b>	Degree-seeking undergraduate students who have not received a first bachelor's degree, AND are U.S. citizens or eligible non-citizens who have financial need.	\$3,300 maximum, prorated based on # of credits enrolled.	Complete the FAFSA or the renewal application and the PJC Financial Aid Application packet available from the PJC Financial Aid/Veterans Affairs office. You are advised to apply as early as possible after January 1 for the forthcoming academic year.  <b>NOTE: A STUDENT AID REPORT (SAR) WILL BE SENT DIRECTLY TO YOU BY THE FEDERAL PROCESSOR. YOU MUST CONTACT THE PJC FINANCIAL AID/VETERANS AFFAIRS OFFICE AFTER RECEIVING YOUR SAR.</b>
<b>FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)</b>	Degree-seeking undergraduate students who have not received a first bachelor's degree, AND are U.S. citizens or eligible non-citizens enrolled at least half-time and have financial need.	Varies each year.	Complete the FAFSA or the renewal application and the PJC Financial Aid Application packet available from the Financial Aid/Veterans Affairs office. Priority date for file consideration is April 3. You are advised to apply as early as possible after January 1.
<b>PENSACOLA JUNIOR COLLEGE (PJC) GRANT</b>	Degree-seeking undergraduate students who have not received a first bachelor's degree, AND are U.S. citizens or eligible non-citizens enrolled at least half-time and have financial need.	Varies each year.	Complete the FAFSA or the renewal application and the PJC Financial Aid Application packet available from the Financial Aid/Veterans Affairs office. Priority date for file consideration is April 3. You are advised to apply as early as possible after January 1.

# FEDERAL FAMILY EDUCATION LOANS

	<b>WHO IS ELIGIBLE?</b>	<b>\$ AMOUNT OF AWARD</b>	<b>OTHER INFORMATION</b>
<p><b>SUBSIDIZED FEDERAL STAFFORD LOAN (formerly GSL)</b></p>	<p>Degree-seeking students who are U.S. citizens or eligible non-citizens enrolled at least half-time who have financial need.</p> <p><b>FIRST TIME BORROWERS MUST PARTICIPATE IN A LOAN ENTRANCE COUNSELING SESSION BEFORE RECEIVING A STAFFORD LOAN. CHECKS CANNOT BE DISBURSED TO FIRST YEAR - FIRST TIME BORROWERS UNTIL THEY HAVE COMPLETED THE INITIAL 30 DAYS OF THEIR EDUCATION PROGRAM. ALL STUDENTS MUST PARTICIPATE IN OR RECEIVE LOAN EXIT COUNSELING PRIOR TO GRADUATION OR TO REDUCING THEIR ENROLLMENT TO LESS THAN HALF-TIME.</b></p>	<p>Up to \$2,625 a year, if you are a first year undergraduate student; up to \$3,500 a year if you have successfully completed the first undergraduate grade level in your declared program of study.</p>	<p>Complete the FAFSA or the renewal application and the PJC Financial Aid Application packet available from the PJC Financial Aid/Veterans Affairs office. You are advised to file as early as possible after January 1, for the forthcoming academic year. You may obtain the appropriate Federal Stafford Loan Application from the lender or the Financial Aid/Veterans Affairs office has applications from various lenders on file for your convenience. You must have completed your financial aid file prior to your loan being processed.</p> <p>For a term of enrollment to be included in the requested loan period, students must complete their financial aid files and submit the loan application to FA/VA prior to mid-term of the Fall and Spring terms and no later than five days following the beginning of the first summer term (III A).</p>
<p><b>UNSUBSIDIZED FEDERAL STAFFORD LOAN</b></p>	<p>Degree seeking students who are U.S. citizens or eligible non-citizens enrolled in at least half-time status and do not qualify for maximum Subsidized Federal Stafford Loan. An unsubsidized loan cannot exceed cost of attendance less aid received.</p> <p><b>FIRST TIME BORROWER MUST PARTICIPATE IN A LOAN ENTRANCE COUNSELING SESSION BEFORE RECEIVING A STAFFORD LOAN. CHECKS CANNOT BE DISBURSED TO FIRST YEAR - FIRST TIME BORROWERS UNTIL THEY HAVE COMPLETED THE INITIAL 30 DAYS OF THEIR EDUCATION PROGRAM. ALL STUDENTS MUST PARTICIPATE IN OR RECEIVE LOAN EXIT COUNSELING PRIOR TO GRADUATION OR TO REDUCING THEIR ENROLLMENT TO LESS THAN HALF-TIME.</b></p>	<p>Contact FA/VA for a additional information.</p>	<p>Complete the FAFSA or the Renewal Application and the PJC Financial Aid Application packet available from the PJC Financial Aid/Veterans Affairs office. You are advised to file as early as possible after January 1, for the forthcoming academic year. You may obtain the unsubsidized Federal Stafford Loan Application form from the lender or the Financial Aid Veteran Affairs office has applications from various lenders on file for your convenience.</p> <p>For a term of enrollment to be included in the requested loan period, students must complete their financial aid files and their financial aid files and submit the loan application FA/VA prior to mid-term of the Fall and Spring terms and no later than five days following the beginning of the first summer term (III A).</p> <p>You are responsible for the interest that accrues while you are in school, during your grace periods, that accrues while you are in or any periods of deferment, forbearance, etc.</p>
<p><b>FEDERAL PARENTS LOAN FOR UNDERGRADUATE STUDENTS (PLUS)</b></p>	<p>This loan can be used to replace the student's expected family contribution. Parents may borrow for dependent children (PLUS Loan).</p> <p><b>FIRST TIME BORROWERS MUST PARTICIPATE IN A LOAN ENTRANCE COUNSELING SESSION BEFORE RECEIVING A SUPPLEMENTAL LOAN. CHECKS CANNOT BE DISBURSED TO FIRST YEAR - FIRST TIME BORROWERS UNTIL THE STUDENT HAS ENROLLED AND COMPLETED THE INITIAL 30 DAYS OF THEIR EDUCATION PROGRAM.</b></p>	<p>The cumulative loan limit is \$20,000 per student.</p>	<p>Complete the PJC Financial Aid Application Form which includes the PLUS application information. NOTE: Dependent students whose parents are applying for a PLUS, are required to file the FAFSA or the renewal application before the Financial Aid/Veterans Affairs office can determine eligibility for the loan. The FAFSA is available from the PJC Financial Aid/Veterans Affairs office if you have not already submitted one.</p>

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## EMPLOYMENT

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### FEDERAL COLLEGE WORKSTUDY PROGRAM (FWS)

Degree seeking students with financial need who are enrolled at least half-time and are U.S. citizens or eligible non-citizens.

\$1,650 to \$3,230 per year.

**NOTE: THIS AWARD ENABLES STUDENTS TO WORK AND EARN MONEY FOR COLLEGE EXPENSES, WHILE LEARNING VALUABLE ON-THE-JOB SKILLS, AND GAINING EXPERIENCE AND OPPORTUNITY TO OBTAIN FUTURE RECOMMENDATIONS FROM EMPLOYERS.**

Complete the FAFSA or the renewal application and the PJC Financial Aid Application packet available from the Financial Aid/Veterans Affairs office. You are advised to apply as early as possible after January 1, for the forthcoming academic year. Priority consideration is given to those files completed by April 3.

## PJC SCHOLARSHIPS

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College-Funded Scholarships Awarded by the PJC Scholarship Selection Committee

### PENSACOLA JUNIOR COLLEGE (PJC) SCHOLARSHIPS: ACADEMIC AND NON-ACADEMIC MERIT SCHOLARSHIPS

#### WHO IS ELIGIBLE?

Degree-seeking undergraduate students who have not received a first bachelor's degree.

U.S. citizens or eligible non-citizens.

Refer to the Scholarship section of the Catalog for additional information.

#### \$ AMOUNT OF AWARD

Amount of scholarship award varies.

Contact the Financial Aid office for information on specific scholarships (484-1634).

#### OTHER INFORMATION

To be eligible for consideration, applicants need to complete and submit only one PJC Scholarship Application form for the entire academic year. Deadline date for priority consideration for the academic year is June 1.

Applications are accepted throughout the year. Deadlines for consideration are: Fall term is June 1; Spring term is November 1; Summer term is March 1.

Scholarship applications may be updated any time during that year by providing the appropriate information to the District Financial Aid office.

These college-funded scholarships are awarded by PJC Scholarship Selection Committee.

## PJC FOUNDATION SCHOLARSHIPS

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Category 1: PJC Foundation-Funded Scholarships Awarded by the PJC Scholarship Selection Committee

### PENSACOLA JUNIOR COLLEGE FOUNDATION (PJCF) SCHOLARSHIPS

The PJC Foundation is a private non-profit corporation established to encourage, solicit, receive and administer funds for the benefit of the college and college activities including the college's scholarship program.

There are two categories of PJC Foundation scholarships, each requiring separate application procedures.

**Category 1:** Scholarships awarded by PJC Financial Aid Scholarship Selection committee using Foundation approved selection criteria.

#### WHO IS ELIGIBLE?

##### CATEGORY I

**PJC Foundation scholarships are awarded by the PJC Scholarships Selection Committee.**

##### **PJC Foundation Scholarship Criteria**

- Applicants must:
1. Demonstrate a financial need for supplemental funding.
  2. Have a minimum 2.5 GPA.
  3. Be a U.S. citizen or eligible non-citizen.
  4. Be a resident of Northwest Florida.
  5. Enroll in a program of study leading to an award, certificate, or associates degree.
  6. Be enrolled on a full-time or part-time basis.

#### \$ AMOUNT OF AWARD

Amount of scholarship award varies. Minimum of \$250 up to a maximum of \$600 per term for one term.

Contact the PJC Financial Aid office for specific scholarship information (484-1634).

#### OTHER INFORMATION

To be eligible for consideration, applicants need to complete and submit only one PJC Scholarship Application form for the entire academic year. Deadline date for priority consideration for the academic year is June 1.

Applications are accepted throughout the year. Deadlines for consideration are: Fall term is June 1; Spring term is November 1; Summer term is March 1.

Scholarship applications may be updated any time during the year by providing the appropriate information to the District Financial Aid office.

These Foundation-funded scholarships are awarded by the PJC Scholarship Selection Committee.

**Category 2:**  
Scholarships awarded by a Foundation/College appointed awarding authority using selection criteria established by the donor.

**CATEGORY 2  
Donor/Foundation**

Approved Criteria  
PJC Foundation Scholarships awarded by a Foundation /College-appointed Awarding Authority.

These PJC Foundation scholarships are available to criteria (honors, minority, disabled, disadvantaged) and/OR for those who are enrolled in one of the following programs of study:

- Agriculture
- Art /Graphic Arts
- Biology
- Computer Science
- Dental Assisting/Dental Hygiene
- Electronics
- EMT–Emergency Medical Technician
- Engineering
- Forestry
- General Studies
- Geography
- History
- Law Enforcement
- Music–Band/Chorale/Drama
- Nursing–LPN/RN
- Physical Therapist Assistant
- Radiography
- Respiratory Care
- Sociology

Amount of scholarship award varies as defined by the scholarship criteria as established by the donor with the PJC Foundation

There is a separate application process for these scholarships. Applicants should contact one of the following individuals for specific details about available scholarships, eligibility criteria, applications, and deadlines.

- Provost, Milton campus
- Provost, Pensacola campus
- Provost, Warrington campus
- Dean, Career Planning/Director Counseling,
- Departments Heads for:
  - Adult Basic Education,
  - Advanced Technology,
  - Applied Health Technology (Warrington Campus),
  - Business (Pensacola Campus),
  - Dental Health & Radiographic Sciences,
  - Music & Theatre,
  - Natural Resource Studies (Milton Campus),
  - Nursing (Warrington Campus),
  - Visual Arts
- Program Coordinators for:
  - Public Service Careers,
  - Vocational Student Support Services
- Director, Disability Student Services.
- Faculty Advisors for:
  - Corsair
  - Phi Theta Kappa.

You should refer to your PJC Student Financial Aid Handbook for additional information.

All procedures are subject to change as a result of amendments to Federal, State or Institutional law/policies and available funds.

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## SCHOLARSHIPS

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The PJC Scholarship Program recognizes both academic performance and financial need when awarding scholarships. Many criteria are used to select scholarship recipients. Among these criteria are grade point average, leadership qualities, contributions to school or community, visual and performing arts achievement, athletic ability, and other academic activities.

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

**ACADEMIC MERIT AND NON-ACADEMIC MERIT SCHOLARSHIPS**

Eligibility consideration in awarding scholarships begins with three key steps:

1. Apply early.
2. Submit a properly completed PJC Application for Admission to the College’s Admission’s office.
3. Submit a properly completed PJC Scholarship Application to the District Financial Aid office (for all scholarships awarded by the PJC Scholarship Selection Committee).

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

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

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

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

4. A scholarship applicant who has completed fewer than 12 college or vocational semester credits at PJC, and has graduated from high school within the last 10 years must submit an official copy of their final high school transcript. For PJC scholarship purposes, selection consideration will be based on high school grade point average. Dual enrollment courses are considered in calculating the high school GPA until the student has completed at least 12 college credits beyond those taken under dual enrollment.
5. A scholarship applicant who has completed fewer than 12 college or vocational semester credits at PJC, and graduated from high school more than 10 years ago will not be considered until the applicant has completed a minimum of 12 college or vocational credits at PJC.
6. A scholarship applicant who has completed 12 or more college or vocational semester credits at PJC and/or has attended other colleges or universities may be considered for PJC scholarships provided he/she has furnished the PJC Admissions office with official transcript(s) from the previously attended institution(s).
7. A scholarship applicant who has scored 300 or higher on the General Education Development (GED) Exam may be eligible for a PJC scholarship.
8. Students who are not meeting the PJC Standards of Academic Progress (on academic warning, probation, suspension, suspension waiver or have other restrictions) **are not eligible** for a PJC Scholarship.
9. An appeal for an exception to the scholarship policies may be submitted to the PJC District Financial Aid office. The appeal must be in writing with a full explanation and documentation. The Director of Financial



Aid or Scholarship Coordinator will either approve or deny the appeal. If the appeal is denied, it will be forwarded to the PJC Scholarship Policy Committee for consideration at their next scheduled committee meeting.

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

#### **Scholarship Application Forms**

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

The PJC Scholarship Application forms are available on all PJC campuses and sites:

1. Student Services Office, Milton Campus, Building 4200
2. District Financial Aid Office, Pensacola Campus, Building 2
3. Financial Aid Office, Warrington Campus, Student Affairs, Building 3600
4. NAS Center Naval Air Station Pensacola, Building 679
5. Professional Development Center (Downtown Center), 418 W. Garden St.

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

#### **Scholarship Deadline Dates**

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

Fall Term	June 1
Spring Term	November 1
Summer Term	March 1

#### **PJC Foundation Scholarships**

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

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

For detailed information regarding eligibility, selection criteria and application procedures, refer to the Financial Aid/Scholarship chart on the previous page(s).

#### **Additional Information**

For additional information about scholarships availability, specific eligibility requirements, or about transfer scholarships, contact the District Financial Aid office located in Building 2 on the Pensacola campus. The telephone number for scholarship information is (850)484-1634.

# GENERAL FEES PER CREDIT HOUR OR EQUIVALENT

These fees are subject to change by the Florida Legislature and the District Board of Trustees; current fees are available from the Bursar's office. Fees listed below are for the 1999-00 academic year. Fee payment may be made by cash, check, VISA, MasterCard, or approved financial aid.

	RESIDENT FEE	NON RESIDENT FEE	FINANCIAL AID FEE (1)	ACTIVITY & SERVICE FEE (2)	CAPITAL IMPROVEMENT FEE (6)	TECH- NOLOGY FEE (7)	TOTAL FEE
<b>FLORIDA RESIDENTS</b>							
College Credit (3)	\$ 39.80	\$ -	\$1.95	\$3.95	\$1.00	\$1.80	\$ 48.50
College Credit, 3rd Attempt (8)	158.00	-	1.95	3.95	1.00	1.80	166.70
College Preparatory Credit	39.80	-	1.95	3.95	1.00	1.80	48.50
College Preparatory Credit, 3rd Attempt (8)	158.00	-	1.95	3.95	1.00	1.80	166.70
Vocational Credit	35.00	-	3.50	-	1.00	-	39.50
Vocational Preparatory Credit (4)	35.00	-	3.50	-	1.00	-	39.50
Adult Basic and Secondary Education (4)	35.00	-	3.50	-	1.00	-	39.50
<b>NON-FLORIDA RESIDENTS</b>							
College Credit (3)	39.80	118.20	7.90	3.95	3.00	5.40	178.25
College Preparatory Credit	39.80	118.20	7.90	3.95	3.00	5.40	178.25
Vocational Credit	35.00	140.45	17.55	-	3.00	-	196.00
Vocational Preparatory Credit (4)	35.00	140.45	17.55	-	3.00	-	196.00
Adult Basic and Secondary Education (4)	35.00	140.45	17.55	-	3.00	-	196.00
SUPPLEMENTAL VOCATIONAL COURSES (5)							Variable
RECREATION AND LEISURE COURSES (5)							Variable
LIFELONG LEARNING COURSES (5)							Variable
COURSES AUDITED BY STUDENT							As Above
<b>OTHER STUDENT FEES</b>							
Application Fee (One time; Non-refundable)							\$30.00
Late Registration (Non-transferable; Non-refundable)							25.00
Returned Check Charge							20.00
Service Fee on Student Loans							5.00
Photo Identification Cards (Guest Card)							10.00
Duplicate Photo Identification Cards							5.00
Duplicate Non-photo Identification Cards							1.00
Testing							As Applicable
Laboratory Fees							As Approved

Lab fees may be assessed in addition to general fees and other student fees. Information on the specific lab fees for courses appears in the class schedule booklet.

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

**Students who withdraw; drop-out or otherwise stop attending ALL COURSES prior to completing more than 60 percent of a term will be required by federal law to repay the unearned portion of their Federal Student Aid.**

## ACADEMIC REGULATIONS AND POLICIES

### STANDARDS OF ACADEMIC PROGRESS

#### A. COLLEGE CREDIT AND VOCATIONAL CREDIT

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

#### GOOD STANDING

A student's progress is monitored 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. Cumulative grade point average (GPA) and completion requirements are:

ATTEMPTED HOURS	COMPLETION REQUIREMENTS	MINIMUM GPA
13 to 35	One-half of total hours attempted	1.50
36 to 45	One-half of total hours attempted	1.75
46 or more	One-half of total hours attempted	2.00

A student is in good academic standing, demonstrating academic progress, when the above requirements are met. Refer to the Grading Policy section of the catalog for an explanation of cumulative grade point average calculation.

#### ACADEMIC WARNING

A student will be placed on academic warning at the end of a term if any of the following conditions is present:

- (1) The student has attempted more than 12 credit hours and has not earned credit in one-half of those hours.

- (2) The student has attempted 13 to 35 credit hours and has a cumulative grade point average below 1.50.
- (3) The student has attempted 36 to 45 credit hours and has a cumulative grade point average below 1.75.
- (4) The student has attempted 46 or more credit hours and has a cumulative grade point average below 2.00.

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 academic warning, at the end of a semester if any of the following conditions is present:

- (1) The student has not earned credit in one-half of all credit attempted.
- (2) The student has attempted 13 to 35 credit hours and has a cumulative grade point average below 1.50.
- (3) The student has attempted 36 to 45 credit hours and has a cumulative grade point average below 1.75.
- (4) The student has attempted 46 or more credit hours and has a cumulative grade point average below 2.00.

**ACADEMIC SUSPENSION**

A student will be **suspended**, after being on academic probation, at the end of a semester if any of the following conditions is present:

- (1) The student has not earned credit in one-half of all credit attempted.
- (2) The student has attempted 13 to 35 credit hours and has a cumulative grade point average below 1.50.
- (3) The student has attempted 36 to 45 credit hours and has a cumulative grade point average below 1.75.
- (4) The student has attempted 46 or more credit hours and has a cumulative grade point average below 2.00.

**SUSPENSION WAIVER**

A student may appeal an academic suspension by filing a formal appeal to the Admissions Committee. Established appeal procedures may be obtained in the district office of Admissions and Registration. If the appeal is approved the student will re-enroll in a status of **Suspension-Waiver**. The Admissions Committee will establish re-enrollment conditions and monitor the academic progress of the student. A student may continue enrolling in the Suspension-Waiver status provided established conditions are met. If the Committee disapproves re-enrollment the student may appeal the decision, in writing, to the Vice President of Academic Affairs.

**ACADEMIC DISMISSAL**

If, after being readmitted following suspension, the student does not meet re-enrollment conditions established by the Admissions Committee, the student may be dismissed from the College for one major term, Fall or Spring. A student is eligible to be readmitted after the dismissal period by filing a formal appeal to the Admissions Committee. If approved the student will re-enroll in the Suspension-Waiver status. If disapproved, the student may appeal the decision, in writing, to the Vice President of Academic Affairs.

**B. ADULT HIGH SCHOOL**

The regulations regarding academic progress apply to all students in the Adult High School program regardless of the beginning date of attendance. "Attempted" is defined as all courses in which a student has processed an official registration and in which a student remains enrolled after the schedule adjustment period. Courses earned at other schools which have been accepted as transfer credit will not be included in the determination of academic standing.

**GOOD STANDING**

A student's progress is monitored at the end of the term in which the 5th 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. Cumulative grade point average (GPA) and completion requirements are:

ATTEMPTED CREDITS	COMPLETION REQUIREMENTS	MINIMUM GPA
6 to 14	One-half of total credits attempted	1.00
15 to 18	One-half of total credits attempted	1.25
19 or more	One-half of total credits attempted	1.50

**ACADEMIC WARNING**

A student will be placed on academic warning at the end of a term if any of the following conditions is present:

- (1) The student has attempted more than 5 credits and has not earned one-half of those credits.
- (2) The student has attempted 6 to 14 credits and has a cumulative grade point average below 1.00.
- (3) The student has attempted 15 to 18 credits and has a cumulative grade point average below 1.25.

- (4) The student has attempted 19 or more credits and has a cumulative grade point average below 1.50.

**ACADEMIC PROBATION**

A student will be placed on academic probation, after being on warning, at the end of a semester if any of the following conditions is present:

- (1) The student has not earned credit in one-half of all credits attempted.
- (2) The student has attempted 6 to 14 credits and has a cumulative grade point average below 1.00.
- (3) The student has attempted 15 to 18 credits and has a cumulative grade point average below 1.25.
- (4) The student has attempted 19 or more credits and has a cumulative grade point average below 1.50.

**ACADEMIC SUSPENSION**

A student will be suspended, after being on academic probation, at the end of a semester if any of the following conditions is present:

- (1) The student has not earned credit in one-half of all credits attempted.
- (2) The student has attempted 6 to 14 credits and has a cumulative grade point average below 1.00.
- (3) The student has attempted 15 to 18 credits and has a cumulative grade point average below 1.25.
- (4) The student has attempted 19 or more credits and has a cumulative grade point average below 1.50.

**SUSPENSION WAIVER**

A student may appeal an academic suspension by filing a formal appeal to the Admissions Committee. Established appeal procedures may be obtained in the district office of Admissions and Registration. If the appeal is approved, the student will re-enroll in a status of Suspension-Waiver. The student will be required to participate in a monitoring program coordinated through the office of the Department Head, Secondary Education. The student will be allowed to re-enroll in the Suspension Waiver status provided participation continues in the monitoring program.

**ACADEMIC DISMISSAL**

If, after being readmitted in a status of Suspension-Waiver, the student does not participate in the monitoring program established, the student may be dismissed from the Adult High School for one semester. A student may be readmitted after the dismissal period by filing a formal appeal to the Admissions Committee. If approved, the student will re-enroll in the Suspension-Waiver status with participation in the monitoring program required. If disapproved, the student may appeal the decision, in writing, to the Vice President of Student Affairs.

**C. MAXIMUM CREDIT HOUR LIMIT FOR NEED-BASED AID STUDENTS**

Students otherwise eligible for federal or state student aid who are enrolled in an associate of arts or associate of science program of study and have attempted more than 90 credits prior to the beginning of an ACADEMIC YEAR are considered to be making unsatisfactory academic progress. Credits which have been accepted at PJC for transfer purposes prior to the beginning of the academic year will be included in the calculation of total attempted credits for the determination of financial aid eligibility.

Students otherwise eligible for federal or state student aid who are enrolled in a certificate program and have attempted more than 60 credits prior to the beginning of a SEMESTER are considered to be making unsatisfactory progress. Credits which have been accepted at PJC for transfer purposes prior to the beginning of the semester will be included in the calculation of total attempted credits for the determination of financial aid eligibility.

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**COURSE ATTEMPTS LIMITS**

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**College Credit and College Preparatory Credit**

Students may attempt any one college credit or college preparatory course twice with regular fee assessment for those two attempts. A third attempt will result in the assessment of the full cost of instruction which is nearly equivalent to non-resident fees. Any request for enrollment in a course for the fourth attempt should be directed to the College Registrar or designee.

Students enrolling in any one course for the third attempt will not be permitted to withdraw from the course and a grade of "W", "I", "N", or "NC" will not be accepted as the final grade. A letter grade shall be assigned.

This restriction on the maximum attempt of any one course is mandated by Florida Law.

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## REPEATING COURSES

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

Courses which 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 nor will the grade be calculated in the cumulative grade point average.

Students receiving financial aid should consult with an advisor and their Financial Aid Representative before repeating any course. Other institutions may use all course attempts in computing transfer students’ grade point average.

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## ATTENDANCE POLICY

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### A. ATTENDANCE

Regular and punctual attendance is required.

### B. TARDY

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

### C. EXCESSIVE ABSENCES

1. Absences during the Fall Term and the Spring Term will be considered excessive if the student is absent more than the following:

Courses meeting 1 time a week ..... 2 absences  
Courses meeting 2 times a week ..... 3 absences  
Courses meeting 3 times a week ..... 4 absences  
Courses meeting 4 times a week ..... 5 absences  
Courses meeting 5 times a week ..... 6 absences

2. The regular attendance policy as indicated in (1.) above will apply to those courses extending through the full twelve-week summer term.

3. Absences during a six-week summer term (Summer Term A or B) will be considered excessive if the student misses more than 3 daytime classes or more than 2 evening classes.

4. A student registering late in any course will be counted absent for those class meetings missed prior to the late registration for that course.

### D. ALLOWABLE ABSENCES

The number of allowable absences listed in section C should provide for student illness, as well as permit the student to take care of emergency situations and personal business, without missing additional class days.

### E. INSTRUCTOR WITHDRAWAL AND REINSTATEMENT

Students who have been withdrawn for excessive absences may petition the Admissions Committee to be reinstated in that class. Petition forms are available in the district office of Admissions and Registration or Student Services offices on any campus or center. If approved, the Committee will notify the student by mail. If disapproved, the student may appeal the Admissions Committee’s decision, in writing, to the Vice President of Academic Affairs.

### F. SPECIAL ATTENDANCE RULES

#### 1. SHIFTWORKERS

Shift workers must contact instructors for regulations. If a student has a problem resulting from these regulations, he/she should confer with a counselor in the Counseling office(s).

#### 2. TRIPS

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

#### 3. SPECIAL PROGRAMS

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

### 4. VETERANS

Attendance policy for Students Enrolled in a Certificate Program: Enrollment certification to the VA for pay purposes will be terminated for students enrolled in certificate programs when their *unexcused* absences exceed the following:

Courses meeting 1 time a week ..... 2 absences  
Courses meeting 2 times a week ..... 4 absences  
Courses meeting 3 times a week ..... 6 absences  
Courses meeting 4 times a week ..... 8 absences  
Courses meeting 5 times a week ..... 10 absences

Excused absence--absence approved by the instructor. Excused absences are family illness or emergencies approved by the instructor. Approval/disapproval is at the instructor’s discretion.

Unexcused absence--absence not approved by the instructor.

Students will be reinstated (recertified) after 30 calendar days if they have no additional unexcused absences.

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## ENROLLMENT STATUS

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

### Certification of Attendance

The District Office of Admissions and Registration will provide official statements certifying attendance status to outside agencies at the request of students. Certification of veterans is processed through the office of Financial Aid/Veterans Affairs upon formal request by the student; see the Veterans Affairs section in this catalog.

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## EXAMS

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### FINAL EXAMINATIONS

Final examinations are held at the end of each term. Exceptions are not permitted. Early examinations are not given. A second examination is never allowed.

### LATE EXAMS

In the event of absence from a final examination because of illness or other approved reason, a deferred examination may be given.

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## CHANGE OF POLICY DISCLAIMER

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

You are expected to familiarize yourself with all rules and regulations of the College, including official announcements that will be posted in the Student Services areas and/or listed in the Class Schedule Booklet.

# GRADES

## GRADE REPORTS

Mid-term advisory grades are not mailed. Information regarding mid-term progress may be posted in the vicinity of the instructor's office, classroom, or can be obtained from the instructor. Grades will not be issued by telephone. Scholastic attainment is computed in terms of the grade point average and is reported on the final grade report and on transcripts. The grade point average is obtained by dividing the sum of earned quality (grade) points by the sum of credit hours. Students who have not met the required standards of academic progress will be advised of their

academic standing on the final grade report. (See the section on Standards of Academic Progress.)

Detailed instructions on checking progress toward graduation are given under Graduation Requirements (see Index). **STUDENTS SHOULD BE RESPONSIBLE FOR A THOROUGH KNOWLEDGE OF ALL GRADUATION REQUIREMENTS.** Any questions concerning these requirements should be directed to a counselor or academic advisor.

Final grade reports will not be mailed to students who have a financial obligation to the college. After satisfying the financial obligation, a student may obtain grade information by requesting an official transcript from the District Office of Admissions and Registration.

## TYPICAL GRADE REPORT

PENSACOLA JUNIOR COLLEGE  
OFFICE OF THE REGISTRAR  
STUDENT GRADE REPORT

COURSE NUMBER	COURSE TITLE	TYPE	GRADE	COURSE CREDIT	CREDIT EARNED	CREDIT FOR GPA	GRADE POINTS
ECO 1000	INTRO TO AMECONOMICS		C	3.0	3.0	3.0	6.0
BSC 1005	BIOLOGY PRINCIPLES FOR NON-MAJORS AFFAIRS		C	3.0	3.0	3.0	6.0
ACC2001	ACCOUNTING I		W	3.0	0.0	0.0	0.0
PEN 1122	BEGINNING SWIMMING		A	1.0	1.0	1.0	4.0
MAC 1105	COLLEGE ALGEBRA		B+	3.0	3.0	3.0	10.5
HUM 2210	HUMANITIES IN THE ANCIENT WORLD		A	3.0	3.0	3.0	12.0
SLS 1122	INTRO TO COL LIFE		P	1.0	1.0	0.0	0.0

**SEMESTER GPA 2.961**

### GRADING SYSTEM

Included in GPA	Not Included in GPA
A 4 Excellent	I Incomplete
B+ 3.5	W Withdraw
B 3 Good	P Passed
C+ 2.5	U Unsatisfactory
C 2 Average	N No credit
D+ 1.5	
D 1 Poor	
F 0 Failure	

	17.0	14.0	13.0	38.5
000000000000 AUG 02, 1995  DOE, JOHN N. 22 ANYWHERE STREET SOMEWHERE, FL 32504				

**GPA calculations for semester  $38.5 \div 13 = 2.961$**

## 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 Std's of Aca. 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>	Withdraw	0.0	No	No	Yes	No	Yes
P <sup>6,9</sup>	Passing	0.0	Yes	Yes	No	No	Yes
Z <sup>6</sup>	Passing	0.0	Yes	Yes	No	No	No
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

<sup>1</sup> Final grades are based upon daily work, special reports, research papers, laboratory and field work, tests, and final examinations.

<sup>2</sup> Upon written request, transcripts will be furnished without charge.

<sup>3</sup> Courses with final marks of P or C or higher cannot be repeated for credit or to improve one's GPA.

<sup>4</sup> I (Incomplete) grades received at the end of any Term become W if not completed by the end of the next succeeding fall or spring term.

<sup>5</sup> A grade of N is used only in remedial courses. A grade of N may be assigned to students earning a D or F in such courses. VA-assisted students education benefits will not be affected by an N grade, but VA students should not expect to retain benefits for any courses assigned a W, NC, or X.

<sup>6</sup> Credits earned by examinations such as advanced placement tests, College Examination Program (CLEP), and departmental examinations do not affect GPA. They count as credits toward graduation and are counted as meeting certain course requirements.

<sup>7</sup> 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.

<sup>8</sup> For use in courses offered through the Adult Basic Education Department indicating that although coursework has not been satisfactorily completed, positive progress is being made.

<sup>9</sup> 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.

<sup>10</sup> Assigned only in non-credit classes.

### INCOMPLETE GRADES

An "I" grade is assigned when the student and the instructor reach a mutual agreement that the student has a reasonable chance of successful completion of the coursework within the time frame prescribed by College policy. If the student has ceased attending class and is not passing, or if too much material is left incomplete, a grade arrangement other than an incomplete will be made.

PJC policy requires that an "I" grade must be completed by the end of the next major term, or the "I" changes to a "W", withdrawal. Incompletes received in the spring or summer terms must be finished by the end of the following fall term. Incompletes received in the fall term must be finished by the end of the following spring term.

Requests for extension of this deadline should be submitted to the Student Academic Appeals Committee for review. Student Academic Appeal forms are available in the District Office of Admissions and Registration or in the Student Services office on any campus or center. Except in special cases where State regulations or accreditation requirements stipulate otherwise, an incomplete grade should be finished outside of the classroom.

### MINIMUM GRADES

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

A. Students seeking an Associate of Arts degree must earn a minimum grade of "C" in each course used to satisfy general education area distribution requirements.

- B. Students seeking an Associate of Science degree must earn an average GPA of 2.0 in all courses used to satisfy general education area distribution requirements.
- C. Other specialized courses and programs which are identified in departmental and counseling literature, course descriptions, and program requirements may carry minimum grade requirements.

## STUDENT RECORDS AND TRANSCRIPTS

### CONFIDENTIALITY OF STUDENT RECORDS

#### Records

The District Office of Admissions and Registration is a single office at Pensacola Junior College. All permanent, official, and final records of students are housed in and released by this district office. Student records are maintained in a fire-protected vault and in electronic computer files. Information is released only upon the written request of the student in accordance with federal laws. Transcripts and other student information will not be released if 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 within 24 hours after request.

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

## Transcripts

A transcript of a student's academic record is kept in a permanent file housed in the Admissions/Registration office or in electronic computer files.

A student/former student may request a copy of the academic record by completing the Transcript Request Form or submitting a signed statement of request to the Admissions/Registration office. All requests must be made in writing by the student.

## Release of Student Information

The disclosure or publication of student information is governed by the policies of the Pensacola Junior College Board of Trustees and the Florida Division of Community Colleges within the framework of State and federal laws, including the Family Educational Rights and Privacy Act of 1974.

The written consent of the student is required for the disclosure or publication of any information that is 1) personally identifiable of the student, and 2) a part of the educational record. Certain exceptions to that generality, both in types of information that can be disclosed and in access to that information, are allowed within the regulations of the Family Educational Rights and Privacy Act, as described in the following paragraphs:

### A. 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):

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

### B. Prior consent of the student is not required for disclosure of portions of the educational record defined by the institution as "Directory Information," which may be released by the College:

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

Two exceptions to the release of directory information have been approved by the college:

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

**Important.** The information above, designated by the College as "Directory Information," may be released or published by the College without prior written consent of the student unless exception is made in writing by the student.

### Request to Prevent Publication of Directory Information

A student may request that no information, including "Directory Information," be released except as required by law. The student's request to prevent the release of information must be submitted *in writing* to the College Registrar, District Office of Admissions and Registration, 1000 College Boulevard, Pensacola, FL 32504-8998.

**Caution.** A student's request to prevent the release of any informational items may result in preventing the publication of all items including graduation, honors, and awards. Students are encouraged to contact the District Office of Admissions and Registration with any concerns about confidentiality of records and release of information.

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# GRADUATION

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## RESPONSIBILITY

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1. Each individual is responsible for selecting courses that meet program requirements and for earning required minimum grades. (See the general index for minimum grades and for programs of study).
2. All students receiving Associate of Arts Degrees are required to meet the statewide College Level Academic Skills Test (CLAST) requirements specified by the State Board of Education. State Board rules mandate minimum scores for graduation. See the section on CLAST in this catalog.

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## EFFECTIVE CATALOG POLICY

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A student attempting to meet graduation requirements may elect to follow either the catalog in effect for the academic year the student began the program or the catalog in effect for the academic year in which the student is attempting to graduate, unless the time between those dates exceeds five years. If a student is attempting to complete a program begun more than five academic years ago, the student must meet the requirements specified in the catalog effective during the completion year. Questions regarding application of this rule or requests for exemption from this rule should be directed to a counselor or academic advisor.

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## APPLICATIONS & PROCEDURES

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1. **GRADUATION APPLICATIONS.** The District Office of Admissions and Registration recommends applying for graduation one term in advance. However, each student must complete a Graduation Application Form by the published deadline. Forms are available in any Student Services area. Students who miss the deadline may be graduated, but their names will not appear in Commencement Program.
2. **GRADUATION PROCEDURES.** Student files, past and current, are reviewed to determine the eligibility of each student who applies for graduation. If a discrepancy is found, the student is notified and a coun-

selor will attempt to clarify the discrepancy between the student's record and the graduation requirements. The Director of Student Life will send information on cap and gown rentals and other information on commencement ceremony activities. Diplomas will be mailed within three weeks after graduation. Diplomas will not be mailed to students who have a financial obligation to the College; diplomas will be released upon request after satisfaction of the obligation.

3. All admissions conditions and financial obligations to the College must be met prior to graduation.

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## GRADUATION RATES

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Information regarding graduation rates and placement information are available in accordance with the Student Right-to-Know Act (Public Law 101-542) in the Office of Placement and Follow-up, District Campus.

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## GRADUATION REQUIREMENTS

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### A. ALL PROGRAMS

1. Complete all course requirements as specified in the prescribed program of study from which the student wishes to graduate as well as meet any other applicable State or College requirements. (See the Academic Regulations and Policies section of this catalog.)
2. Make formal application for graduation one term before graduation to the District Office of Admissions and Registration or through a student services office on any campus or center. The Application for Graduation should be submitted at least one term before graduation but will be accepted two terms in advance of the student's anticipated graduation.
3. Satisfy all admission requirements.
4. Discharge all financial obligations to the College.

## B. ASSOCIATE OF ARTS AND ASSOCIATE OF SCIENCE DEGREES

1. Earn at least a cumulative grade point average of 2.0 (“C”) or better in all work completed at Pensacola Junior College. If any work has been attempted at any other institution of higher education, the grades earned at the other institution(s) combined with those grades earned at PJC must also result in a minimum cumulative grade point average of 2.0.
2. Complete a minimum of 15 semester hours in residence at Pensacola Junior College. These fifteen hours shall be completed immediately prior to graduation.

## C. ADDITIONAL REQUIREMENTS FOR THE ASSOCIATE OF ARTS DEGREE

Have CLAST scores that meet the minimum standards set by the Department of Education for all A.A. graduates or satisfy the CLAST requirement through an alternative method. (See CLAST in the Index.)

## D. CERTIFICATE PROGRAMS

1. Have a cumulative grade point average of 2.0 or better in all courses applicable to the program of study from which the student wishes to graduate.
2. **Achieve appropriate minimum skill levels on the Test of Adult Basic Education (TABE) if required for that particular certificate program. Students pursuing a certificate may be exempted from the TABE requirement based on prior attainment of an associate or higher degree.**
3. Meet academic residence requirement of completing the last one-fourth of the program with classes at PJC.

## E. HIGH SCHOOL DIPLOMA REQUIREMENTS

1. Maintain a cumulative grade point average of 2.0 (C) in all courses required for graduation.
2. Earn at least four high school credits in residence at Pensacola Junior College Adult High School.
3. Earn a minimum of 24 high school credits as specified by Florida Statute 228.0422 including the following (see program requirements).

English .....	4 credits
Science .....	3 credits
Mathematics .....	3 credits
American History .....	1 credit
World History .....	1 credit
American Government .....	1/2 credit
Economics .....	1/2 credit
Life Management .....	1/2 credit
Practical Arts .....	1/2 credit
Performing Arts .....	1/2 credit
Electives .....	9-1/2 credits
4. Pass the High School Competency Test (HSCT). Minimum scores are established by the State Department of Education. The HSCT is given at no charge to the student and may be retaken if necessary. Students who do not pass the HSCT will not be issued a high school diploma; they will receive a Certificate of Completion.

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## GRADUATION EXCEPTIONS AND APPEALS

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Students who wish to request an exception to a particular aspect of PJC graduation policies may appeal to the Student Academic Appeals Committee. Forms for this purpose are available in the District Office of Admissions and Registration or a Student Services office on a PJC campus or center.

The graduation exception requested may include, but is not limited to, a waiver of a particular course, approval to substitute one course for another, a change in the effective catalog being used to analyze graduation requirements, or a waiver of the requirement regarding last hours of coursework in residence. All exceptions and appeals should be discussed with a counselor or academic advisor prior to submission to the District Office of Admissions and Registration for Committee review.

The Student Academic Appeals Committee is not the official representative of the College to consider adjustments to grades assigned by a faculty member. See the Grade Grievance procedure in this catalog or contact the Director of Student Life for appropriate procedures for grieving grades assigned.

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## ADDITIONAL DEGREES

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A student should pursue only one program at a time. However, a student who earns an Associate of Arts Degree or an Associate of Science Degree may be granted a second or additional degree under the following conditions:

- A. No more than one Associate of Arts Degree may be earned.
- B. The **written** degree plan for an additional Associate of Science Degree shall specify that the student must meet all prerequisite courses and all core course requirements. In meeting those requirements, the student may use courses completed for a previous degree; however, the student must complete **at least** 15 additional credits **after** being awarded the preceding degree. The additional credits may be core credits and/or general education credits but are usually technical courses which support the specific program of study. The degree plan including the additional courses must be approved **in advance** by the appropriate department head and filed in the district office of Admissions and Registration.
- C. The degree plan for earning an Associate of Science Degree after earning the Associate of Arts Degree shall specify that the student must meet all specific general education requirements. In meeting those requirements, the student may use courses completed for the Associate of Arts Degree; however, the student must complete **at least** 15 additional credits **after** being awarded the Associate of Arts Degree. The additional credits may be elective credits and/or general education credits. In no case may non-general education courses be substitutes for or accepted in lieu of courses needed to meet the general education requirements.
- D. A student may request approval of a Graduation Exception in order to pursue two degrees simultaneously. This form will be used to specify a detailed program plan for the student to follow in earning the additional degree. The usual rules for determining the applicable catalog will apply to the additional degree. The Graduation Exception should be submitted to the appropriate department head **in advance** so as to establish specific courses and program requirements for both degrees. The final decision regarding the Graduation Exception will be made by the Registrar or designee.
- E. All other requirements for graduation remain in effect for students pursuing additional degrees; i.e., grade point average requirements, residency requirements, etc.

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## REQUIREMENTS FOR GRADUATING WITH HONORS AND INFORMATION REGARDING THE COMMENCEMENT CEREMONY

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All students are eligible for academic achievement recognition at graduation. Grade point averages are based on all credits attempted at PJC and other institutions attended. An appropriate notation will be placed on the student's academic record. Two categories of graduation with honors for students in A.A. and A.S. programs are recognized:

- a. “Graduation with Honors” is awarded to those students with cumulative grade point averages of 3.5 to 3.89.
- b. “Graduation with High Honors” is awarded to students with cumulative grade point averages of 3.9 to 4.0.

NOTE: The commencement program is printed prior to the recording of the current term's grades. Therefore, it is necessary to identify honors graduates in the commencement program based upon the cumulative grade point average at the beginning of the term which graduation requirements are completed. Transcripts are permanent final records, however, and are based upon cumulative totals that include the grades of the final term. All courses attempted, including transfer coursework, will be considered in calculating the cumulative grade point average.



# Programs of Study



2000-2001

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## INSTRUCTIONAL PROGRAMS

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### ASSOCIATE OF ARTS DEGREE (A.A.)

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

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### ASSOCIATE OF SCIENCE DEGREE (A.S.)

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The associate of science degree has been defined as an "advanced certification of competency" in an occupational area. The primary purpose of the A.S. is to provide the student with the knowledge and skills required for immediate employment or advancement in that career area.

This degree consists of a minimum of 60 credits, at least 15 of which must be general education.

The associate of science is not designed as a college transfer program. Many universities and professional art studios, however, do accept A.S. graduates. The University of West Florida will accept graduates of most A.S. programs and will provide them with the opportunity to continue their education through the bachelor's degree.

For transfer purposes, UWF expects the A.S. graduate to have at least 60 hours of college credit work. Preferably, 36 hours should be in general education, but a minimum of 24 hours in general education may be acceptable. Students with fewer than 36 general education credits will need to complete additional general education courses either at the University or PJC. The A.S. student planning to continue for a bachelor's degree may contact the Student Services Office on any campus for additional information and help in planning such a program.

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### CERTIFICATE PROGRAMS

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The certificate programs are approximately one academic year and are designed to provide the graduate with the opportunity for immediate employment in the particular occupational field. The certificate documents that the student has attained job entry competence and is ready for beginning-level employment.

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### UNIVERSITY OF FLORIDA AT PENSACOLA JUNIOR COLLEGE

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In cooperation with Pensacola Junior College and the University of West Florida, the University of Florida is offering two bachelor of science degree programs at PJC-Milton. Students may take all of their upper-division courses locally, without having to travel to Gainesville.

University of Florida faculty resident in Milton, along with University of West Florida and PJC faculty, provide instruction. The two programs available are: Natural Resource Conservation and Environmental Horticulture.

The Natural Resource Conservation major is designed to provide graduates with expertise in the management and conservation of our natural heritage, from forests and wildlife to waters and minerals. Major biological, ecological, management, and economic aspects of natural resources are covered in a core of required courses. Through a series of electives, students will have the option of specializing in an area of specific interest. Graduates of this program will be qualified for a variety of careers in both the public and private sectors, and for further studies in graduate programs.

Environmental Horticulture deals with the improvement of the human environment by the proper selection, propagation, growth, and placement of plants in exterior and interior landscapes. It applies many principles of biology, botany, business, chemistry, mathematics, engineering, and education to growing and using plants in all areas of people's lives. Specialized areas of environmental horticulture include: floriculture (flowers and bedding plants), foliage (indoor plants), woody ornamentals (trees and shrubs in the landscape), landscape (placement and maintenance of plants), turfgrass (lawn and turf), urban horticulture (urban ecosystem management), and micropropagation (production of plant propagules using tissue culture technology).

Admission to the programs requires an A.A., with specific science and mathematics courses. For further information contact:

University of Florida Coordinator  
Room 4905 Natural Resource Studies Building  
PJC-Milton Campus  
(904) 484-4482

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### ADULT BASIC EDUCATION ABE/GED/ESOL

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The Adult Basic Education Department offers an array of programs for adults (16 years of age and over\*) who want to improve their academic skills. The department offers:

free classes to those who qualify,  
convenient locations of classes throughout the community,  
open entry classes (enroll at any time), and  
day and evening classes.

ADULT BASIC EDUCATION (ABE) classes are designed for students who want to improve their basic skills in reading, writing, speaking, listening, problem solving, and/or mathematics.

GENERAL EDUCATION DEVELOPMENT (GED) classes prepare students to take the General Education Development (GED) Tests. The GED Tests offer students an opportunity to earn a high school equivalency diploma. Instruction is offered in the following areas: writing skills, mathematics, literature, social studies and science. This program is available at all of our convenient sites and through GED on TV. The GED on TV program is a televised instructional program that brings courses into the student's home.

The GED Tests are administered through the Test Center on the Pensacola Campus.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) classes are offered to assist students in improving their English skills. These non-credit classes are available for foreign-born adults to improve basic language and communication skills.

The Adult Basic Education Department will design a workplace literacy program for a specific worksite, tailored to meet the unique job-related needs of the employees and the employer.

**For more information about Adult Basic Education class offerings and locations, call the Adult Basic Education Department at 484-2120.**

\*Students 16 and 17 years of age must obtain an age waiver to enroll.

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### HIGH SCHOOL PROGRAM

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High school courses are made available to adults who wish to continue their interrupted education. The courses offered in the program of study at the Pensacola Junior College High School are similar to those offered in a regular high school program, but the emphasis is placed on the special needs of the adult student.

Each student selects courses to suit his or her own pace. A part-time student can take as few as one course per term. A full-time student can earn as much as two years of high school credit in less than nine months.

Upon satisfactory completion of the high school program, Pensacola Junior College awards the student a high school diploma.

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## CONTINUING EDUCATION

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Continuing education, under the auspices of Community and Workforce Development, provides lifelong learning educational opportunities for citizens of all ages throughout Escambia and Santa Rosa counties. Continuing education courses focus on professional development, economic development, health-related programs, business and industry training programs, military programs, and recreation and leisure courses. Individuals may be interested in continuing education courses for reasons such as a desire to upgrade academic or coping skills; to learn new skills; to obtain professional development as required by certain professions; and, to enhance their lifestyle through leisure time activities.

These classes are economically priced and sequenced to meet the scheduling demands of the students. These classes are delivered in a variety of formats such as workshops, seminars, conferences, noncredit short courses, teleconferences, etc. and are located at numerous sites within the community. Qualified instructors with interest and expertise in the subject matter, including state certification when necessary, are selected from the educational, business, and professional community as well as the community at large to teach Continuing Education courses.

The Continuing Education Unit (CEU) is a standard unit of measure used to recognize adults who continue their education at an institution of higher education. CEUs are awarded to persons who successfully complete certain approved noncredit courses. Individual transcripts are available upon request.

The College works with local business, industry, professional organizations, and the general public to help provide a well-trained workforce to enhance the economic development of the district. Courses can be customized to meet the training and retraining needs of business and industry and may include general skills, career development, supervision, communication skills, computer skills, and business writing. These courses may offer CEUs. For more information on all areas of job related training contact the Office of Economic Development located at the PJC Downtown Center at 484-1374.

A vast array of recreation and leisure courses are offered for the benefit of the community through continuing education. Topic areas may include the arts, computer science, foreign language, health and wellness, hobbies, home improvement, cuisine, language arts, music, fitness, human growth and development, dance, and dog obedience. Two unique programs provided by the College include Elderhostel, which is designed specifically for senior citizens, and the PJC Kids College, a noncredit educational opportunity for young people ages 5–16. For additional information, contact the Office of Community Programs at 484-1797.

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## DISTANCE LEARNING

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The Pensacola Junior College Distance Learning Program brings the college to you. Distance learning courses are designed with you in mind if:

- your schedule does not allow you to take conventional college classes
- you want to take classes at your own pace
- you want to accelerate your program completion
- you prefer using technology for information exchange

All PJC distance learning courses are fully accredited college courses and offer the same credits as on-campus classes. Distance learning courses are transferable and can be applied toward graduation requirements.

Telecourses, Internet, and correspondence courses offer a creative mix of textbooks, exams, online course resources and ongoing communications between students and faculty. Telecourses include an added dimension of videos that are either broadcast on WSRE-TV or checked out from the LRC with accompanying audiotapes for certain courses. Internet courses offer students who have full service Internet accounts the option of taking selected courses online. Important Note: Students should always check the technical requirements (i.e., hardware and software) before registering for any Internet class. Students having questions in this regard may contact the Distance Learning Department.\*

- For all distance learning courses, course and instructor information is updated on the distance learning website, *PJC ONLINE*, at the beginning of each semester. Go to [www.distance.pjc.cc.fl.us](http://www.distance.pjc.cc.fl.us).
- Students may be required to come to campus for orientation, re-views, and testing.
- Selected college credit courses are available via interactive television. This technology allows students to attend class on one campus while the instructor is physically located at a remote site (e.g., another PJC campus or another community college).

\* To learn more about taking a course through Distance Learning, contact the Distance Learning Department at (850) 484-1238 or e-mail at [dlearn@pjc.cc.fl.us](mailto:dlearn@pjc.cc.fl.us).

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## HONORS PROGRAM

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The PJC Honors Program offers academically gifted students an integrated program of study that examines the relationships between the arts and sciences. Besides the classroom experience, students participate in seminars, field trips, scholarships and study abroad programs, such as a summer session at Cambridge University in England. If you are interested in this challenging program, call (850) 484-1425.

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# GENERAL EDUCATION PROGRAM

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All associate degree programs contain both specialized courses and general education courses. The general education component of each program is designed to meet the goals of the College General Education Program as well as standards for accreditation.

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## GENERAL EDUCATION GOALS

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A basic purpose of Pensacola Junior College is to provide a learning environment in which the student can develop:

- The skills for effective oral and written communication, computation, and computer technology;
- Evaluation and problem-solving skills through application of inductive reasoning;
- An analytical, critical, creative, and integrative approach to ideas and experiences;
- An historical perspective of the social, political, economic, scientific, and aesthetic aspects of the world;
- An informed, open-minded, and tolerant approach toward diverse people, ideas, and cultures;
- Informed involvement in one's community and society;
- An understanding of and respect for the physical environment and one's place in it;
- A recognition of the forces of social and technological change that impact the individual and institutions;
- Fundamental knowledge from which one may evolve professional or occupation competence;
- A personal philosophy of life and a better understanding of oneself and one's responsibility within the family;
- A lifelong intellectual curiosity;
- Involvement in, and appreciation for, aesthetic and creative activities; and
- Knowledge necessary to achieve and maintain physical and mental health.

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## GENERAL EDUCATION REQUIREMENTS FOR THE A.A. DEGREE

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### WRITING COMPETENCE REQUIREMENT

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Students are expected to demonstrate the ability to write well, using standard written English. The College is committed to writing across the curriculum. All courses leading to the A.A. degree, except those specifically exempt, will require student writing. Also, students must successfully complete three "writing emphasis" courses in addition to the English and literature distribution requirements. In these courses each student will be expected to write formal papers and/or essays, using standard written English and totaling a minimum of 10 double-spaced pages. All writing will be evaluated, and the evaluations will be used in determining the student's final grade.

In addition to designated courses within Category IV and Category V distribution requirements, the following courses may be used to satisfy this graduation requirement.

CRW 2100	Creative Writing: Fiction
CRW 2300	Creative Writing: Poetry
ENG 2111	Literature and Film
FIL 2002	Introduction to Film: Art and Criticism
JOU 1100	Reporting I
JOU 1303	Feature Article Writing
JOU 1420L	College Publications
LIT 2930	Special Topics in Literature
PSY 2001	Introduction to Experimental Psychology
WST 2010	Introduction to Women's Studies

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### READING COMPETENCE REQUIREMENT

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Enrollment in any course designated as a writing emphasis course will require appropriate scores on the Florida Entry-Level Placement Exam or completion of LIN 1670C. REA 1105 and REA 1105L may be taken as a corequisite with the first writing course when test scores so indicate.

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### LAB SCIENCE

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Students seeking the A.A. degree must complete at least one Natural Sciences lecture course which has an accompanying lab. Lecture/lab sequences are available in Categories VI and VII presented on page 49. Lab courses are indicated by an "L" immediately following the course number.

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### FOREIGN LANGUAGES

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Depending on one's starting date, a student may need to meet the state's foreign language requirement. Beginning August 1, 1989, all undergraduate students (freshmen and transfer students) must already have completed two sequential credits of foreign language at the high school level or its equivalent at the college level (eight college credits) before admission to an upper-division university in the State of Florida. American Sign Language may be used to satisfy this admission requirement, but may not meet graduation requirements in some B.A. and B.S. programs.

For clarification of this policy and explanation of exceptions to the requirement, students should consult with the university. Foreign language course work should be planned with consideration of the upper-division school to which transfer is intended.

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### COURSES WITH INTERNATIONAL OR DIVERSITY FOCUS

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All students majoring in education at one of Florida's public universities must earn nine credit hours with an international or diversity focus. One of these courses must be EDG 2701, Teaching Diverse Populations, three credit hours. The remaining six credit hours may be taken from the following list of courses.

AMH 2091	African-American History and Culture	3 cc
ANT 2410	Introduction to Cultural Anthropology	3 cc
ARH 1051	Art History II	3 cc
EEX 2010	Introduction to Exceptional Children	3 cc
EUH 1000	Western Civilization I	3 cc
FRE 1121	Beginning French II	4 cc
GEA 2000	World Regional Geography	3 cc
GER 1121	Beginning German II	4 cc
ITA 1121	Beginning Italian II	4 cc
LIT 2120	World Literature from 1650	3 cc
REL 2000	Introduction to Religion	3 cc
RUS 1121	Beginning Russian II	4 cc
SPN 1121	Beginning Spanish II	4 cc
SYG 2000	Introduction to Sociology	3 cc
SYG 2010	Social Problems	3 cc
WST 2010	Introduction to Women's Studies	3 cc

## MINIMUM GRADES

A.A. students must earn a grade of "C" or better in each general education course. A grade of "D", "D+", or "D-" will not be accepted regardless of where or when it was earned. Students may repeat general education courses in which a grade lower than "C-" was earned, and only the most current grade received will be used in computing the GPA (see Course Attempts Limits section on page 38). The Pass/Fail option is not available in general education courses under any circumstances.

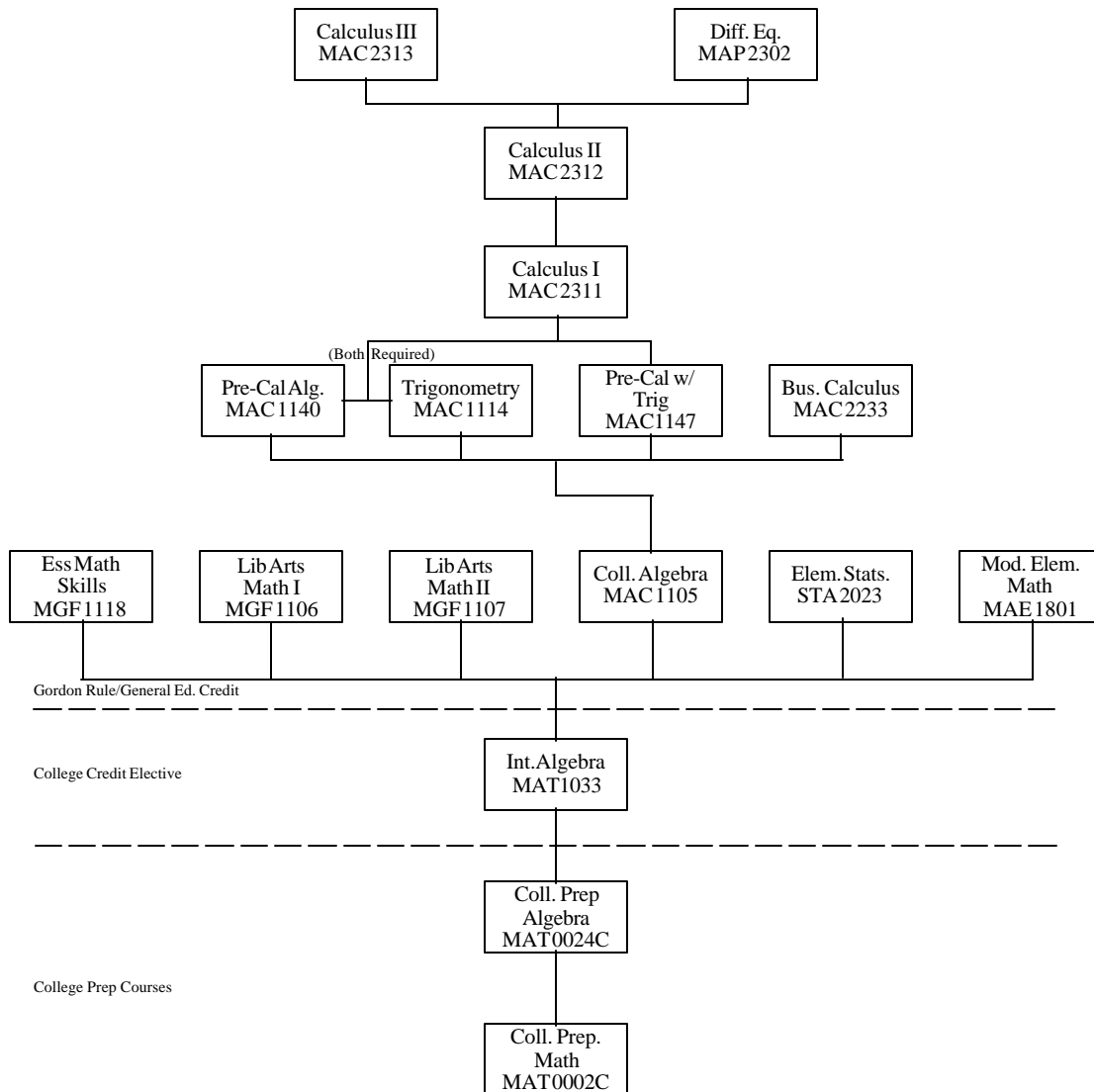
## NON-TRADITIONAL CREDITS

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

## OPTION TO FOLLOW UNIVERSITY GENERAL EDUCATION REQUIREMENTS

A student who wishes to take a planned transfer program of studies not outlined in the PJC catalog may use such a program for graduation if he/she meets the following guidelines: (A) meets with a PJC counselor to review the proposed plan. The counselor will check Gordon Rule requirements and course prerequisites and approve the plan in writing; (B) within the student's first 30 hours of credit his/her alternate plan must be approved by a counselor, the Provost of the campus and the Dean, Curriculum Implementation; (C) the student must then complete at least 30 credits at PJC. Alternate plans will be for a specific institution and must include documentation. The student will, upon completion of the model institution's first two years' academic work (at least 60 credits), be graduated with an associate of arts degree. The student's transcript will not be stamped "General Education Requirements met" unless the student has, in fact, completed the general education requirements at PJC.

## SEQUENCE OF MATHEMATICS COURSES FOR THE A.A. DEGREE



# GENERAL EDUCATION COURSE REQUIREMENTS FOR THE A.A. DEGREE

A.A. degree-seeking students must complete thirty-six general education credit hours. The credit hours must be distributed among the course categories listed below.

## I. ENGLISH COMPOSITION ..... 6 credits

- +ENC 1101 English Composition I 3 cc
- +ENC 1102 English Composition II 3 cc

## II. LITERATURE ..... 3 credits

ENC 1101 and ENC 1102 are prerequisites for all Literature courses.

- +AML2011 American Literature to 1870 3 cc
- +AML2021 American Literature from 1870 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

## III. MATHEMATICS ..... 6 credits

- MAC 1105 College Algebra 3 cc
- MAC 1114 Plane Trigonometry 3 cc
- MAC 1140 Precalculus Algebra 3 cc
- MAC 1147 Precalculus Algebra/Trigonometry 4 cc
- MAC 1154 Analytic Geometry 3 cc
- MAE 1801 Concepts of Modern Elementary Mathematics 3 cc
- MGF 1106 Mathematics for Liberal Arts I 3 cc
- MGF 1107 Mathematics for Liberal Arts II 3 cc
- MGF 1118 Essential Math Skills 1 cc
- \_\_\_\_\_ Any 2000 Level Math Course 3 cc

## IV. HISTORY, BEHAVIORAL/SOCIAL, AND HUMAN SCIENCES ..... 6 credits

One 3 credit course must have a AMH, ANT, DEP, PSY or SYG prefix.

- +AMH2010 American History to 1877 3 cc
- +AMH2020 American History from 1877 3 cc
- +AMH2091 African-American History and Culture 3 cc
- +ANT 2410 Introduction to Cultural Anthropology 3 cc
- +DEP 2003 Human Growth and Development 3 cc
- ECO 2013 Economics I 3 cc
- +EUH 1000 Western Civilization I 3 cc
- +EUH 1001 Western Civilization II 3 cc
- GEA 2000 World Regional Geography 3 cc
- HLP 1081 Concepts of Life Fitness 3 cc
- HUN 1003 Wellness: Nutrition, Personal Growth, Physical Fitness 3 cc
- HUN 1201 Elements of Nutrition 3 cc
- POS 1001 Introduction to Government 3 cc
- +POS 2041 American National Government 3 cc
- +PSY 2012 General Psychology 3 cc
- +SYG 2000 Introduction to Sociology 3 cc
- +SYG 2010 Social Problems 3 cc

## V. HUMANITIES ..... 6 credits

These 6 credits must include courses from at least 2 different course prefix areas.

- ARH 1050 Art History I 3 cc
- ARH 1051 Art History II 3 cc
- ARH 1831 Art for Non-Majors 3 cc
- ARH 2000 Humanities Art 3 cc
- +CLT 1500 Classical Mythology 3 cc
- FRE 1121 Beginning French II 4 cc
- GER 1121 Beginning German II 4 cc
- GRE 1101 Beginning Greek II 3 cc
- HUM 1510C Arts Experience 3 cc
- +HUM 2210 Humanities in the Ancient World 3 cc
- +HUM 2230 Humanities in the Modern World 3 cc
- +HUM 2454 African-American Humanities 3 cc
- +HUM 2740 Humanities Travel 3 cc
- +HUM 2741 Humanities Travel 6 cc

- ITA 1121 Beginning Italian II 4 cc
- LAT 1121 Beginning Latin II 4 cc
- MUH 2011 Music Appreciation 3 cc
- +MUH 2110 Introduction to Music History 3 cc
- +PHI 2010 Introduction to Philosophy 3 cc
- +PHI 2070 Introduction to Eastern Philosophy 3 cc
- +PHI 2100 Logic 3 cc
- +PHI 2600 Ethics 3 cc
- +REL 2000 Introduction to Religion 3 cc
- RUS 1121 Beginning Russian II 4 cc
- SPN 1121 Beginning Spanish II 4 cc
- +THE 2000 Introduction to Theatre 3 cc

## NATURAL SCIENCES ..... 7 credits

Students must complete a minimum of seven natural sciences credits, one course from category VI and one from category VII. In addition, students must complete one laboratory course.

## VI. BIOLOGICAL SCIENCES ..... 3 or 4 credits

- BOT 1010 General Botany and BOT 1010L 4 cc
- BSC 1005 Biological Principles for Non-Majors 3 cc
- BSC 1005 Biological Principles for Non-Majors and BSC 1005L 4 cc
- BSC 2010 Integrated Principles of Biology and BSC 2010L 4 cc
- OCB 2013 Marine Biology and OCB 2013L 4 cc
- PCB 2030 Introduction to Environmental Science 3 cc
- ZOO 1010 General Zoology and ZOO 1010L 4 cc

## VII. PHYSICAL SCIENCES ..... 3 or 4 credits

- AST 1005 Descriptive Astronomy 3 cc
- AST 1005 Descriptive Astronomy and AST 1005L 4 cc
- CHM 1020 Chemistry in Society and CHM 1020L 4 cc
- CHM 1045 General Chemistry I and CHM 1045L 4 cc
- CHM 1046 General Chemistry II and CHM 1046L 4 cc
- GLY 1001 Earth Science 3 cc
- GLY 1010 Physical Geology and GLY 1010L 4 cc
- MET 1010 Introduction to Meteorology 3 cc
- OCE 1001 Oceanography 3 cc
- OCE 1001 Oceanography and OCE 1001L 4 cc
- PHY 1053 General Physics I and PHY 1053L 4 cc
- PHY 1054 General Physics II and PHY 1054L 4 cc
- PHY 2048 Physics I with Calculus and PHY 2048L 5 cc
- PHY 2049 Physics II with Calculus and PHY 2049L 5 cc

## COMPUTER COMPETENCE REQUIREMENT ..... 1 credit

Students must demonstrate competence in the use of computer technology. Competence is defined as the ability to use computer technology to access data, transform that data into information, and communicate that information to others. Students may meet the requirement by departmental proficiency examination. credits

- \_\_\_\_\_ Any course with the prefix CGS, CIS, or COP
- EME 2040 Introduction to Educational Technology 3 cc
- LIS 1002 Introduction to Internet Research 1 cc
- MUS 1550 Music and Computers 3 cc

## ORAL COMMUNICATIONS REQUIREMENT ..... 1 credit

Students will demonstrate competence in the skill of oral communications. The requirement can be met by successful completion of one of the following courses. credits

- ORI 2000 Introduction to Oral Interpretation 3 cc
- SPC 1006C Basic Speaking and Listening Skills 1 cc
- SPC 1300 Interpersonal Communication 3 cc
- SPC 1596 Introduction to Forensics 3 cc
- SPC 1600 Public Speaking 3 cc
- SPC 2594C Intercollegiate Forensics 1 cc

+ Course will meet writing requirement.

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## THE ASSOCIATE OF ARTS DEGREE

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The associate of arts degree (A.A.) is designed to prepare students for entry into the junior year at four-year or upper-division colleges and universities. The A.A. degree is a university parallel or college transfer degree comprised of 36 general education credits and a minimum of 24 credits chosen from among PJC's college credit courses.

Although upper-division schools vary in the number and nature of courses which are required in their bachelor's programs, Florida community colleges and public universities have an articulation agreement which addresses the transfer of college courses. Under this agreement, students who complete the general education requirements of a Florida community college and who are awarded the A.A. degree are exempt from the general education requirements of these upper-division schools. Students may, however, be required to meet other course and eligibility requirements for acceptance into a particular university program.

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

In addition to the basic transfer program outlined below, PJC offers several pre-planned sets of electives called areas of concentration for the A.A. degree. Current areas of concentration include the following.

Agricultural Science  
Art  
Art Education  
Biochemistry  
Biology  
Business  
Chemistry  
Classics  
Computer Information Systems  
Computer Science  
Criminal Justice  
Early Childhood/Pre-Primary Education  
Education  
English  
Environmental Horticulture  
General Studies  
Geology  
Health Care Management  
Health Information Management  
History—Public Service  
    Emphasis in Business  
    Emphasis in Foreign Relations  
    Emphasis in Public Service  
Hospitality Management

Mass Communication/Journalism  
Mathematics  
Music  
Music Teacher Education  
Natural Resource Conservation/Pre-Forestry  
Philosophy  
Physical Education, Health and Fitness  
    Emphasis in Health Education (General)  
    Emphasis in Health/Fitness (Pre-Exercise Science)  
    Emphasis in Physical Education (General)  
    Emphasis in Physical Education (Teacher Preparation)  
Physics  
Pre-Engineering  
Pre-Law/Pre-Legal Administration  
Pre-Medical/Dental/Veterinary Studies  
Pre-Medical Technology  
Pre-Nursing  
Pre-Pharmacy  
Pre-Physical Therapy  
Psychology  
Religion  
Special Education  
Theatre

# PRE-PLANNED AREAS OF CONCENTRATION FOR THE A.A. DEGREE

## AGRICULTURAL SCIENCE (AGSCI-AA) A.A.

The Agricultural Science program provides the first two years of a four-year baccalaureate degree. Students finishing the program will be prepared to enter one of several university agricultural programs. PJC has articulation agreements with the University of Florida in Gainesville and Florida A&M in Tallahassee. The student will also find the transfer to Auburn University easy. The student can choose from a group of electives offered in the department. The electives taken will be determined by the goals of the student.

### First Year

Term I - Fall	Credits
ENC 1101 English Composition I .....	3
MAC 1105 College Algebra .....	3
PSY 2012 General Psychology .....	3
_____ * Humanities (Category V) .....	3
_____ ** Elective .....	3
Total .....	15

### Term II - Spring

BOT 1010 General Botany	
BOT 1010L General Botany Laboratory	
	or
ZOO 1010 General Zoology .....	3
ZOO 1010L General Zoology Laboratory .....	1
ENC 1102 English Composition II .....	3
MAC 1114 Plane Trigonometry .....	3
_____ * Humanities (Category V) .....	3
Total .....	13

### Second Year

#### Term I - Fall

BSC 2010 Integrated Principles of Biology .....	3
BSC 2010L Integrated Principles of Biology Laboratory .....	1
CHM 1045 General Chemistry I .....	3
CHM 1045L General Chemistry I Laboratory .....	1
ECO 2023 Economics II .....	3
SPC 1600 Public Speaking .....	3
_____ * Literature (Category II) .....	3
Total .....	17

#### Term II - Spring

CGS 1570 Computer Concepts and Applications .....	3
PHY 1053 General Physics I .....	3
PHY 1053L General Physics I Laboratory .....	1
_____ * History, Behavioral/Social, and Human Sciences (Category IV) .....	3
_____ ** Electives .....	5
Total .....	15

Total Program Credits .....60

\* Electives based on general education distribution requirements. Category IV and Category V selections must include at least two writing emphasis courses.

\*\* Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution.

(For additional information contact the Liberal Arts/Environmental Sciences Department on the Milton Campus, 484-4420.)

## ART (ART-AA) A.A.

A two-year transfer degree for art majors planning to continue their education at a four-year college or professional art school.

### First Year

Term I - Fall	Credits
ART 1202C Two-Dimensional Design .....	3
ART 1300C Drawing I .....	3
ENC 1101 English Composition I .....	3
_____ * Biological Sciences (Category VI) .....	(3) 4
_____ * Mathematics (Category III) .....	3
Total .....	(15) 16

### Term II - Spring

ART 1203C Three-Dimensional Design .....	3
ART 1301C Drawing II .....	3
ENC 1102 English Composition II .....	3
SPC 1006C Basic Speaking and Listening Skills .....	1
_____ * History, Behavioral/Social, and Human Sciences (Category IV) .....	3
Total .....	13

### Second Year

#### Term I - Fall

ARH 1050 Art History I .....	3
_____ * History, Behavioral/Social, and Human Sciences (Category IV) .....	3
_____ * Literature (Category II) .....	3
_____ * Physical Sciences (Category VII) .....	(4) 3
_____ Art Elective .....	3
Total .....	(16) 15

#### Term II - Spring

ARH 1051 Art History II .....	3
ART 2510C Painting I	
	or
ART 2701C Sculpture I .....	3
_____ * Humanities (Category V) .....	3
_____ * Mathematics (Category III) .....	3
_____ * Computer Competence Requirement .....	1
_____ Art Elective .....	3
Total .....	16

Total Program Credits .....60

\* Electives based on general education distribution requirements. Category IV and Category V selections must be writing emphasis courses.

(For additional information contact the Visual Arts Department on the Pensacola Campus, 484-2554.)



**ART EDUCATION (ARTED-AA) A.A.**

The program is designed for persons who wish to enter the teaching profession at the elementary or high school level. It follows the same required course sequence as the art A.A. program, except for the art electives.

Before selecting electives you should examine the catalog of the university to which you wish to transfer so that you choose the art courses that correspond to the courses listed in their art education program. Each university has a slightly different list. **Acceptance into education programs at a public university in Florida is dependent upon passing the CLAST. See page 6 for details.**

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
ART 1202C	Two-Dimensional Design .....	3
ART 1300C	Drawing I .....	3
ENC 1101	English Composition I .....	3
_____*	Biological Sciences (Category VI) .....	(3) 4
_____*	Mathematics (Category III) .....	3
	<b>Total .....</b>	<b>(15) 16</b>

**Term II - Spring**

ART 1203C	Three-Dimensional Design .....	3
ART 1301C	Drawing II .....	3
EDF 1005	Introduction to Education .....	3
EME 2040	Introduction to Educational Technology .....	3
ENC 1102	English Composition II .....	3
	<b>Total .....</b>	<b>15</b>

**Term IIIA - Summer**

_____**	Art Studio Elective .....	3
	<b>Total .....</b>	<b>3</b>

**Second Year**

**Term I - Fall**

ARH 1050	Art History I .....	3
EDG 2701+	Teaching Diverse Populations .....	3
SPC 1006C	Basic Speaking and Listening Skills .....	1
_____*	History, Behavioral/Social, and Human Sciences (Category IV) .....	3
_____*	Literature (Category II) .....	3
_____*	Physical Sciences (Category VII) .....	(4) 3
	<b>Total .....</b>	<b>(17) 16</b>

**Term II - Spring**

ARH 1051+	Art History II .....	3
CGS 1050	Electronic Access to Information .....	1
_____*	History, Behavioral/Social, and Human Sciences (Category IV) .....	3
_____*	Humanities (Category V) .....	3
_____*	Mathematics (Category III) .....	3
	<b>Total .....</b>	<b>13</b>

**Term IIIA - Summer**

_____**	Art Studio Elective .....	3
	<b>Total .....</b>	<b>3</b>

Total Program Credits ..... 66

\* Electives based on general education distribution requirements. Category IV and Category V selections must be writing emphasis courses.

\*\* Art Education majors must take two additional studio courses from the list below. They may be taken in summer or regular semesters.

ART 1110C	Ceramics I .....	3
ART 2430C	Screen Printing .....	3
ART 2510C	Painting I .....	3
PGY 2401C	Photography I .....	3

+ In addition to EDG 2701, students majoring in Education at a public university in Florida must take six credits with an international or diversity focus. Select from courses listed on page 47. ARH 1051 satisfies three credits of this requirement.

(For additional information contact the Visual Arts Department on the Pensacola Campus, 484-2554.)

**BIOCHEMISTRY (BCHEM-AA) A.A.**

This program provides the first two years of a four-year university program leading to a baccalaureate degree in biochemistry. The PJC curriculum has the necessary prerequisite courses for a completer to begin upper-division work as a university junior in the major.

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
CHM 1045	General Chemistry I .....	3
CHM 1045L	General Chemistry I Laboratory .....	1
ENC 1101	English Composition I .....	3
MAC 2311	Analytic Geometry and Calculus I .....	4
_____*	Humanities (Category V) .....	3
_____*	Computer Competence Requirement .....	1
	<b>Total .....</b>	<b>15</b>

**Term II - Spring**

BSC 2010	Integrated Principles of Biology .....	3
BSC 2010L	Integrated Principles of Biology Laboratory .....	1
CHM 1046	General Chemistry II .....	3
CHM 1046L	General Chemistry II Laboratory .....	1
ENC 1102	English Composition II .....	3
MAC 2312	Analytic Geometry and Calculus II .....	4
_____*	Oral Communications Requirement .....	1
	<b>Total .....</b>	<b>16</b>

**Second Year**

**Term I - Fall**

CHM 2210	Organic Chemistry I .....	3
CHM 2210L	Organic Chemistry I Laboratory .....	1
PHY 2048	Physics I with Calculus .....	4
PHY 2048L	Physics I with Calculus Laboratory .....	1
_____*	History, Behavioral/Social, and Human Sciences (Category IV) .....	3
_____*	Literature (Category II) .....	3
	<b>Total .....</b>	<b>15</b>

**Term II - Spring**

CHM 2211	Organic Chemistry II .....	3
CHM 2211L	Organic Chemistry II Laboratory .....	1
ZOO 1010	General Zoology .....	3
ZOO 1010L	General Zoology Laboratory .....	1
_____*	History, Behavioral/Social, and Human Sciences (Category IV) .....	3
_____*	Humanities (Category V) .....	3
	<b>Total .....</b>	<b>14</b>

Total Program Credits ..... 60

\* Electives based on general education distribution requirements. Category IV and Category V selections must include at least three writing emphasis courses.

(For additional information contact the Physical Sciences Department on the Pensacola Campus, 484-1189.)

**BIOLOGY (BIO-AA)****A.A.**

The A.A. Biology curriculum provides the first two years of college education leading to a baccalaureate degree in one of the biological sciences and will insure articulation into the major at Florida SUS institutions. Students interested in majoring in Environmental Studies should contact the specific institution they wish to attend and the head of the Biological Sciences Department (484-1168) or the Liberal Arts/Environmental Sciences Department (484-4464) as early in their program as possible, but not later than prior to the second semester.

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
BSC 2010	Integrated Principles of Biology .....	3
BSC 2010L	Integrated Principles of Biology Laboratory .....	1
CHM 1045	General Chemistry I .....	3
CHM 1045L	General Chemistry I Laboratory .....	1
ENC 1101	English Composition I .....	3
MAC 2311	Analytic Geometry and Calculus I .....	4
Total .....		15

**Term II - Spring**

BOT 1010	General Botany and	
BOT 1010L	General Botany Laboratory	
	or	
ZOO 1010	General Zoology .....	3
ZOO 1010L	General Zoology Laboratory .....	1
CHM 1046	General Chemistry II .....	3
CHM 1046L	General Chemistry II Laboratory .....	1
ENC 1102	English Composition II .....	3
STA 2023**	Elementary Statistics .....	3
Total .....		14

**Second Year****Term I - Fall**

BSC 1931**	Special Topics in Biological Sciences .....	1
CHM 2210	Organic Chemistry I .....	3
CHM 2210L	Organic Chemistry I Laboratory .....	1
SPC 1006C	Basic Speaking and Listening Skills .....	1
___ ___*	History, Behavioral/Social, and Human Sciences (Category IV) .....	3
___ ___*	Humanities (Category V) .....	3
___ ___*	Literature (Category II) .....	3
Total .....		15

**Term II - Spring**

BSC 1931**	Special Topics in Biological Sciences .....	1
CGS 1050	Electronic Access to Information .....	1
CHM 2211	Organic Chemistry II .....	3
CHM 2211L	Organic Chemistry II Laboratory .....	1
___ ___*	History, Behavioral/Social, and Human Sciences (Category IV) .....	3
___ ___*	Humanities (Category V) .....	3
___ ___***	Biology Elective with a Laboratory .....	4
Total .....		16

Total Program Credits ..... 60

\* Electives based on general education distribution requirements. Category IV and Category V selections must include at least three writing emphasis courses.

\*\* Students may take MAC 2312, Analytic Geometry and Calculus II, in place of both STA 2023 and one credit of BSC 1931. Students may take \_\_\_\_, Ethical Issues in Biology, in place of both credits of BSC 1931.

\*\*\* BOT 1010 and BOT 1010L  
MCB 2020 and MCB 2020L  
OCB 2013 and OCB 2013L  
ZOO 1010 and ZOO 1010L  
ZOO 2303 and ZOO 2303L

(For additional information contact the Biological Sciences Department on any campus: Milton, 484-4420; Pensacola, 484-1168; Warrington, 484-2336.)

**BUSINESS (BUS-AA)****A.A.**

This program is designed to provide the first two years of a four-year university program leading to a baccalaureate degree in accounting, business administration, economics, finance, management, or marketing. However, the student who desires to postpone pursuit of a bachelor's degree will have acquired sufficient knowledge and skill upon completion of this two-year program to be ready for employment.

Students wishing to transfer to UWF, FSU, or UF should consult with a counselor to select appropriate electives.

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
CGS 1570	Computer Concepts and Applications .....	3
ENC 1101	English Composition I .....	3
MAC 1105	College Algebra .....	3
___ ___*	Biological Sciences (Category VI) .....	(3) 4
___ ___*	History, Behavioral/Social, and Human Sciences (Category IV) .....	3
Total .....		(15) 16

**Term II - Spring**

ACG 2021***	Financial Accounting Principles .....	3
CGS 2510	Spreadsheet .....	3
ENC 1102	English Composition II .....	3
STA 2023	Elementary Statistics .....	3
___ ___*	Humanities (Category V) .....	3
Total .....		15

**Second Year****Term I - Fall**

ECO 2013	Economics I .....	3
MAC 2233	Calculus with Business Applications .....	3
___ ___*	Literature (Category II) .....	3
___ ___*	Physical Sciences (Category VII) .....	(4) 3
___ ___**	Elective .....	3
Total .....		(16) 15

**Term II - Spring**

ACG 2071	Introduction to Managerial Accounting .....	3
ECO 2023	Economics II .....	3
SPC 1006C	Basic Speaking and Listening Skills .....	1
___ ___*	Humanities (Category V) .....	3
___ ___**	Elective .....	4
Total .....		14

Total Program Credits ..... 60

\* Electives based on general education distribution requirements. Category IV and Category V selections must include at least three writing emphasis courses.

\*\* Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution.

\*\*\*ACG 2021 may be substituted for the combination ACG 2001 and ACG 2011 at some Florida universities. Transfer students should consult a PJC counselor or contact the appropriate department at the university to which they intend to transfer.

(For additional information contact the Business Department: Pensacola Campus, 484-2505; Warrington Campus, 484-2336.)

**CHEMISTRY (CHEM-AA) A.A.**

This program provides the first two years of a four-year university program leading to a baccalaureate degree in chemistry. The PJC curriculum has the necessary prerequisite courses for a completer to begin upper-division work as a university junior in the major.

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
CHM 1045	General Chemistry I .....	3
CHM 1045L	General Chemistry I Laboratory .....	1
ENC 1101	English Composition I .....	3
MAC 2311	Analytic Geometry and Calculus I .....	4
_____*	Humanities (Category V) .....	3
_____*	Computer Competence Requirement .....	1
Total .....		<u>15</u>

**Term II - Spring**

CHM 1046	General Chemistry II .....	3
CHM 1046L	General Chemistry II Laboratory .....	1
ENC 1102	English Composition II .....	3
MAC 2312	Analytic Geometry and Calculus II .....	4
_____*	Biological Sciences (Category VI) .....	3
_____*	Oral Communications Requirement .....	1
Total .....		<u>15</u>

**Second Year****Term I - Fall**

CHM 2210	Organic Chemistry I .....	3
CHM 2210L	Organic Chemistry I Laboratory .....	1
PHY 2048	Physics I with Calculus .....	4
PHY 2048L	Physics I with Calculus Laboratory .....	1
_____*	History, Behavioral/Social, and Human Sciences (Category IV) .....	3
_____*	Literature (Category II) .....	3
Total .....		<u>15</u>

**Term II - Spring**

CHM 2211	Organic Chemistry II .....	3
CHM 2211L	Organic Chemistry II Laboratory .....	1
PHY 2049	Physics II with Calculus .....	4
PHY 2049L	Physics II with Calculus Laboratory .....	1
_____*	History, Behavioral/Social, and Human Sciences (Category IV) .....	3
_____*	Humanities (Category V) .....	3
Total .....		<u>15</u>

Total Program Credits ..... 60

\* Electives based on general education distribution requirements. Category IV and Category V selections must include at least three writing emphasis courses.

(For additional information contact the Physical Sciences Department on the Pensacola Campus, 484-1189.)

**CLASSICS (CLASS-AA) A.A.****First Year****Term I - Fall**

CGS 1050	Electronic Access to Information .....	1
ENC 1101	English Composition I .....	3
SPC 1006C	Basic Speaking and Listening Skills .....	1
_____*	History (Any AMH or EUH course from Category IV) .....	3
_____*	Mathematics (Category III) .....	3
_____	Elective (preferably LAT 1120) .....	3
Total .....		<u>14</u>

**Term II - Spring**

CLT 1500	Classical Mythology or Humanities (Category V) .....	3
_____*	Humanities (Category V) .....	3
ENC 1102	English Composition II .....	3
PHI 2010	Introduction to Philosophy .....	3
_____*	Mathematics (Category III) .....	3
_____	Elective (preferably LAT 1120) .....	3
Total .....		<u>15</u>

**Second Year****Term I - Fall**

HUM 2210	Humanities in the Ancient World .....	3
PHI 2600	Ethics .....	3
_____*	Biological Sciences (Category VI) .....	(3) 4
_____*	Literature (Category II) .....	3
_____	Elective (preferably LAT 1120) .....	3
Total .....		<u>(15) 16</u>

**Term II - Spring**

HUM 2230	Humanities in the Modern World .....	3
PHI 2100	Logic .....	3
_____*	History, Behavioral/Social, and Human Sciences (Category IV) .....	3
_____*	Physical Sciences (Category VII) .....	(4) 3
_____	Elective (preferably LAT 1120) .....	3
Total .....		<u>(16) 15</u>

Total Program Credits ..... 60

\* Electives based on general education distribution requirements.

(For additional information contact the History, Languages and Philosophy Department on any campus: Milton, 484-4420; Pensacola, 484-1425; Warrington, 484-2336.)

**COMPUTER INFORMATION SYSTEMS (COMP-AA) A.A.**

This associate of arts degree concentration leads to employment in technical computer-related jobs such as a programmer or systems analyst. The A.A. program meets prerequisites for transfer to the University of West Florida B.S. in Computer Science (Computer Information Systems option) program as well as similar programs at other universities.

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
ACG 2021	Financial Accounting Principles .....	3
CGS 1570	Computer Concepts and Applications .....	3
ENC 1101	English Composition I .....	3
MAC 1105	College Algebra .....	3
_____ *	Biological Sciences (Category VI) .....	(4) 3
Total .....		(16) 15

**Term II - Spring**

ACG 2071	Introduction to Managerial Accounting .....	3
COP 1510	Programming Concepts I .....	3
ECO 2013	Economics I .....	3
ENC 1102	English Composition II .....	3
_____ *	Physical Sciences (Category VII) .....	(3) 4
Total .....		(15) 16

**Second Year**

**Term I - Fall**

COP 2511	Programming Concepts II .....	3
ECO 2023	Economics II .....	3
MAC 2233	Calculus with Business Applications .....	3
_____ *	History, Behavioral/Social, and Human Sciences (Category IV) .....	3
_____ *	Humanities (Category V) .....	3
Total .....		15

**Term II - Spring**

COP 2120	COBOL .....	3
PHI 2100	Logic .....	3
STA 2023	Elementary Statistics .....	3
_____ *	Literature (Category II) .....	3
_____ *	Oral Communications Requirement .....	1
_____	Elective .....	1
Total .....		14

Total Program Credits ..... 60

\* Electives based on general education distribution requirements. Category IV and Category V selections must be writing emphasis courses.

(For additional information contact the Computer Science Department: Pensacola Campus, 484-1173; Warrington Campus, 484-2336.)

**COMPUTER SCIENCE (CMPSC-AA) A.A.**

This field leads to employment in technical computer-related jobs such as programmer or systems analyst. The A.A. program meets prerequisites for transfer to the University of West Florida B.S. in Computer Science (Computer Science Systems option) program as well as similar programs at other universities.

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
CGS 1570	Computer Concepts and Applications .....	3
ENC 1101	English Composition I .....	3
MAC 2311	Analytic Geometry and Calculus I .....	4
PSY 2012	General Psychology .....	3
_____ *	Biological Sciences (Category VI) .....	3
Total .....		16

**Term II - Spring**

COP 1510	Programming Concepts I .....	3
ENC 1102	English Composition II .....	3
MAC 2312	Analytic Geometry and Calculus II .....	4
PHY 2048	Physics I with Calculus .....	4
PHY 2048L	Physics I with Calculus Laboratory .....	1
Total .....		15

**Second Year**

**Term I - Fall**

COP 2511	Programming Concepts II .....	3
STA 2023	Elementary Statistics .....	3
_____ *	Humanities (Category V) .....	3
_____ *	Literature (Category II) .....	3
_____	Elective .....	3
Total .....		15

**Term II - Spring**

COP 2220	“C” Programming .....	3
ECO 2013	Economics I .....	3
MAC 2313	Analytic Geometry and Calculus III .....	4
PHI 2100	Logic .....	3
_____ *	Oral Communications Requirement .....	1
Total .....		14

Total Program Credits ..... 60

\* Electives based on general education distribution requirements. The Category V selection must be a writing emphasis course.

(For additional information contact the Computer Science Department: Pensacola Campus, 484-1173; Warrington Campus, 484-2336.)

**CRIMINAL JUSTICE (LAW-AA) A.A.**

The purpose of this program is to prepare students for transfer to a four-year institution after completing two years at Pensacola Junior College. Because of the interdisciplinary nature of Criminal Justice this program may be attractive for those planning to enter law, behavioral and social sciences. Students planning to enter this program should contact the Advanced Technology Department for assistance in planning for their careers.

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
CCJ 1020	Introduction to Criminal Justice .....	3
CCJ 2250	Constitutional Law for Criminal Justice .....	3
ENC 1101	English Composition I .....	3
_____*	History, Behavioral/Social, and Human Sciences (Category IV) .....	3
_____*	Mathematics (Category III) .....	3
Total .....		15

**Term II - Spring**

CCJ 2010	Criminology .....	3
ENC 1102	English Composition II .....	3
_____*	Biological Sciences (Category VI) .....	(3) 4
_____*	Mathematics (Category III) .....	3
_____	Criminal Justice Elective .....	3
Total .....		(15) 16

**Second Year**

**Term I - Fall**

CCJ 1210	Criminal Law .....	3
CCJ 2500	Juvenile Justice .....	3
_____*	Humanities (Category V) .....	3
_____*	Literature (Category II) .....	3
_____*	Computer Competence Requirement .....	1
_____*	Oral Communications Requirement .....	1
Total .....		14

**Term II - Spring**

CCJ 1300	Theory and Practice of Corrections .....	3
_____*	History, Behavioral/Social, and Human Sciences (Category IV) .....	3
_____*	Humanities (Category V) .....	3
_____*	Physical Sciences (Category VII) .....	(4) 3
_____	Criminal Justice Elective .....	3
Total .....		(16) 15

Total Program Credits .....60

\* Electives based on general education distribution requirements. Category IV and Category V selections must include at least three writing emphasis courses.

(For additional information contact the Advanced Technology Department on the Pensacola Campus, 484-2520.)

**EARLY CHILDHOOD/ PRE-PRIMARY EDUCATION (CHILD-AA) A.A.**

This program is the first two years of a four-year university program in early childhood education, pre-primary education or child development. Early childhood covers the ages from birth to eight years. Upon successful completion of a four-year degree at a university and teacher certification requirements, students qualify for Florida certificates in early childhood education (nursery-kindergarten) and pre-primary education.

Students wishing to seek employment after completing the two-year Early Childhood program would be able to do so in child care and preschool programs with the addition of CHD 1104 as an elective. Students could also seek a job as a teacher aide in elementary schools. (Special Education and Teacher Education requirements are listed separately.) **Acceptance into education programs at a public university in Florida is dependent upon passing the CLAST. See page 6 for details.**

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
DEP 2001	Child Development .....	3
EDF 1005+	Introduction to Education .....	3
ENC 1101	English Composition I .....	3
_____*	Biological Sciences (Category VI) .....	(3) 4
_____*	Mathematics (Category III) .....	3
Total .....		(15) 16

**Term II - Spring**

ENC 1102	English Composition II .....	3
PSY 2012	General Psychology .....	3
_____*	Mathematics (Category III) .....	3
_____*	Physical Sciences (Category VII) .....	(4) 3
_____**	Mathematics Elective .....	3
Total .....		(16) 15

**Second Year**

**Term I - Fall**

EME 2040	Introduction to Educational Technology .....	3
_____*	Humanities (Category V) .....	3
_____*	Literature (Category II) .....	3
_____+++	Oral Communications Elective .....	3
_____	Natural Sciences Elective .....	3
Total .....		15

**Term II - Spring**

EDG 2701++	Teaching Diverse Populations .....	3
HUN 1201	Elements of Nutrition .....	3
_____*	Humanities (Category V) .....	3
_____***	Education Electives .....	5
Total .....		14

Total Program Credits .....60

\* Electives based on general education distribution requirements. Either Category V selections or education electives must include at least two writing emphasis courses.

\*\* Cannot use MAE 1801 or MAT 1033 to satisfy this requirement.

\*\*\* Education Electives (suggested courses): AMH 2091, ANT 2410, CGS 1050, CLP 2140, DEP 2001, EDF 1930, EDP 2002, HUS 1320, LIS 1002, PCO 2202, PHI 2100, REL 2000, SYG 2000, SYG 2010.

+ Course includes a field experience. See course description.

++ In addition to EDG 2701, students majoring in Education at a public university in Florida must take six credits with an international or diversity focus. Select from courses listed on page 47. EDG 2701 includes a field experience. See course description.

+++ Any three-credit hour course that satisfies the oral communications requirement for the A.A. degree.

Note: EDF 1005, EDG 2701, EME 2040 meet education core prerequisites required for admission into a SUS college of education.

(For additional information contact the Behavioral Sciences/Human Services Department on the Pensacola Campus, 484-2530.)

**EDUCATION (TEACH-AA) A.A.**

This program serves students who plan a career in elementary or secondary teaching or a related area in education. (Special Education and Early Childhood requirements are listed separately.) **Acceptance into education programs at a public university in Florida is dependent upon passing the CLAST. See page 6 for details.**

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
DEP 2003	Human Growth and Development .....	3
EDF 1005+	Introduction to Education .....	3
ENC 1101	English Composition I .....	3
_____*	Biological Sciences (Category VI) .....	(4) 3
_____*	Mathematics (Category III) .....	3
	<b>Total .....</b>	<b>(16) 15</b>

**Term II - Spring**

EME 2040	Introduction to Educational Technology .....	3
ENC 1102	English Composition II .....	3
_____*	Humanities (Category V) .....	3
_____*	Mathematics (Category III) .....	3
_____*	Physical Sciences (Category VII) .....	(3) 4
	<b>Total .....</b>	<b>(15) 16</b>

**Second Year****Term I - Fall**

PSY 2012	General Psychology .....	3
SYG 2000++	Introduction to Sociology .....	3
_____*	Humanities (Category V) .....	3
_____*	Literature (Category II) .....	3
_____**	Mathematics Elective .....	3
	<b>Total .....</b>	<b>15</b>

**Term II - Spring**

EDG 2701++	Teaching Diverse Populations .....	3
_____+++	Oral Communications Elective .....	3
_____***	Education Electives .....	5
_____	Natural Sciences Elective .....	3
	<b>Total .....</b>	<b>14</b>

Total Program Credits ..... 60

\* Electives based on general education distribution requirements. Either Category V selections or education electives must include at least two writing emphasis courses.

\*\* Cannot use MAE 1801 or MAT 1033 to satisfy this requirement.

\*\*\* Education Electives (suggested courses):

AMH 2091, ANT 2410, CGS 1050, CLP 2140, DEP 2001, EDF 1930, EDP 2002, LIS 1002, HUS 1320, PCO 2202, PHI 2100, REL 2000, SYG 2000, SYG 2010.

+ Course includes a field experience. See course description.

++ In addition to EDG 2701, students majoring in Education at a public university in Florida must take six credits with an international or diversity focus (SYG 2000 satisfies three credits of this requirement). Select from courses listed on page 47. EDG 2701 includes a field experience. See course description.

+++ Any three-credit hour course that satisfies the oral communications requirement for the A.A. degree.

Note: EDF 1005, EDG 2701, EME 2040 meet education core prerequisites required for admission into a SUS college of education.

(For additional information contact the Behavioral Sciences/Human Services Department on the Pensacola Campus, 484-2530.)

**ENGLISH (ENGL-AA) A.A.**

This program is designed for students who wish to pursue a degree in English at a university. Students who complete this program will be ready to enter their junior year with a rich background in American and English Literature complemented by related elective courses.

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
ENC 1101	English Composition I .....	3
SPC 1300	Interpersonal Communication .....	3
	or	
SPC 1600	Public Speaking .....	3
_____*	Biological Sciences (VI) .....	(3) 4
_____*	Mathematics (Category III) .....	3
_____	Elective .....	3
	<b>Total .....</b>	<b>(15) 16</b>

**Term II - Spring**

AMH 2010	American History to 1877 .....	3
AML 2011	American Literature to 1870 .....	3
ENC 1102**	English Composition II .....	3
_____*	Mathematics (Category III) .....	3
_____*	Physical Sciences (VII) .....	(4) 3
	<b>Total .....</b>	<b>(16) 15</b>

**Second Year****Term I - Fall**

AML 2021	American Literature from 1870 .....	3
ENL 2012	English Literature to 1800 .....	3
EUH 1001	Western Civilization II .....	3
_____*	Computer Competence Requirement .....	1
_____	Electives .....	4
	<b>Total .....</b>	<b>14</b>

**Term II - Spring**

ENL 2022	English Literature from 1800 .....	3
_____*	Humanities (Category V) .....	6
_____	Electives .....	6
	<b>Total .....</b>	<b>15</b>

Total Program Credits ..... 60

\* Electives based on general education distribution requirements.

\*\* With permission of the department head students may be allowed to enroll concurrently in ENC 1102 and a literature course.

(For addition information contact the English/Communications Department on the Pensacola Campus, 484-1400.)

**ENVIRONMENTAL HORTICULTURE (HORT-AA) A.A.**

The purpose of this program is to prepare students for transfer to a four-year institution after completion of two years at PJC. There are many widely varied opportunities for students with an interest in this program. Depending on one's area of specialization, a student may qualify to work as a production manager, field superintendent, landscape designer, buyer, or inventory controller. Other areas include horticulture therapy and plant inspector.

**First Year**

<b>Term I - Fall</b>	<b>Credits</b>
BSC 2010 Integrated Principles of Biology .....	3
BSC 2010L Integrated Principles of Biology Laboratory .....	1
ENC 1101 English Composition I .....	3
MAC 1105 College Algebra .....	3
PSY 2012 General Psychology .....	3
_____ * Humanities (Category V) .....	3
Total .....	16

**Term II - Spring**

CGS 1570 Computer Concepts and Applications .....	3
ECO 2023 Economics II .....	3
ENC 1102 English Composition II .....	3
MAC 1114 Plane Trigonometry .....	3
_____ * History, Behavioral/Social and Human Sciences (Category IV) .....	3
Total .....	15

**Second Year****Term I - Fall**

CHM 1045 General Chemistry I .....	3
CHM 1045L General Chemistry I Laboratory .....	1
SPC 1600 Public Speaking .....	3
_____ * Humanities (Category V) .....	3
_____ * Literature (Category II) .....	3
Total .....	13

**Term II - Spring**

BOT 1010 General Botany .....	3
BOT 1010L General Botany Laboratory .....	1
ENC 1210 Technical Writing .....	3
PHY 1053 General Physics I .....	3
PHY 1053L General Physics I Laboratory .....	1
_____ ** Electives .....	5
Total .....	16

Total Program Credits .....60

\* Electives based on general education distribution requirements. Category IV and Category V selections must include at least two writing emphasis courses.

\*\* Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution.

(For additional information contact the Liberal Arts/Environmental Sciences Department on the Milton Campus, 484-4420.)

**GENERAL STUDIES (GEN-AA) (Liberal Arts)****A.A.**

Students who do not yet know in what area they plan to major, or which upper-division school to which they plan to transfer, may pursue the A.A. degree through a program of general studies. This route to the A.A. degree provides an avenue for students to take any college credit electives except those courses designated A.S. only, in addition to the general education program requirements without following any one of the preplanned areas of concentration listed in this catalog.

Students need to be aware that few universities or colleges offer a general degree. Upon application to a university, the student must commit to a degree. Students are advised to work closely with a counselor or departmental advisor to insure the courses taken at PJC will meet the student's major requirements.

**First Year**

<b>Term I - Fall</b>	<b>Credits</b>
ENC 1101 English Composition I .....	3
_____ * Biological Sciences (Category VI) .....	(4) 3
_____ * Humanities (Category V) .....	3
_____ * Mathematics (Category III) .....	3
_____ ** Elective .....	3
Total .....	(16) 15

**Term II - Spring**

ENC 1102 English Composition II .....	3
_____ * History, Behavioral/Social, and Human Sciences (Category IV) .....	3
_____ * Mathematics (Category III) .....	3
_____ * Computer Competence Requirement .....	1
_____ ** Elective .....	3
Total .....	13

**Second Year****Term I - Fall**

_____ * Humanities (Category V) .....	3
_____ * Literature (Category II) .....	3
_____ * Physical Sciences (Category VII) .....	(3) 4
_____ ** Electives .....	6
Total .....	(15) 16

**Term II - Spring**

_____ * History, Behavioral/Social, and Human Sciences (Category IV) .....	3
_____ * Oral Communications Requirement .....	1
_____ ** Electives .....	12
Total .....	16

Total Program Credits .....60

\* Electives based on general education distribution requirements. Category IV and Category V selections must include at least three writing emphasis courses.

\*\* Students who know the college or university to which they plan to transfer should enroll in the specific electives recommended by that institution.

(For additional information contact the Counseling Office on any campus: Milton, 484-4420; Pensacola, 484-1630; Warrington, 484-2336.)

**GEOLOGY (GEO-AA)****A.A.**

This program provides the first two years of a four-year university program leading to a baccalaureate degree in geology. The PJC curriculum has the necessary prerequisite courses for a completer to begin upper-division work as a university junior in the major.

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
CHM 1045	General Chemistry I .....	3
CHM 1045L	General Chemistry I Laboratory .....	1
ENC 1101	English Composition I .....	3
GLY 1010	Physical Geology .....	3
GLY 1010L	Physical Geology Laboratory .....	1
MAC 1114	Plane Trigonometry .....	3
_____*	Computer Competence Requirement .....	1
Total .....		15

**Term II - Spring**

CHM 1046	General Chemistry II .....	3
CHM 1046L	General Chemistry II Laboratory .....	1
ENC 1102	English Composition II .....	3
MAC 2311	Analytic Geometry and Calculus I .....	4
_____*	Humanities (Category V) .....	3
_____*	Oral Communications Requirement .....	1
Total .....		15

**Second Year****Term I - Fall**

PHY 1053	General Physics I .....	3
PHY 1053L	General Physics I Laboratory .....	1
_____*	History, Behavioral/Social, and Human Sciences (Category IV) .....	3
_____*	Humanities (Category V) .....	3
_____*	Literature (Category II) .....	3
_____	Mathematics or Natural Sciences Elective .....	3
Total .....		16

**Term II - Spring**

PHY 1054	General Physics II .....	3
PHY 1054L	General Physics II Laboratory .....	1
_____*	Biological Sciences (Category VI) .....	3
_____*	History, Behavioral/Social, and Human Sciences (Category IV) .....	3
_____	Mathematics or Natural Sciences Elective .....	4
Total .....		14

Total Program Credits ..... 60

\* Electives based on general education distribution requirements. Category IV and Category V selections must include at least three writing emphasis courses.

(For additional information contact the Physical Sciences Department on the Pensacola Campus, 484-1189.)

**HEALTH CARE MANAGEMENT (HCMGT-AA) A.A.**

The Health Care Management program is intended to provide the first two years of instruction for students who wish to pursue the baccalaureate degree in health care management. Students who complete the program will be prepared to enter one of several university health care management programs. Health care managers participate in the planning and management of various health care programs, facilities, institutions, and agencies.

Students who wish to transfer to a four-year institution should consult a counselor at PJC, and should also contact the appropriate department chairman at the four-year institution.

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
CGS 1570	Computer Concepts and Applications .....	3
ENC 1101	English Composition I .....	3
HLP 1081	Concepts of Life Fitness or Wellness: Nutrition, Personal Growth, Physical Fitness .....	3
HUN 1003	College Algebra .....	3
MAC 1105	History, Behavioral/Social, and Human Sciences (Category IV) .....	3
_____*	Total .....	15

**Term II - Spring**

BSC 1005	Biological Principles for Non-Majors .....	3
BSC 1005L	Biological Principles for Non-Majors Laboratory .....	1
ENC 1102	English Composition II .....	3
SPC 1600	Public Speaking .....	3
STA 2023	Elementary Statistics .....	3
_____*	Humanities (Category V) .....	3
Total .....		16

**Second Year****Term I - Fall**

ACG 2021	Financial Accounting Principles .....	3
ECO 2023	Economics II .....	3
PSY 2012	General Psychology .....	3
_____*	Literature (Category II) .....	3
_____*	Physical Sciences (Category VII) .....	4
Total .....		16

**Term II - Spring**

ACG 2071	Introduction to Managerial Accounting .....	3
CGS 1050	Electronic Access to Information or Introduction to Internet Research .....	1
LIS 1002	Calculus with Business Applications .....	3
MAC 2233	Ethics .....	3
PHI 2600	History (Any AMH or EUH course from Category IV) .....	3
_____*	Total .....	13

Total Program Credits ..... 60

\* Electives based on general education distribution requirements.

(For additional information contact the Arts and Sciences Department on the Warrington Campus, 484-2336.)



**HEALTH INFORMATION MANAGEMENT (HCNFO-AA) A.A.**

The Health Information Management program is intended to provide the first two years of instruction for students who wish to pursue the baccalaureate degree in health information management. Students who complete the program will be prepared to enter one of several university health information management programs. Health information managers participate in the planning and management of various health information programs, facilities, institutions, and agencies.

Students who wish to transfer to a four-year institution should consult a counselor at PJC, and should also contact the appropriate department chairman or dean at the four-year institution.

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
BSC 1005	Biological Principles for Non-Majors .....	3
BSC 1005L	Biological Principles for Non-Majors Laboratory .....	1
CGS 1570	Computer Concepts and Applications .....	3
ENC 1101	English Composition I .....	3
MAC 1105	College Algebra .....	3
SPC 1006C	Basic Speaking and Listening Skills .....	1
	Total .....	14

**Term II - Spring**

BSC 1080	Essentials of Anatomy and Physiology .....	3
BSC 1080L	Essentials of Anatomy and Physiology Laboratory .....	1
ENC 1102	English Composition II .....	3
MAC 1114	Plane Trigonometry .....	3
PHI 2600	Ethics .....	3
___ ___*	Humanities (Category V) .....	3
	Total .....	16

**Second Year**

**Term I - Fall**

ACG 2001	Accounting I .....	3
PSY 2012	General Psychology .....	3
STA 2023	Elementary Statistics .....	3
___ ___*	Physical Sciences (Category VII) .....	3
___ ___	Elective .....	3
	Total .....	15

**Term II - Spring**

ACG 2011	Accounting II .....	3
SYG 2000	Introduction to Sociology .....	3
___ ___*	Biological Sciences (Category VI) .....	3
___ ___*	History (Any AMH or EUH course from Category IV) .....	3
___ ___*	Literature (Category II) .....	3
	Total .....	15

Total Program Credits .....60

\* Electives based on general education distribution requirements.

(For additional information contact the Arts and Sciences Department on the Warrington Campus, 484-2336.)

**HISTORY — PUBLIC SERVICE (HIST-AA) A.A.**

The History, Languages and Philosophy Department is offering an innovative program for students with a strong interest in history, politics, and/or business. This program is History-Public Service, which is designed to prepare students for careers in federal, state, and local government, and for careers with national, state and local philanthropic organizations. Many history-oriented students desire to prepare themselves for employment outside the teaching field. This program allows them to pursue three major areas of emphasis, each leading to an interesting and profitable career.

**WITH AN EMPHASIS IN BUSINESS**

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
AMH 2010	American History to 1877 .....	3
CGS 1050	Electronic Access to Information .....	1
ENC 1101	English Composition I .....	3
POS 2041	American National Government .....	3
SPC 1006C	Basic Speaking and Listening Skills .....	1
___ ___*	Mathematics (Category III) .....	3
	Total .....	14

**Term II - Spring**

AMH 2020	American History from 1877 .....	3
AMH 2091	African-American History and Culture .....	3
ENC 1102	English Composition II .....	3
___ ___*	Humanities (Category V) .....	3
___ ___*	Mathematics (Category III) .....	3
	Total .....	15

**Second Year**

**Term I - Fall**

ACG 2001	Accounting I .....	3
BUL 2241	Business Law .....	3
EUH 1001	Western Civilization II .....	3
___ ___*	Biological Sciences (Category VI) .....	(3) 4
___ ___*	Literature (Category II) .....	3
	Total .....	(15) 16

**Term II - Spring**

ACG 2011	Accounting II .....	3
SYG 2000	Introduction to Sociology .....	3
___ ___*	Humanities (Category V) .....	3
___ ___*	Physical Sciences (Category VII) .....	(4) 3
___ ___	Business Elective .....	3
	Total .....	(16) 15

Total Program Credits .....60

\* Electives based on general education distribution requirements.

(For additional information contact the History, Languages and Philosophy Department on any campus: Milton, 484-4420; Pensacola, 484-1425; Warrington, 484-2336.)

**WITH AN EMPHASIS IN FOREIGN RELATIONS**

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
AMH 2010	American History to 1877 .....	3
CGS 1050	Electronic Access to Information .....	1
ENC 1101	English Composition I .....	3
POS 2041	American National Government .....	3
SPC 1006C	Basic Speaking and Listening Skills .....	1
___ ___*	Mathematics (Category III) .....	3
	Total .....	14

**Term II - Spring**

AMH 2020	American History from 1877 .....	3
ENC 1102	English Composition II .....	3
PHI 2100	Logic .....	3
_____*	Humanities (Category V) .....	3
_____*	Mathematics (Category III) .....	3
	Total .....	15

**Second Year****Term I - Fall**

AMH 2091	African-American History and Culture .....	3
EUH 1000	Western Civilization I .....	3
GEA 2000	World Regional Geography .....	3
_____*	Biological Sciences (Category VI) .....	(4) 3
_____*	Literature (Category II) .....	3
	Total .....	(16) 15

**Term II - Spring**

ANT 2410	Introduction to Cultural Anthropology .....	3
EUH 1001	Western Civilization II .....	3
PHI 2070	Introduction to Eastern Philosophy .....	3
POS 1001	Introduction to Government .....	3
_____*	Physical Sciences (Category VII) .....	(3) 4
	Total .....	(15) 16

Total Program Credits .....60

\* Electives based on general education distribution requirements.

(For additional information contact the History, Languages and Philosophy Department on any campus: Milton, 484-4420; Pensacola, 484-1425; Warrington, 484-2336.)

**WITH AN EMPHASIS IN PUBLIC SERVICE****First Year****Term I - Fall**

		<b>Credits</b>
AMH 2010	American History to 1877 .....	3
CGS 1050	Electronic Access to Information .....	1
ENC 1101	English Composition I .....	3
POS 2041	American National Government .....	3
SPC 1006C	Basic Speaking and Listening Skills .....	1
_____*	Mathematics (Category III) .....	3
	Total .....	14

**Term II - Spring**

AMH 2020	American History from 1877 .....	3
ENC 1102	English Composition II .....	3
POS 2112	State and Local Government .....	3
SYG 2000	Introduction to Sociology .....	3
_____*	Mathematics (Category III) .....	3
	Total .....	15

**Second Year****Term I - Fall**

AMH 2091	African-American History and Culture .....	3
EUH 1000	Western Civilization I .....	3
HUM 2210	Humanities in the Ancient World	
	or	
HUM 2230	Humanities in the Modern World .....	3
_____*	Biological Sciences (Category VI) .....	(4) 3
_____*	Literature (Category II) .....	3
	Total .....	(16) 15

**Term II - Spring**

EUH 1001	Western Civilization II .....	3
MMC 2000	Survey of Mass Communication .....	3
PHI 2600	Ethics .....	3
_____*	Humanities (Category V) .....	3
_____*	Physical Sciences (Category VII) .....	(3) 4
	Total .....	(15) 16

Total Program Credits .....60

\* Electives based on general education distribution requirements.

(For additional information contact the History, Languages and Philosophy Department on any campus: Milton, 484-4420; Pensacola, 484-1425; Warrington, 484-2336.)

**HOSPITALITY MANAGEMENT (HOTEL-AA) A.A.**

This program in Hospitality Management is designed to prepare individuals for careers in the many widely varied areas of the hospitality industry including the areas of lodging, restaurants, travel, tourism, food service, and culinary arts. Students must contact the Business Department for specific planning for different upper-level programs. Each university has specific lower-level requirements that students must follow.

**First Year****Term I - Fall**

		<b>Credits</b>
ENC 1101	English Composition I .....	3
HFT 1000	Introduction to the Hospitality Industry .....	3
_____*	Biological Sciences(Category VI) .....	(3) 4
_____*	History, Behavioral/Social, and Human Sciences (Category IV) .....	3
_____*	Mathematics (Category III) .....	3
	Total .....	(15) 16

**Term II - Spring**

CGS 1570	Computer Concepts and Applications .....	3
ENC 1102	English Composition II .....	3
ORI 2000	Introduction to Oral Interpretation	
	or	
SPC 1600	Public Speaking .....	3
_____*	Humanities (Category V) .....	3
_____**	Business/Hospitality Elective .....	3
	Total .....	15

**Second Year****Term I - Fall**

_____*	History, Behavioral/Social, and Human Sciences (Category IV) .....	3
_____*	Humanities (Category V) .....	3
_____*	Literature (Category II) .....	3
_____**	Business/Hospitality Electives .....	6
	Total .....	15

**Term II - Spring**

_____*	Mathematics (Category III) .....	3
_____*	Physical Sciences (Category VII) .....	(4) 3
_____**	Business/Hospitality Electives .....	8
	Total .....	(15) 14

Total Program Credits .....60

\* Electives based on general education distribution requirements. Category IV and Category V selections must include at least three writing emphasis courses.

\*\* Students should consult with an advisor at the college or university they plan to attend for the specific Business or Hospitality Management electives recommended by that institution.

(For additional information contact the Behavioral Sciences/Human Services Department on the Pensacola Campus, 484-2530.)

**MASS COMMUNICATION/  
JOURNALISM (JOURN-AA) A.A.**

Designed to meet most of the requirements of nearby colleges, the PJC print program stresses the basics of news and feature writing in a “real life” setting. Students gain practical experience as they produce the student newspaper, *The Corsair*. Internships with area publications may be available to students who excel. Required courses provide the liberal arts background that most universities and editors recommend.

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
AMH 2020	American History from 1877 .....	3
CGS 1570	Computer Concepts and Applications .....	3
ENC 1101	English Composition I .....	3
JOU 1420L	College Publications .....	1
MMC 2000	Survey of Mass Communication .....	3
___ ___*	Mathematics (Category III) .....	3
Total .....		16

**Term II - Spring**

ENC 1102	English Composition II .....	3
JOU 1303	Feature Article Writing .....	3
PHI 2010	Introduction to Philosophy .....	3
___ ___*	Humanities (Category V) .....	3
___ ___*	Mathematics (Category III) .....	3
Total .....		15

**Second Year**

**Term I - Fall**

ENL 2022	English Literature from 1800 .....	3
JOU 1100	Reporting I .....	3
SPC 1006C	Basic Speaking and Listening Skills .....	1
___ ___*	Biological Sciences (Category VI) .....	(4) 3
___ ___	Journalism Electives .....	5
Total .....		(16) 15

**Term II - Spring**

ECO 2013	Economics I .....	3
JOU 1420L	College Publications .....	1
POS 1001	Introduction to Government or	
POS 2041	American National Government .....	3
PSY 2012	General Psychology .....	3
___ ___*	Physical Sciences (Category VII) .....	(3) 4
Total .....		(13) 14

Total Program Credits .....60

\* Electives based on general education distribution requirements.

(For additional information contact the English/Communications Department on the Pensacola Campus, 484-1400.)

**MATHEMATICS (MATH-AA) A.A.**

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
COP 2200	FORTTRAN Programming .....	3
ENC 1101	English Composition I .....	3
MAC 2311	Analytic Geometry and Calculus I .....	4
___ ___*	History, Behavioral/Social, and Human Sciences (Category IV) .....	3
Total .....		13

**Term II - Spring**

ENC 1102	English Composition II .....	3
MAC 2312	Analytic Geometry and Calculus II .....	4
PHY 1053	General Physics I .....	3
PHY 1053L	General Physics I Laboratory .....	1
___ ___*	History, Behavioral/Social, and Human Sciences (Category IV) .....	3
___ ___*	Humanities (Category V) .....	3
Total .....		17

**Second Year**

**Term I - Fall**

MAC 2313	Analytic Geometry and Calculus III .....	4
PHY 1054	General Physics II .....	3
PHY 1054L	General Physics II Laboratory .....	1
SPC 1006C	Basic Speaking and Listening Skills .....	1
___ ___*	Literature (Category II) .....	3
___ ___**	Electives .....	5
Total .....		17

**Term II - Spring**

MAP 2302	Differential Equations .....	3
___ ___*	Biological Sciences (Category VI) .....	3
___ ___*	Humanities (Category V) .....	3
___ ___**	Elective .....	3
___ ___*	Computer Competence Requirement .....	1
Total .....		13

Total Program Credits .....60

\* Electives based on general education distribution requirements. Category IV and Category V selections must include at least three writing emphasis courses.

\*\* It is strongly recommended that students take STA 2023.

(For additional information contact the Mathematics Department on any campus: Milton, 484-4420; Pensacola, 484-1125; Warrington, 484-2336.)

**MUSIC (MUSIC-AA) A.A.**

This program is designed to provide students with basic skills and concepts in the field of music and to prepare the student completely for transfer to an upper-level institution. Students may choose as their principal instrument—piano, voice, organ, all woodwind instruments, all brass instruments, percussion, guitar, and strings.

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
ENC 1101	English Composition I .....	3
MUN ____	Major Music Ensemble .....	1
MUT 1121	Integrated Music Theory I .....	3
MV_ 131_	Principal Instrument .....	2
_____*	Mathematics (Category III) .....	3
_____*	Computer Competence Requirement .....	1
	<b>Total .....</b>	<b>13</b>

**Term II - Spring**

ENC 1102	English Composition II .....	3
MUN ____	Major Music Ensemble .....	1
MUT 1122	Integrated Music Theory II .....	3
MV_ 131_	Principal Instrument .....	2
_____*	Biological Sciences (Category VI) .....	(4) 3
_____*	Mathematics (Category III) .....	3
	<b>Total .....</b>	<b>(16) 15</b>

**Second Year**

**Term I - Fall**

MUH 2110	Introduction to Music History .....	3
MUN ____	Major Music Ensemble .....	1
MUT 2126	Integrated Music Theory III .....	3
MV_ 232_	Principal Instrument .....	2
SPC 1006C	Basic Speaking and Listening Skills .....	1
_____*	History, Behavioral/Social, and Human Sciences (Category IV) .....	3
_____*	Literature (Category II) .....	3
	<b>Total .....</b>	<b>16</b>

**Term II - Spring**

MUN ____	Major Music Ensemble .....	1
MUT 2127	Integrated Music Theory IV .....	3
MV_ 232_	Principal Instrument .....	2
_____*	History, Behavioral/Social, and Human Sciences (Category IV) .....	3
_____*	Humanities (Category V) .....	3
_____*	Physical Sciences (Category VII) .....	(3) 4
	<b>Total .....</b>	<b>(15) 16</b>

Total Program Credits ..... 60

\* Electives based on general education distribution requirements. Category IV and Category V selections must be writing emphasis courses.

Note: Students will be required to pass a piano proficiency examination during their final term, and are strongly urged to enroll in MVK 1111, 1112, 2121, and 2122 to pass this proficiency examination.

(For additional information contact the Music and Theatre Department on the Pensacola Campus, 484-1800.)

**MUSIC TEACHER EDUCATION (MUSED-AA) A.A.**

This program is designed for persons who wish to enter the music teaching profession at the elementary or high school level.

Students who know the college or university which they plan to transfer, should enroll in the specific courses recommended by the institution.

**Acceptance into education programs at a public university in Florida is dependent upon passing the CLAST. See page 6 for details.**

**First Year**

**Term I - Fall**

		<b>Credits</b>
EME 2040	Introduction to Educational Technology .....	3
ENC 1101	English Composition I .....	3
MUN ____	Major Music Ensemble .....	1
MUT 1121	Integrated Music Theory I .....	3
MV_ 131_	Principal Instrument .....	2
MVK 1111	Beginning Class Piano I .....	1
_____*	Mathematics (Category III) .....	3
	<b>Total .....</b>	<b>16</b>

**Term II - Spring**

ENC 1102	English Composition II .....	3
EDF 1005	Introduction to Education .....	3
MUN ____	Major Music Ensemble .....	1
MUT 1122	Integrated Music Theory II .....	3
MV_ 131_	Principal Instrument .....	2
MVK 1112	Beginning Class Piano II .....	1
_____*	Mathematics (Category III) .....	3
	<b>Total .....</b>	<b>16</b>

**Summer Term IIIA**

_____*	Biological Sciences (Category VI) .....	(4) 3
	<b>Total .....</b>	<b>(4) 3</b>

**Summer Term IIIB**

_____*	History, Behavioral/Social and Human Sciences (Category IV) .....	3
	<b>Total .....</b>	<b>3</b>

**Second Year**

**Term I - Fall**

EDG 2701+	Teaching Diverse Populations .....	3
MUH 2110	Introduction to Music History .....	3
MUN ____	Major Music Ensemble .....	1
MUT 2126	Integrated Music Theory III .....	3
MV_ 232_	Principal Instrument .....	2
SPC 1006C	Basic Speaking and Listening Skills .....	1
_____*	Literature (Category II) .....	3
	<b>Total .....</b>	<b>16</b>

**Term II - Spring**

MUN ____	Major Music Ensemble .....	1
MUT 2127	Integrated Music Theory IV .....	3
MV_ 232_	Principal Instrument .....	2
_____*	History, Behavioral/Social and Human Sciences (Category IV) .....	3
_____*	Humanities (Category V) .....	3
_____*	Physical Sciences (Category VII) .....	(3) 4
	<b>Total .....</b>	<b>(15) 16</b>

Total Program Credits ..... 70

\* Electives based on general education distribution requirements. Three of the four courses taken in Category IV and V must be writing emphasis courses.

+ In addition to EDG 2701, students majoring in Education at a public university in Florida must take six credits with an international or diversity focus. Select from courses listed on page 47.

Note: Students are strongly urged to enroll in MVK 2121 and MVK 2122 to pass any piano proficiency at the college or university to which they wish to transfer.

(For additional information contact the Music and Theatre Department on the Pensacola Campus, 484-1800.)

**NATURAL RESOURCE CONSERVATION/  
PRE-FORESTRY (TREE-AA) A.A.**

This program of study offers the first two years of a baccalaureate degree program in forestry, wildlife ecology or resource conservation. It is designed specifically to assist the student in transferring immediately into a professional school. This program of study was developed with agreement from several leading universities in forest studies including the University of Florida, Auburn University, University of Georgia and Mississippi State. In addition to the core curriculum for the A.A. degree, forestry students will study forestry principles, forest fire use and control, and photogrammetry. Two plus two scholarships between PJC and the University of Florida are also available.

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
BSC 2010	Integrated Principles of Biology .....	3
BSC 2010L	Integrated Principles of Biology Laboratory .....	1
ENC 1101	English Composition I .....	3
MAC 1105	College Algebra .....	3
SPC 1600	Public Speaking .....	3
___ ___*	Humanities (Category V) .....	3
Total .....		16

**Term II - Spring**

CGS 1570	Computer Concepts and Applications .....	3
ECO 2023	Economics II .....	3
ENC 1102	English Composition II .....	3
MAC 1114	Plane Trigonometry .....	3
___ ___*	History, Behavioral/Social, and Human Sciences (Category IV) .....	3
Total .....		15

**Second Year**

**Term I - Fall**

CHM 1045	General Chemistry I .....	3
CHM 1045L	General Chemistry I Laboratory .....	1
MAC 2311	Analytic Geometry and Calculus I .....	4
___ ___*	Humanities (Category V) .....	3
___ ___*	Literature (Category II) .....	3
Total .....		14

**Term II - Spring**

BOT 1010	General Botany	
BOT 1010L	General Botany Laboratory	
	or	
ZOO 1010	General Zoology .....	3
ZOO 1010L	General Zoology Laboratory .....	1
PHY 1053	General Physics I .....	3
PHY 1053L	General Physics I Laboratory .....	1
STA 2023	Elementary Statistics .....	3
___ ___*	History, Behavioral/Social, and Human Sciences (Category IV) .....	3
___ ___	Elective .....	1
Total .....		15

Total Program Credits ..... 60

\* Electives based on general education distribution requirements. Category IV and Category V selections must include a minimum of three writing emphasis courses.

(For additional information contact the Liberal Arts/Environmental Sciences Department on the Milton Campus, 484-4420.)

**PHILOSOPHY (PHIL-AA) A.A.**

This program is suggested for students who wish to pursue an A.A. degree with a concentration in philosophy. It will provide an excellent basis for anyone who plans to continue toward a higher degree in the liberal arts or the humanities. The student is encouraged to review the philosophy and religion courses in the course description section of this catalog.

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
CGS 1050	Electronic Access to Information .....	1
ENC 1101	English Composition I .....	3
EUH 1000	Western Civilization I .....	3
PHI 2010	Introduction to Philosophy .....	3
SPC 1006C	Basic Speaking and Listening Skills .....	1
___ ___*	Mathematics (Category III) .....	3
Total .....		14

**Term II - Spring**

ENC 1102	English Composition II .....	3
EUH 1001	Western Civilization II .....	3
HUM 2210	Humanities in the Ancient World .....	3
SYG 2000	Introduction to Sociology .....	3
___ ___*	Mathematics (Category III) .....	3
Total .....		15

**Second Year**

**Term I - Fall**

HUM 2230	Humanities in the Modern World .....	3
PHI 2070	Introduction to Eastern Philosophy .....	3
PHI 2100	Logic .....	3
___ ___*	Biological Sciences (Category VI) .....	(3) 4
___ ___*	Literature (Category II) .....	3
Total .....		(15) 16

**Term II - Spring**

AMH 2091	African-American History and Culture .....	3
PHI 2600	Ethics .....	3
REL 2000	Introduction to Religion .....	3
___ ___*	Humanities (Category V) .....	3
___ ___*	Physical Sciences (Category VII) .....	(4) 3
Total .....		(16) 15

Total Program Credits ..... 60

\* Electives based on general education distribution requirements.

(For additional information contact the History, Languages and Philosophy Department on the Pensacola Campus, 484-1425.)

**PHYSICAL EDUCATION,  
HEALTH AND FITNESS (PEHF-AA) A.A.**

This program is designed to provide the first two years of a baccalaureate degree program in Physical Education, Health Education, or Health/Fitness. The Health/Fitness Track comprises the first two years of a degree in Exercise Science.

The Physical Education track has two areas of emphasis. The Teacher Preparation area is for those students who plan to teach in the public school system. The general area is for those students who plan careers in the field, but do not intend to teach in the public schools.

Students should contact the departmental office on the Pensacola Campus for guidance in planning a program.

**WITH AN EMPHASIS IN HEALTH EDUCATION (General)**

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
CGS 1050	Electronic Access to Information .....	1
ENC 1101	English Composition I .....	3
HLP 1081	Concepts of Life Fitness .....	3
MAC 1105	College Algebra .....	3
SPC 1006C	Basic Speaking and Listening Skills .....	1
SYG 2000	Introduction to Sociology .....	3
Total .....		14

**Term II - Spring**

DEP 2003	Human Growth and Development .....	3
ENC 1102	English Composition II .....	3
HSC 2400	First Aid and Injuries .....	3
_____ *	Biological Sciences (Category VI) .....	(4) 3
_____ *	Mathematics (Category III) .....	3
Total .....		(16) 15

**Second Year**

**Term I - Fall**

BSC 1080	Essentials of Anatomy and Physiology .....	3
BSC 1080L	Essentials of Anatomy and Physiology Laboratory .....	1
HSC 2100	Personal and Community Health .....	3
HUN 1201	Elements of Nutrition .....	3
_____ *	Humanities (Category V) .....	3
_____ *	Literature (Category II) .....	3
Total .....		16

**Term II - Spring**

HLP 2940	Practicum .....	2
PET 2622	Care and Prevention of Athletic Injuries .....	3
_____ *	Humanities (Category V) .....	3
_____ *	Physical Sciences (Category VII) .....	(3) 4
_____	Elective .....	3
Total .....		(14) 15

Total Program Credits ..... 60

\* Electives based on general education distribution requirements. At least one Category V selection must be a writing emphasis course.

(For additional information contact the Health, Human Performance and Recreation Department on the Pensacola Campus, 484-1314.)

**WITH AN EMPHASIS IN HEALTH/FITNESS  
(Pre-Exercise Science)**

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
CGS 1050	Electronic Access to Information .....	1
ENC 1101	English Composition I .....	3
HLP 1081	Concepts of Life Fitness .....	3
HUN 1201	Elements of Nutrition .....	3
MAC 1105	College Algebra .....	3
PEN 1121	Beginning Swimming	
	or	
PEN 1171	Water Aerobics	
	or	
	A Higher Level Aquatics Course .....	1
SPC 1006C	Basic Speaking and Listening Skills .....	1
Total .....		15

**Term II - Spring**

ENC 1102	English Composition II .....	3
HSC 2400	First Aid and Injuries .....	3
PEM 1131	Weight Training/Conditioning .....	1
PEM 1102	Exercise and Conditioning	
	or	
PEM 1171	Aerobic Dance	
	or	
PEM 1181	Walk, Jog, Run .....	1
_____ *	Biological Sciences (Category VI) .....	3
_____ *	Mathematics (Category III) .....	3
Total .....		14

**Second Year**

**Term I - Fall**

BSC 1080	Essentials of Anatomy and Physiology .....	3
BSC 1080L	Essentials of Anatomy and Physiology Laboratory .....	1
DEP 2003	Human Growth and Development .....	3
HSC 2100	Personal and Community Health .....	3
_____ *	Humanities (Category V) .....	3
_____ *	Literature (Category II) .....	3
Total .....		16

**Term II - Spring**

CHM 1045	General Chemistry I .....	3
CHM 1045L	General Chemistry I Laboratory .....	1
HLP 2940	Practicum .....	2
PET 2303	Scientific Principles of Exercise .....	3
PET 2622	Care and Prevention of Athletic Injuries .....	3
_____ *	Humanities (Category V) .....	3
Total .....		15

Total Program Credits ..... 60

\* Electives based on general education distribution requirements. Category V selections must include at least one writing emphasis course.

(For additional information contact the Health, Human Performance and Recreation Department on the Pensacola Campus, 484-1314.)

**WITH AN EMPHASIS IN PHYSICAL EDUCATION  
(General)**

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
CGS 1050	Electronic Access to Information .....	1
ENC 1101	English Composition I .....	3
HLP 1081	Concepts of Life Fitness .....	3
HUN 1201	Elements of Nutrition .....	3
MAC 1105	College Algebra .....	3
SPC 1006C	Basic Speaking and Listening Skills .....	1
	<b>Total .....</b>	<b>14</b>

**Term II - Spring**

ENC 1102	English Composition II .....	3
HSC 2400	First Aid and Injuries .....	3
PEL 1121	Beginning Golf .....	1
PEM 1131	Weight Training/Conditioning .....	1
PEM 1102	Exercise and Conditioning or	
PEM 1171	Aerobic Dance or	
PEM 1181	Walk, Jog, Run .....	1
___ ___*	Biological Sciences (Category VI) .....	(4) 3
___ ___*	Mathematics (Category III) .....	3
	<b>Total .....</b>	<b>(16) 15</b>

**Second Year**

**Term I - Fall**

BSC 1080	Essentials of Anatomy and Physiology .....	3
BSC 1080L	Essentials of Anatomy and Physiology Laboratory .....	1
HSC 2100	Personal and Community Health .....	3
PEL 1441	Racquetball or	
PEL 2341	Beginning Tennis .....	1
PEN 1121	Beginning Swimming or	
	A Higher Level Aquatics Course .....	1
___ ___*	Humanities (Category V) .....	3
___ ___*	Literature (Category II) .....	3
	<b>Total .....</b>	<b>15</b>

**Term II - Spring**

DEP 2003	Human Growth and Development .....	3
PET 2303	Scientific Principles of Exercise .....	3
PET 2622	Care and Prevention of Athletic Injuries .....	3
___ ___*	Humanities (Category V) .....	3
___ ___*	Physical Sciences (Category VII) .....	(3) 4
	<b>Total .....</b>	<b>(15) 16</b>

Total Program Credits .....60

\* Electives based on general education distribution requirements.  
Category V selections must include at least one writing emphasis course.

(For additional information contact the Health, Human Performance and Recreation Department on the Pensacola Campus, 484-1314.)

**WITH AN EMPHASIS IN PHYSICAL EDUCATION  
(Teacher Preparation)**

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
ENC 1101	English Composition I .....	3
HLP 1081	Concepts of Life Fitness .....	3
HSC 2400	First Aid and Injuries .....	3
MAC 1105	College Algebra .....	3
SPC 1006C	Basic Speaking and Listening Skills .....	1
___ ___	Dance Elective .....	1
	<b>Total .....</b>	<b>14</b>

**Term II - Spring**

EDF 1005	Introduction to Education .....	3
ENC 1102	English Composition II .....	3
PEL 1121	Beginning Golf .....	1
PEM 1131	Weight Training/Conditioning .....	1
___ ___*	Biological Sciences (Category VI) .....	(4) 3
___ ___*	Mathematics (Category III) .....	3
	<b>Total .....</b>	<b>(15) 14</b>

**Second Year**

**Term I - Fall**

BSC 1080	Essentials of Anatomy and Physiology .....	3
BSC 1080L	Essentials of Anatomy and Physiology Laboratory .....	1
EME 2040	Introduction to Educational Technology .....	3
LIT 2120+	World Literature from 1650 .....	3
SYG 2000+	Introduction to Sociology .....	3
___ ___*	Humanities (Category V) .....	3
	<b>Total .....</b>	<b>16</b>

**Term II - Spring**

EDG 2701+	Teaching Diverse Populations .....	3
PEL 1441	Racquetball or	
PEL 2341	Beginning Tennis .....	1
PEM 1102	Exercise and Conditioning or	
PEM 1171	Aerobic Dance or	
PEM 1181	Walk, Jog, Run .....	1
PEN 1121	Beginning Swimming or	
	A Higher Level Aquatics Course .....	1
PET 2622	Care and Prevention of Athletic Injuries .....	3
___ ___*	Humanities (Category V) .....	3
___ ___*	Physical Sciences (Category VII) .....	(3) 4
	<b>Total .....</b>	<b>(15) 16</b>

Total Program Credits .....60

\* Electives based on general education distribution requirements.  
Category V selections must be writing emphasis courses.

+ In addition to EDG 2701, students majoring in Education at a public university in Florida must take six credits with an international or diversity focus. LIT 2120 and SYG 2000 satisfy this requirement.

(For additional information contact the Health, Human Performance and Recreation Department on the Pensacola Campus, 484-1314.)

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**PHYSICS (PHYS-AA) A.A.**

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This program provides the first two years of a four-year university program leading to a baccalaureate degree in physics. The PJC curriculum has the necessary prerequisite courses for a completer to begin upper-division work as a university junior in the major.

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
CHM 1045	General Chemistry I .....	3
CHM 1045L	General Chemistry I Laboratory .....	1
ENC 1101	English Composition I .....	3
MAC 2311	Analytic Geometry and Calculus I .....	4
_____*	History, Behavioral/Social, and Human Sciences (Category IV) .....	3
_____*	Computer Competence Requirement .....	1
	<b>Total .....</b>	<b>15</b>

**Term II - Spring**

CHM 1046	General Chemistry II .....	3
CHM 1046L	General Chemistry II Laboratory .....	1
ENC 1102	English Composition II .....	3
MAC 2312	Analytic Geometry and Calculus II .....	4
PHY 2048	Physics I with Calculus .....	4
PHY 2048L	Physics I with Calculus Laboratory .....	1
	<b>Total .....</b>	<b>16</b>

**Second Year****Term I - Fall**

MAC 2313	Analytic Geometry and Calculus III .....	4
PHY 2049	Physics II with Calculus .....	4
PHY 2049L	Physics II with Calculus Laboratory .....	1
_____*	Humanities (Category V) .....	3
_____*	Literature (Category II) .....	3
	<b>Total .....</b>	<b>15</b>

**Term II - Spring**

BSC 2010	Integrated Principles of Biology .....	3
BSC 2010L	Integrated Principles of Biology Laboratory .....	1
_____*	History, Behavioral/Social, and Human Sciences (Category IV) .....	3
_____*	Humanities (Category V) .....	3
_____*	Oral Communications Requirement .....	1
_____	Mathematics or Natural Sciences Elective .....	3
	<b>Total .....</b>	<b>14</b>

Total Program Credits .....60

\* Electives based on general education distribution requirements. Category IV and Category V selections must include at least three writing emphasis courses.

(For additional information contact the Physical Sciences Department on the Pensacola Campus, 484-1189.)

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**PRE-ENGINEERING (ENGNR-AA) A.A.**

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This program provides the first two years of a four-year university program leading to a baccalaureate degree in engineering. The PJC curriculum has the necessary prerequisite courses for a completer to begin upper-division work as a university junior in the major.

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
CHM 1045	General Chemistry I .....	3
CHM 1045L	General Chemistry I Laboratory .....	1
ENC 1101	English Composition I .....	3
MAC 2311	Analytic Geometry and Calculus I .....	4
_____*	History, Behavioral/Social, and Human Sciences (Category IV) .....	3
_____*	Computer Competence Requirement .....	1
	<b>Total .....</b>	<b>15</b>

**Term II - Spring**

CHM 1046	General Chemistry II .....	3
CHM 1046L	General Chemistry II Laboratory .....	1
ENC 1102	English Composition II .....	3
MAC 2312	Analytic Geometry and Calculus II .....	4
PHY 2048	Physics I with Calculus .....	4
PHY 2048L	Physics I with Calculus Laboratory .....	1
	<b>Total .....</b>	<b>16</b>

**Second Year****Term I - Fall**

MAC 2313	Analytic Geometry and Calculus III .....	4
PHY 2049	Physics II with Calculus .....	4
PHY 2049L	Physics II with Calculus Laboratory .....	1
_____*	Humanities (Category V) .....	3
_____*	Literature (Category II) .....	3
	<b>Total .....</b>	<b>15</b>

**Term II - Spring**

BSC 2010	Integrated Principles of Biology .....	3
BSC 2010L	Integrated Principles of Biology Laboratory .....	1
MAP 2302	Differential Equations .....	3
_____*	History, Behavioral/Social, and Human Sciences (Category IV) .....	3
_____*	Humanities (Category V) .....	3
_____*	Oral Communications Requirement .....	1
	<b>Total .....</b>	<b>14</b>

Total Program Credits .....60

\* Electives based on general education distribution requirements. Category IV and Category V selections must include at least three writing emphasis courses.

(For additional information contact the Physical Sciences Department on the Pensacola Campus, 484-1189.)

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**PRE-FORESTRY (TREE-AA) A.A.**

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See NATURAL RESOURCE CONSERVATION



**PRE-LAW/PRE-LEGAL  
ADMINISTRATION (LEGAL-AA) A.A.**

This program is designed to provide the first two years in a pre-law curriculum for students who expect to enter law school upon completion of a four-year baccalaureate degree program. It is aimed at a broad general education in the liberal arts and sciences. There is no standard, prescribed pre-law curriculum. However, students who intend to enter a phase of law in which the major emphasis will be business should follow the business transfer program.

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
CGS 1570	Computer Concepts and Applications .....	3
ENC 1101	English Composition I .....	3
_____*	Biological Sciences (Category VI) .....	(3) 4
_____*	History, Behavioral/Social, and Human Sciences (Category IV) .....	3
_____*	Mathematics (Category III) .....	3
Total .....		(15) 16

**Term II - Spring**

ENC 1102	English Composition II .....	3
PHI 2100	Logic .....	3
SPC 1600	Public Speaking .....	3
_____*	Mathematics (Category III) .....	3
_____**	Elective .....	3
Total .....		15

**Second Year**

**Term I - Fall**

_____*	Humanities (Category V) .....	3
_____*	Literature (Category II) .....	3
_____**	Electives .....	9
Total .....		15

**Term II - Spring**

_____*	History, Behavioral/Social, and Human Sciences (Category IV) .....	3
_____*	Humanities (Category V) .....	3
_____*	Physical Sciences (Category VII) .....	(4) 3
_____**	Electives .....	5
Total .....		(15) 14

Total Program Credits ..... 60

\* Electives based on general education distribution requirements. Category IV and Category V selections must include at least two writing emphasis courses.

\*\* Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution.

(For additional information contact the Business Department, Pensacola Campus, 484-2503.)

**PRE-MEDICAL/DENTAL/VETERINARY  
STUDIES (MED-AA) A.A.**

The curriculum provides the first two years of college education for science majors seeking a baccalaureate degree followed by post graduate work in a professional school.

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
BSC 2010	Integrated Principles of Biology .....	3
BSC 2010L	Integrated Principles of Biology Laboratory .....	1
CHM 1045	General Chemistry I .....	3
CHM 1045L	General Chemistry I Laboratory .....	1
ENC 1101	English Composition I .....	3
MAC 2311	Analytic Geometry and Calculus I .....	4
Total .....		15

**Term II - Spring**

CHM 1046	General Chemistry II .....	3
CHM 1046L	General Chemistry II Laboratory .....	1
ENC 1102	English Composition II .....	3
STA 2023**	Elementary Statistics .....	3
ZOO 1010	General Zoology .....	3
ZOO 1010L	General Zoology Laboratory .....	1
_____*	Humanities (Category V) .....	3
Total .....		17

**Second Year**

**Term I - Fall**

BSC 1931**	Special Topics in Biological Sciences .....	1
CGS 1050	Electronic Access to Information .....	1
CHM 2210	Organic Chemistry I .....	3
CHM 2210L	Organic Chemistry I Laboratory .....	1
_____*	History, Behavioral/Social, and Human Sciences (Category IV) .....	6
_____*	Literature (Category II) .....	3
Total .....		15

**Term II - Spring**

BSC 1931**	Special Topics in Biological Sciences .....	1
CHM 2211	Organic Chemistry II .....	3
CHM 2211L	Organic Chemistry II Laboratory .....	1
SPC 1006C	Basic Speaking and Listening Skills .....	1
_____*	Humanities (Category V) .....	3
_____***	Biology Elective .....	4
Total .....		13

Total Program Credits ..... 60

\* Electives based on general education distribution requirements. Category IV and Category V selections must include at least three writing emphasis courses.

\*\* Students may take MAC 2312, Analytic Geometry and Calculus II, in place of both STA 2023 and one credit of BSC 1931. Students may take \_\_\_\_\_, Ethical Issues in Biology, in place of both credits of BSC 1931.

\*\*\* Recommended Courses: It is suggested that a student intending to major in any pre-professional area at a four-year college or university take one of the following additional courses while at PJC:

MCB 2020	General Microbiology .....	2
MCB 2020L	General Microbiology Laboratory .....	2
ZOO 2303	Vertebrate Zoology .....	3
ZOO 2303L	Vertebrate Zoology Laboratory .....	1

(For additional information contact the Biological Sciences Department on the Pensacola Campus, 484-1168.)

**PRE-MEDICAL TECHNOLOGY (MEDTC-AA) A.A.**

The curriculum provides the first two years of college education leading to transfer to a Florida school offering a baccalaureate degree in Medical Technology.

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
BSC 2010	Integrated Principles of Biology .....	3
BSC 2010L	Integrated Principles of Biology Laboratory .....	1
CHM 1045	General Chemistry I .....	3
CHM 1045L	General Chemistry I Laboratory .....	1
ENC 1101	English Composition I .....	3
MAC 1105	College Algebra (or higher math) .....	3
Total .....		14

**Term II - Spring**

BSC 1093	Anatomy and Physiology I .....	3
BSC 1093L	Anatomy and Physiology I Laboratory .....	1
CHM 1046	General Chemistry II .....	3
CHM 1046L	General Chemistry II Laboratory .....	1
ENC 1102	English Composition II .....	3
STA 2023	Elementary Statistics .....	3
_____*	Humanities (Category V) .....	3
Total .....		17

**Second Year****Term I - Fall**

BSC 1094	Anatomy and Physiology II .....	3
BSC 1094L	Anatomy and Physiology II Laboratory .....	1
CGS 1050	Electronic Access to Information .....	1
CHM 2210	Organic Chemistry I .....	3
CHM 2210L	Organic Chemistry I Laboratory .....	1
_____*	History, Behavioral/Social, and Human Sciences (Category IV) .....	3
_____*	Literature (Category II) .....	3
Total .....		15

**Term II - Spring**

CHM 2211	Organic Chemistry II .....	3
CHM 2211L	Organic Chemistry II Laboratory .....	1
MCB 2020	General Microbiology .....	2
MCB 2020L	General Microbiology Laboratory .....	2
SPC 1006C	Basic Speaking and Listening Skills .....	1
_____*	History, Behavioral/Social, and Human Sciences (Category IV) .....	3
_____*	Humanities (Category V) .....	3
Total .....		15

Total Program Credits .....61

\* Electives based on general education distribution requirements.

(For additional information contact the Biological Sciences Department on the Pensacola Campus, 484-1168.)

**PRE-NURSING (NURSE-AA) A.A.**

The program as outlined below is intended to give the student the first two years of a four-year program leading to a bachelor's degree in nursing and will satisfy the requirements of most baccalaureate nursing programs. In some instances, however, it is necessary for the student to take the entire program at the institution granting the nursing degree. Since requirements of colleges vary, students should obtain a catalog of the college to which they plan to transfer and consult with the dean of the intended nursing program in order to make the best choice of courses in junior college. In some cases, it may be desirable for the student to transfer at the end of the freshman year.

Following is a suggested sequence for taking courses in this program. The prescribed 60 hours are required for an associate of arts degree.

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
BSC 2010	Integrated Principles of Biology .....	3
BSC 2010L	Integrated Principles of Biology Laboratory .....	1
ENC 1101	English Composition I .....	3
EUH 1000	Western Civilization I	
	or	
AMH 2010	American History to 1877 .....	3
MAC 1105	College Algebra .....	3
SPC 1600	Public Speaking .....	3
Total .....		16

**Term II - Spring**

CGS 1050	Electronic Access to Information .....	1
CHM 1045	General Chemistry I .....	3
CHM 1045L	General Chemistry I Laboratory .....	1
ENC 1102	English Composition II .....	3
HUN 1201	Elements of Nutrition .....	3
STA 2023	Elementary Statistics .....	3
Total .....		14

**Second Year****Term I - Fall**

BSC 1093	Anatomy and Physiology I .....	3
BSC 1093L	Anatomy and Physiology I Laboratory .....	1
DEP 2003	Human Growth and Development .....	3
PSY 2012	General Psychology .....	3
_____*	Humanities (Category V) .....	3
_____*	Literature (Category II) .....	3
Total .....		16

**Term II - Spring**

BSC 1094	Anatomy and Physiology II .....	3
BSC 1094L	Anatomy and Physiology II Laboratory .....	1
MCB 1000	Applied Microbiology .....	3
MCB 1000L	Applied Microbiology Laboratory .....	1
SYG 2000	Introduction to Sociology .....	3
_____*	Humanities (Category V) .....	3
Total .....		14

Total Program Credits .....60

\* Electives based on general education distribution requirements.

(For additional information contact the Nursing Department on the Warrington Campus, 484-2254 or the Biological Sciences Department on the Pensacola Campus, 484-1168.)

**PRE-PHARMACY (PHARM -AA) A.A.**

The curriculum provides the first two years of college education for students seeking admission to a school of pharmacy.

**First Year****Term I - Fall**

BSC 2010	Integrated Principles of Biology .....	3
BSC 2010L	Integrated Principles of Biology Laboratory .....	1
CHM 1045	General Chemistry I .....	3
CHM 1045L	General Chemistry I Laboratory .....	1
ENC 1101	English Composition I .....	3
MAC 1147	Precalculus Algebra/Trigonometry .....	4
	<b>Total .....</b>	<b>15</b>

**Term II - Spring**

CHM 1046	General Chemistry II .....	3
CHM 1046L	General Chemistry II Laboratory .....	1
ENC 1102	English Composition II .....	3
MAC 2311	Analytic Geometry and Calculus I .....	4
ZOO 1010	General Zoology .....	3
ZOO 1010L	General Zoology Laboratory .....	1
	<b>Total .....</b>	<b>15</b>

**Second Year****Term I - Fall**

CGS 1050	Electronic Access to Information .....	1
CHM 2210	Organic Chemistry I .....	3
CHM 2210L	Organic Chemistry I Laboratory .....	1
ZOO 2303	Vertebrate Zoology .....	3
ZOO 2303L	Vertebrate Zoology Laboratory .....	1
___ ___ *	History, Behavioral/Social, and Human Sciences (Category IV) .....	3
___ ___ *	Humanities (Category V) .....	3
	<b>Total .....</b>	<b>15</b>

**Term II - Spring**

BSC 1931	Special Topics in Biological Sciences .....	1
CHM 2211	Organic Chemistry II .....	3
CHM 2211L	Organic Chemistry II Laboratory .....	1
SPC 1006C	Basic Speaking and Listening Skills .....	1
___ ___ *	History, Behavioral/Social, Human Sciences (Category IV) .....	3
___ ___ *	Humanities (Category V) .....	3
___ ___ *	Literature (Category II) .....	3
	<b>Total .....</b>	<b>15</b>

Total Program Credits ..... 60

\* Electives based on general education distribution requirements. Category IV and Category V selections must include at least three writing emphasis courses.

Note: Pharmacy schools generally require General Physics before admission to the school. A student who plans to apply to pharmacy school after the sophomore year should consider adding eight credit hours of Physics to the suggested curriculum.

(For additional information contact the Biological Sciences Department on the Pensacola Campus, 484-1168.)

**PRE-PHYSICAL THERAPY (PT-AA) A.A.****First Year****Term I - Fall**

BSC 2010	Integrated Principles of Biology .....	3
BSC 2010L	Integrated Principles of Biology Laboratory .....	1
CGS 1050	Electronic Access to Information .....	1
CHM 1045	General Chemistry I .....	3
CHM 1045L	General Chemistry I Laboratory .....	1
ENC 1101	English Composition I .....	3
MAC 1105	College Algebra .....	3
	<b>Total .....</b>	<b>15</b>

**Term II - Spring**

CHM 1046	General Chemistry II .....	3
CHM 1046L	General Chemistry II Laboratory .....	1
ENC 1102	English Composition II .....	3
MAC 1114	Plane Trigonometry .....	3
PSY 2012	General Psychology .....	3
SPC 1006C	Basic Speaking and Listening Skills .....	1
	<b>Total .....</b>	<b>14</b>

**Second Year****Term I - Fall**

BSC 1093	Anatomy and Physiology I .....	3
BSC 1093L	Anatomy and Physiology I Laboratory .....	1
PHY 1053	General Physics I .....	3
PHY 1053L	General Physics I Laboratory .....	1
STA 2023	Elementary Statistics .....	3
___ ___ *	Humanities (Category V) .....	3
___ ___ *	Literature (Category II) .....	3
	<b>Total .....</b>	<b>17</b>

**Term II - Spring**

BSC 1094	Anatomy and Physiology II .....	3
BSC 1094L	Anatomy and Physiology II Laboratory .....	1
DEP 2003	Human Growth and Development .....	3
PHY 1054	General Physics II .....	3
PHY 1054L	General Physics II Laboratory .....	1
___ ___ *	Humanities (Category V) .....	3
	<b>Total .....</b>	<b>14</b>

Total Program Credits ..... 60

\* Electives based on general education distribution requirements. Category V selections must include at least one writing emphasis course.

(Due to the competitive nature of the physical therapy programs, students are strongly advised to contact James Brady, Biological Sciences Department on the Pensacola Campus, 484-1168, during the first semester of enrollment at the college.)

**PSYCHOLOGY (PSYCH-AA) A.A.**

This program is designed to provide the first two years of a baccalaureate degree program in Psychology. It will provide an excellent foundation for anyone who plans to continue toward an upper-level degree in the social sciences and human services.

The student should contact the Behavioral Sciences/Human Services Department (484-2530) for guidance in planning a program.

**First Year**

**Term I - Fall Credits**

Table with 3 columns: Course ID, Course Name, Credits. Includes courses like BSC 2010, BSC 2010L, BSC 1005, BSC 1005L, ZOO 1010, ZOO 1010L, CGS 1570, EME 2040, ENC 1101, MAC 1105, and Elective. Total credits: 16.

**Term II - Spring**

Table with 3 columns: Course ID, Course Name, Credits. Includes courses like ANT 2410, SYG 2000, ENC 1102, PSY 2012, STA 2023, and Humanities (Category V). Total credits: 15.

**Second Year**

**Term I - Fall**

Table with 3 columns: Course ID, Course Name, Credits. Includes courses like DEP 2003, SPC 1300, Literature (Category II), Physical Sciences (Category VII), and Elective. Total credits: 15.

**Term II - Spring**

Table with 3 columns: Course ID, Course Name, Credits. Includes courses like PHI 2010, PHI 2100, PSY 2001, and Electives. Total credits: 14.

Total Program Credits .....60

\* Electives based on general education distribution requirements.

(For additional information contact the Behavioral Sciences/Human Services Department on the Pensacola Campus, 484-2530.)

**RELIGION (RELIG-AA) A.A.**

**First Year**

**Term I - Fall Credits**

Table with 3 columns: Course ID, Course Name, Credits. Includes courses like ENC 1101, EUH 1000, HUM 2210, REL 2000, and Mathematics (Category III). Total credits: 15.

**Term II - Spring**

Table with 3 columns: Course ID, Course Name, Credits. Includes courses like CGS 1050, ENC 1102, EUH 1001, SPC 1006C, SYG 2000, and Mathematics (Category III). Total credits: 14.

**Second Year**

**Term I - Fall**

Table with 3 columns: Course ID, Course Name, Credits. Includes courses like HUM 2230, PHI 2010, PHI 2100, Biological Sciences (Category VI), and Literature (Category II). Total credits: 16.

**Term II - Spring**

Table with 3 columns: Course ID, Course Name, Credits. Includes courses like AMH 2091, PHI 2070, PHI 2600, Humanities (Category V), and Physical Sciences (Category VII). Total credits: 16.

Total Program Credits .....60

\* Electives based on general education distribution requirements.

(For additional information contact the History, Languages and Philosophy Department on any campus: Milton, 484-4420; Pensacola, 484-1425; Warrington, 484-2336.)

**SPECIAL EDUCATION (CASE-AA) A.A.**

This program provides students with skills to work with those who are disabled. Graduates may work in group settings or on a one-to-one basis to improve the life skills of those who are physically, mentally, or emotionally impaired. This two-year program prepares the student for transfer to an upper-level college for a bachelor's degree in special education, education, psychology, social work, or a related field. Students with a bachelor's degree in Special Education will work with persons who have learning disabilities, behavior disorders, communication disorders, visual and hearing impairments, physical and multiple handicaps, giftedness or mental handicaps. They will be employed in a public school, community agency, or residential setting. (Teacher Education requirements and Early Childhood requirements are listed separately.) **Acceptance into education programs at a public university in Florida is dependent upon passing the CLAST. See page 6 for details.**

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
DEP 2003	Human Growth and Development .....	3
EDF 1005+	Introduction to Education .....	3
ENC 1101	English Composition I .....	3
_____*	Humanities (Category V) .....	3
_____*	Mathematics (Category III) .....	3
Total .....		15

**Term II - Spring**

EME 2040	Introduction to Educational Technology .....	3
ENC 1102	English Composition II .....	3
_____*	Biological Sciences (Category VI) .....	(4) 3
_____*	Humanities (Category V) .....	3
_____*	Mathematics (Category III) .....	3
Total .....		(16) 15

**Second Year**

**Term I - Fall**

PSY 2012	General Psychology .....	3
SYG 2000++	Introduction to Sociology .....	3
_____*	Literature (Category II) .....	3
_____*	Physical Sciences (Category VII) .....	(3) 4
_____**	Mathematics Elective .....	3
Total .....		(15) 16

**Term II - Spring**

EDG 2701++	Teaching Diverse Populations .....	3
EEX 2010++	Introduction to Exceptional Children .....	3
_____+++	Oral Communications Elective .....	3
_____***	Education Elective .....	2
_____	Natural Sciences Elective .....	3
Total .....		14

Total Program Credits .....60

- \* Electives based on general education distribution requirements.
- \*\* Cannot use MAE 1801 or MAT 1033 to satisfy this requirement.
- \*\*\* **Education Electives** (suggested courses):  
AMH 2091, ANT 2410, CGS 1050, CLP 2140, DEP 2001, EDF 1930, EDP 2002, HUS 1320, LIS 1002, PCO 2202, PHI 2100, REL 2000, SYG 2000, SYG 2010.
- + Course includes a field experience. See course description.
- ++ In addition to EDG 2701, students majoring in Education at a public university in Florida must take six credits with an international or diversity focus (EEX 2010 and SYG 2000 satisfy this requirement). Select from courses listed on page 47. Course includes a field experience. See course description.
- +++ Any three-credit hour course that satisfies the oral communications requirement for the A.A. degree.

Note:

- 1) EEX 2010 not a state-required prerequisite, but requested by UWF for inclusion in this program.
- 2) EDF 1005, EDG 2701, EME 2040 meet education core prerequisites required for admission into a SUS college of education.

(For additional information contact the Behavioral Sciences/Human Services Department on the Pensacola Campus, 484-2530).

**THEATRE (DRAMA-AA) A.A.**

This program is designed for students with a strong interest in general theatre.

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
ENC 1101	English Composition I .....	3
THE 2000	Introduction to Theatre .....	3
TPP 1110	Acting I .....	3
TPP 2190	Rehearsal and Performance .....	1
_____*	Mathematics (Category III) .....	3
_____**	Computer Competence Elective .....	3
Total .....		16

**Term II - Spring**

ENC 1102	English Composition II .....	3
PSY 2012	General Psychology .....	3
TPA 2290	Technical Laboratory .....	1
TPP 1111	Acting II .....	3
_____*	History Elective (Category IV) .....	3
_____*	Mathematics (Category III) .....	3
Total .....		16

**Second Year**

**Term I - Fall**

TPP 2190	Rehearsal and Performance .....	1
TPP 2250	Introduction to Musical Theatre .....	3
TPP 2300	Directing I .....	3
_____*	Biological Sciences (Category VI) .....	(4) 3
_____*	Literature (Category II) .....	3
_____***	Oral Communications Requirement .....	1
Total .....		(15) 14

**Term II - Spring**

THE 2300	Dramatic Literature .....	3
TPA 2200	Introduction to Technical Theatre .....	3
TPP 2190	Rehearsal and Performance .....	1
_____*	Humanities (Category V) .....	3
_____*	Physical Sciences (Category VII) .....	(3) 4
Total .....		(13) 14

Total Program Credits .....60

- \* Electives based on general education distribution requirements. Category V must be a writing emphasis course.
- \*\* Any three-credit hour course that satisfies the computer competence requirement for the A.A. degree.
- \*\*\* Electives based on general education distribution requirements. SPC 1600 Public Speaking is recommended.

(For additional information contact the Music and Theatre Department on the Pensacola Campus, 484-1800.)

# GENERAL EDUCATION REQUIREMENTS FOR THE A.A.S./A.S. DEGREE

## MINIMUM GRADES

A.A.S./A.S. students must maintain an overall GPA of 2.00 or higher in all general education courses required by that A.S. degree program. Some individual programs require a minimum "C" grade in specific general education courses as well. Grades in other courses cannot be used to offset a general education GPA of less than 2.00.

## NON-TRADITIONAL CREDITS

A.A.S./A.S. students may not earn more than nine of their general education course credits through non-traditional means. Non-traditional credits include: credits earned through CLEP, departmental exemption exams, or PLA, and all other credits described under "Non-Traditional Credits" in the Academic Policies section of this catalog.

# GENERAL EDUCATION COURSE REQUIREMENTS FOR THE A.S. DEGREE

A.S. students must complete a minimum of **FIFTEEN GENERAL EDUCATION CREDITS AND MEET ORAL COMMUNICATION AND COMPUTER COMPETENCY REQUIREMENT**. Each A.S. degree program identifies how oral communications and computer competencies are met in existing courses through the district syllabus or designated courses that are approved to meet these competencies. The general education credits for the A.S. degree must be distributed as listed below. Some programs require more than 15 general education credits.

<b>COMMUNICATIONS (I)</b> .....	3 cc
<b>HUMANITIES/FINE ARTS (V)</b> .....	3 cc
<b>SOCIAL/BEHAVIORAL SCIENCES (IV)</b> .....	3 cc
<b>NATURAL SCIENCES/MATHEMATICS (III, VI, VII)</b> .....	3 cc
<b>GENERAL (may be selected from I–VII)</b> .....	3–6 cc
<b>TOTAL</b> .....	15–18 cc

### I. ENGLISH COMPOSITION

ENC 1101	English Composition I	3 cc
ENC 1102	English Composition II	3 cc

### II. LITERATURE

AML2011	American Literature to 1870	3 cc
AML2021	American Literature from 1870	3 cc
ENL2012	English Literature to 1800	3 cc
ENL2022	English Literature from 1800	3 cc
LIT2090	Contemporary Literature	3 cc
LIT2110	World Literature to 1650	3 cc
LIT2120	World Literature from 1650	3 cc

### III. MATHEMATICS

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 1154	Analytic Geometry	3 cc
MAE 1801	Concepts of Modern Elementary Mathematics	3 cc
MGF 1106	Mathematics for Liberal Arts I	3 cc
MGF 1107	Mathematics for Liberal Arts II	3 cc
MGF 1118	Essential Math Skills	1 cc
	Any 2000 Level Math Course	3 cc

### IV. HISTORY, BEHAVIORAL/SOCIAL, AND HUMAN SCIENCES

AMH2010	American History to 1877	3 cc
AMH2020	American History from 1877	3 cc
AMH2091	African-American History and Culture	3 cc
ANT2410	Introduction to Cultural Anthropology	3 cc
DEP2003	Human Growth and Development	3 cc
ECO2013	Economics I	3 cc
EUH1000	Western Civilization I	3 cc
EUH1001	Western Civilization II	3 cc
GEA2000	World Regional Geography	3 cc
HLP1081	Concepts of Life Fitness	3 cc
HUN1003	Wellness: Nutrition, Personal Growth, Physical Fitness	3 cc
HUN1201	Elements of Nutrition	3 cc
POS1001	Introduction to Government	3 cc
POS2041	American National Government	3 cc
PSY2012	General Psychology	3 cc
SYG2000	Introduction to Sociology	3 cc
SYG2010	Social Problems	3 cc

### V. HUMANITIES

If more than 3 credits are taken, courses must be selected from 2 different course prefixes.

ARH 1050	Art History I	3 cc
ARH 1051	Art History II	3 cc
ARH 1831	Art for Non-Majors	3 cc
ARH 2000	Humanities Art	3 cc
CLT1500	Classical Mythology	3 cc
FRE 1121	Beginning French II	4 cc
GER 1121	Beginning German II	4 cc
GRE 1101	Beginning Greek II	3 cc
HUM1510C	Arts Experience	3 cc
HUM2210	Humanities in the Ancient World	3 cc
HUM2230	Humanities in the Modern World	3 cc
HUM2454	African-American Humanities	3 cc
HUM2740	Humanities Travel	3 cc
HUM2741	Humanities Travel	6 cc
ITA 1121	Beginning Italian II	4 cc
LAT 1121	Beginning Latin II	4 cc

MUH 2011	Music Appreciation	3 cc
MUH2110	Introduction to Music History	3 cc
PHI 2010	Introduction to Philosophy	3 cc
PHI 2070	Introduction to Eastern Philosophy	3 cc
PHI 2100	Logic	3 cc
PHI 2600	Ethics	3 cc
REL 2000	Introduction to Religion	3 cc
RUS 1121	Beginning Russian II	4 cc
SPN 1121	Beginning Spanish II	4 cc
THE 2000	Introduction to Theatre	3 cc

### NATURAL SCIENCE

#### VI. BIOLOGICAL SCIENCES

BOT 1010	General Botany <b>and</b> BOT 1010L	4 cc
BSC 1005	Biological Principles for Non-Majors	3 cc
BSC 1005	Biological Principles for Non-Majors <b>and</b> BSC 1005L	4 cc
BSC 2010	Integrated Principles of Biology <b>and</b> BSC 2010L	4 cc
OCB 2013	Marine Biology <b>and</b> OCB 2013L	4 cc
PCB 2030	Introduction to Environmental Science	3 cc
ZOO 1010	General Zoology <b>and</b> ZOO 1010L	4 cc

#### VII. PHYSICAL SCIENCES

AST 1005	Descriptive Astronomy	3 cc
AST 1005	Descriptive Astronomy <b>and</b> AST 1005L	4 cc
CHM 1020	Chemistry in Society <b>and</b> CHM 1020L	4 cc
CHM 1045	General Chemistry I <b>and</b> CHM 1045L	4 cc
CHM 1046	General Chemistry II <b>and</b> CHM 1046L	4 cc
GLY 1001	Earth Science	3 cc
GLY 1010	Physical Geology <b>and</b> GLY 1010L	4 cc
MET 1010	Introduction to Meteorology	3 cc
OCE 1001	Oceanography	3 cc
OCE 1001	Oceanography <b>and</b> OCE 1001L	4 cc
PHY 1053	General Physics I <b>and</b> PHY 1053L	4 cc
PHY 1054	General Physics II <b>and</b> PHY 1054L	4 cc
PHY 2048	Physics I with Calculus <b>and</b> PHY 2048L	5 cc
PHY 2049	Physics II with Calculus <b>and</b> PHY 2049L	5 cc

NOTE: A program may specify the general education courses or may allow the students to select them from a set determined by the program.

#### Graduation Requirements of Oral Communications and Computer Skills

Each A.S. degree program shall identify how oral communications and computer competencies are met in existing courses; the district syllabus for each course will so indicate. As an alternative, a program may designate courses that are approved to meet these requirements for the A.A. program. The courses that will satisfy this requirement are listed below:

Computer Competence Requirement	Credit
Any course with the prefix of CGS, CIS, or COP	
ART 2600C	3 cc
EME 2040	3 cc
LIS 1002	1 cc
MUS 1550	3 cc
<b>Oral Communications Requirement</b>	
ORI 2000	3 cc
SLS 1345	3 cc
SPC 1006C	1 cc
SPC 1300	3 cc
SPC 1596	3 cc
SPC 1600	3 cc
SPC 2594C	1 cc

# GENERAL EDUCATION COURSE REQUIREMENTS FOR THE A.A.S. DEGREE

A.A.S. students must complete a minimum of **FIFTEEN GENERAL EDUCATION CREDITS AND MEET ORAL COMMUNICATION AND COMPUTER COMPETENCY REQUIREMENT**. Each A.S. degree program identifies how oral communications and computer competencies are met in existing courses through the district syllabus or designated courses that are approved to meet these competencies. The general education credits for the A.S. degree must be distributed as listed below. Some programs require more than 15 general education credits.

<b>COMMUNICATIONS</b> .....	3 cc
<b>HUMANITIES/FINEARTS</b> .....	3 cc
<b>SOCIAL/BEHAVIORAL SCIENCES</b> .....	3 cc
<b>NATURAL SCIENCES/MATHEMATICS</b> .....	3 cc
<b>GENERAL (may be selected from any category)</b> .....	3 cc
<b>TOTAL</b> .....	15 cc

## I. COMMUNICATIONS

ENC 1101	English Composition I	3 cc
ENC 1153	Professional Communications	3 cc

## II. HUMANITIES/FINEARTS

(ENC 1101 and ENC 1102 are prerequisites for all Literature Courses)

AML2011	American Literature to 1870	3 cc
AML2021	American Literature from 1870	3 cc
ARH1050	Art History I	3 cc
ARH1051	Art History II	3 cc
ARH1831	Art for Non-Majors	3 cc
ARH2000	Humanities Art	3 cc
CLT 1500	Classical Mythology	3 cc
ENL 2012	English Literature to 1800	3 cc
ENL 2022	English Literature from 1800	3 cc
FRE 1121	Beginning French II	4 cc
GER 1121	Beginning German II	4 cc
GRE 1000	Beginning Greek I	3 cc
GRE 1101	Beginning Greek II	3 cc
HUM2210	Humanities in the Ancient World	3 cc
HUM2230	Humanities in the Modern World	3 cc
HUM2740	Humanities Travel	3 cc
HUM2741	Humanities Travel	6 cc
ITA 1121	Beginning Italian II	4 cc
LAT 1121	Beginning Latin II	4 cc
LIT 2090	Contemporary Literature	3 cc
LIT 2110	World Literature to 1650	3 cc
LIT 2120	World Literature from 1650	3 cc
MUH2011	Music Appreciation	3 cc
MUH2110	Introduction to Music History	3 cc
PHI2010	Introduction to Philosophy	3 cc
PHI2070	Introduction to Eastern Philosophy	3 cc
PHI2100	Logic	3 cc
PHI2600	Ethics	3 cc
REL 2000	Introduction to Religion	3 cc
RUS 1121	Beginning Russian II	4 cc
SPN 1121	Beginning Spanish II	4 cc
THE 2000	Introduction to Theatre	3 cc

## III. SOCIAL/BEHAVIORAL SCIENCES

AMH2010	American History to 1877	3 cc
AMH2020	American History from 1877	3 cc
AMH2091	African-American History and Culture	3 cc
ANT 2410	Introduction to Cultural Anthropology	3 cc
DEP 2003	Human Growth and Development	3 cc
ECO 1000	Introduction to the American Economy	3 cc
ECO 2013	Economics I	3 cc
EUH 1000	Western Civilization I	3 cc
EUH 1001	Western Civilization II	3 cc
GEA 2000	World Regional Geography	3 cc
POS 1001	Introduction to Government	3 cc
POS 2041	American National Government	3 cc
PSY 1000	Introduction to Psychology	3 cc
PSY 2012	General Psychology	3 cc
SYG 2000	Introduction to Sociology	3 cc
SYG 2010	Social Problems	3 cc

## IV. NATURAL SCIENCES/MATHEMATICS

AST 1005	Descriptive Astronomy	3 cc
AST 1005	Descriptive Astronomy and AST 1005L	4 cc
BOT 1010	General Botany and BOT 1010L	4 cc
BSC 1005	Biological Principles for Non-Majors	3 cc
BSC 1005	Biological Principles for Non-Majors and BSC 1005L	4 cc

BSC 2010	Integrated Principles of Biology and BSC 2010L	4 cc
CHM1020	Chemistry in Society and CHM 1020L	4 cc
CHM1045	General Chemistry I and CHM 1045L	4 cc
CHM1046	General Chemistry II and CHM 1046L	4 cc
GLY 1001	Earth Science	3 cc
GLY 1010	Physical Geology and GLY 1010L	4 cc
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 1154	Analytic Geometry	3 cc
MAT 1033	Intermediate Algebra	3 cc
MET 1010	Introduction to Meteorology	3 cc
MGF 1106	Mathematics for Liberal Arts I	3 cc
MGF 1107	Mathematics for Liberal Arts II	3 cc
MGF 1118	Essential Math Skills	1 cc
MTB 1310	Applied Mathematics	3 cc
OCB 2013	Marine Biology and OCB 2013L	4 cc
OCE 1001	Oceanography	3 cc
OCE 1001	Oceanography and OCE 1001L	4 cc
PCB 2030	Introduction to Environmental Science	3 cc
PHY 1053	General Physics I and PHY 1053L	4 cc
PHY 1054	General Physics II and PHY 1054L	4 cc
PHY 2048	Physics I with Calculus and PHY 2048L	5 cc
PHY 2049	Physics II with Calculus and PHY 2049L	5 cc
ZOO 1010	General Zoology and ZOO 1010L	4 cc
— —	Any 2000 Level Math Course	3 cc

## V. GENERAL

HLP 1081	Concepts of Life Fitness	3 cc
HUN1003	Wellness: Nutrition, Personal Growth, Physical Fitness	3 cc
HUN1201	Elements of Nutrition	3 cc
SLS 1345	Workplace Skills	3 cc

**OR** Selection may be from categories II - IV

NOTE: A program may specify the general education courses or may allow the students to select them from a set determined by the program.

## Graduation Requirements of Oral Communications and Computer Skills

Each A.S. degree program shall identify how oral communications and computer competencies are met in existing courses; the district syllabus for each course will so indicate. As an alternative, a program may designate courses that are approved to meet these requirements for the A.A. program. The courses that will satisfy this requirement are listed below:

Computer Competence Requirement	Credit	
Any course with the prefix of CGS, XIS, or COP		
ART 2600C	Computer Graphics I	3 cc
EME 2040	Introduction to Educational Technology	3 cc
LIS 1002	Introduction to Internet Research	1 cc
MUS 1550	Music and Computers	3 cc
<b>Oral Communications Requirement</b>		
ORI 2000	Introduction to Oral Interpretation	3 cc
SLS 1345	Workplace Skills	3 cc
SPC 1006C	Basic Speaking and Listening Skills	1 cc
SPC 1300	Interpersonal Communication	3 cc
SPC 1596	Introduction to Forensics	3 cc
SPC 1600	Public Speaking	3 cc
SPC 2594C	Intercollegiate Forensics	1 cc

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## A.A.S./A.S. DEGREE PROGRAMS

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The college offers numerous programs for students who are interested in preparing for a career that requires study beyond the high school level but does not require a four-year degree. In these programs courses are taken in two basic areas. One area will be specialized courses. For instance, if you are going to study accounting technology, you will be taking specialized courses in computers, spreadsheets and accounting.

The second major area of courses you will take will be general education. General education courses are designed to help you develop as a well-rounded individual capable of thinking and acting as a mature, educated and enlightened citizen. It is the College's belief that courses in general education, such as English composition and humanities will enhance your overall employment potential since they will broaden your knowledge.

### ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Associate of Science Degree programs are designed to prepare students for entry into employment requiring specialized skills. They require completion of fifteen-eighteen (15-18) credit hours of general education that are acceptable transfer general education courses to the State University System. Five Associates of Science programs presently have statewide articulation agreements, which provide for the articulation of Associate of Science degrees to baccalaureate degrees. The five programs are Business Administration, Electronics Engineering Technology, Hospitality and Tourism Management, Nursing (Associate Degree) R.N., and Radiography. To transfer other Associate of Science programs to a state university may require additional hours of general education. You are encouraged to discuss career plans and seek advising assistance from the departments identified for each program or from the Career Planning and Counseling office.

### ASSOCIATE OF APPLIED SCIENCE PROGRAMS

Associate of Applied Science Programs are designed to prepare students for entry into employment requiring specialized skills. When you decide to follow an Associate of Applied Science (A.A.S.) Degree program, you are not necessarily preparing yourself for transfer to a state university. You should understand that your decision would result in your earning a degree, which should lead to a productive career. If you later decided to attend a university, you may be required to do additional work at the freshmen or sophomore level. You are encouraged to discuss career plans and seek advising assistance from the departments identified for each program.

### CURRENT ASSOCIATE OF SCIENCE AND ASSOCIATE OF APPLIED SCIENCE PROGRAMS

Accounting Technology	Electronics Engineering Technology	Instructional Services Technology
Automotive Service Management Technology	Emergency Medical Services	Landscape Technology
Building Construction Technology	Associate Degree	Legal Assisting
Business Administration	Environmental Laboratory Technology	Manufacturing Technology
Chemical Technology	(Environmental Science Technology)	Multimedia Technology
Child Development and Education	Fire Science Technology	Networking Services Technology
Civil Engineering Technology	Forest Technology	Nursing (Associate Degree)R.N.
Computer Programming and Analysis	Graphic Design Technology	Office Systems Technology
Court Reporting Technology	Hazardous Materials Management/ Environmental Science Technology	Photographic Technology
Criminal Justice Technology	Health Information Management	Physical Therapist Assistant
Culinary Management	Health Services Management	Radiography
Customer Service Technology	Hospitality and Tourism Management	Recreation Technology
Dental Hygiene	Industrial Management Technology	Respiratory Care
Dietetic Technician		Zoo Animal Technology
Drafting and Design Technology		

### ARTICULATION FOR TECH PREP PROGRAM COMPLETERS

Pensacola Junior College is a participating postsecondary member of the Escarosa Tech Prep Consortium, which includes Escambia and Santa Rosa County Schools. Secondary tech prep programs of study may articulate to associate of science degrees at PJC. If you are a tech prep program completer please advise your PJC counselor and the Registrar when you enroll. Upon satisfactory completion of 15 college credit hours, the specified number of credit hours will be posted to your A.S. degree program transcript. The number of articulated hours varies with different associate of science programs of study. Contact the tech prep coordinator for additional information or concerns, 484-1492.



# FIVE A.S. DEGREE PROGRAMS WITH STATEWIDE ARTICULATION AND THE COMPARABLE A.A.S.

## BUSINESS ADMINISTRATION (BUS-A.S., MICRO-A.S., BANK-A.S.) A.S.

This program is designed to provide a foundation in business and to prepare students to seek employment in various business fields. The program has a statewide articulation from the Associate of Science to a baccalaureate degree in Business Administration and Management or Business: General. At the upper level the student will be required to complete twelve credit hours of general education and 48 credit hours as determined by the University. The articulation may be found in the Statewide Articulation Manual. Students are encouraged to seek advising assistance from the department identified for additional information.

### JOB PLACEMENT INFORMATION

The percent of Business Administration graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 1996, 1997, and 1998 is 74%, 96%, and 100% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

#### First Year

Term I - Fall	Credits
ACG 2001 Accounting I .....	3
ECO 2013 Economics I (Category IV) .....	3
ENC 1101 English Composition I (Category I) .....	3
GEB 1011 Introduction to Business .....	3
OST 1146 Basic Keyboarding .....	1
MAC 1105 College Algebra .....	3
Total .....	16

#### Term II - Spring

ACG 2011 Accounting II .....	3
ENC 1102 English Composition II .....	3
ECO 2023 Economics II .....	3
MAC 2233 Calculus with Business Applications .....	3
MNA 1161 Customer Service .....	3
Total .....	15

#### Second Year

##### Term I - Fall

ACG 2071 Introduction to Managerial Accounting .....	3
CGS 1570 Computer Concepts and Applications .....	3
GEB 2430 Business Ethics .....	3
MAR 2011 Marketing .....	3
STA 2023 Elementary Statistics .....	3
Total .....	15

##### Term II - Spring

BUL 2241 Business Law .....	3
CGS 2510 Spreadsheet .....	3
MAN 2021 Principles of Management .....	3
MNA 1300 Human Resource Management .....	3
SPC 1600 Public Speaking .....	3
___ ___* Humanities (Category V) .....	3
Total .....	18

Total Program Credits .....64

The courses with identified categories meet general education requirements.  
\*Electives based on general education distribution requirements.

(For additional information contact the Business Department on the Pensacola Campus, 484-2505.)

## BUSINESS ADMINISTRATION (BUS-A.A.S., MICR-A.A.S., BANK-A.A.S.) A.A.S.

The program is designed to provide students with a broad foundation in all areas of business. Completion of this curriculum will prepare students to seek employment in various business fields. Students may choose from several areas of emphasis.

#### First Year

Term I - Fall	Credits
ACG 2001 Accounting I .....	3
ECO 1000 Introduction to the American Economy or Economics I (Category III) .....	3
ENC 1101 English Composition I (Category I) .....	3
GEB 1011 Introduction to Business .....	3
OST 1146 Basic Keyboarding .....	1
___ ___ Mathematics (Category IV) .....	3
Total .....	16

#### Term II - Spring

ACG 2011 Accounting II .....	3
BUL 2241 Business Law .....	3
CGS 1570 Computer Concepts and Applications (Category V) ...	3
MAN 2021 Principles of Management .....	3
___ ___ Humanities/Fine Arts (Category II) .....	3
Total .....	15

#### Second Year

##### Term I - Fall

FIN 2100 Personal Finance and Money Management .....	3
MAR 2011 Marketing .....	3
MNA 1300 Human Resource Management .....	3
MNA 2100 Human Relations .....	3
___ ___ Emphasis Course .....	3
Total .....	15

##### Term II - Spring

COM 2101* Business Communications .....	3
GEB 2430 Business Ethics .....	3
___ ___ Emphasis Courses .....	12
Total .....	18
Total Program Credits .....	64

#### Management and Marketing Emphasis (BUS-AS)

MKA 1021 Salesmanship .....	3
MKA 2511 Advertising .....	3
MNA 1161 Customer Service .....	3
MNA 2345 Applied Supervision .....	3
SLS 1345 Workplace Skills .....	3

#### Business Microcomputer Systems Emphasis (MICRO-AS)

CGS 1540 Database with Microsoft Access .....	3
CGS 1584 Multimedia Presentations for Business or CGS 2564 Windows .....	3
CGS 2510 Spreadsheet .....	3
OST 1711 Word Processing I .....	3
OST 1821 Business Applications for Desktop Publishing .....	3

#### Management of Financial Institutions Emphasis (BANK-AS)

BAN 1004 Principles of Banking .....	3
ECO 2220 Money and Banking .....	3
MNA 2345 Applied Supervision .....	3
___ ___*** Business Electives .....	6

The courses with identified categories meet general education requirements.

\*Electives based on general education distribution requirements.

\*\*Meets oral communication requirements.

\*\*\*Business Electives – Any course with one of the following prefixes: ACG, ACO, APA, BAN, BUL, CGS, ECO, FIN, GEB, HFT, MAN, MAR, MKA, MNA, OST, or STA.

(For additional information contact the Business Department on the Pensacola Campus, 484-2505.)

**ELECTRONICS ENGINEERING TECHNOLOGY (ELEC-A.S.) A.S.**

This program is designed to provide the students with foundation courses for electronics and supplemental courses for specified emphasis in electronics engineering technology. The student is required to complete the general education courses, the core course requirements, and a minimum of thirteen hours of course work from any of the emphasis areas. The recommended listing of courses for specific emphasis areas are used to complete degree requirements and provide the student with specialized training in a designated area.

This program has a guaranteed statewide articulation of Associate in Science Degree to baccalaureate degree in Electronics Engineering Technology and Engineering Technology General Track 2: Electrical. At the upper level the student will be required to take 14 credit hours of general education and 48 credit hours of the Engineering Technology Core. The articulation may be found in the Statewide Articulation Manual. Students are encouraged to seek advising assistance from the department identified for additional information.

**JOB PLACEMENT INFORMATION**

The percent of Electronics Engineering Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 1996, 1997, and 1998 is 100%, 88%, and 100% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

**First Year**

<b>Term I - Fall</b>	<b>Credits</b>
CET 1112C Digital Fundamentals .....	3
CET 1462C** Introduction to Computers in Technology .....	3
EET 1015C Direct Current Circuits .....	3
ENC 1101 English Composition I (Category I) .....	3
MAC 1105 College Algebra (Category III) .....	3
Total .....	15

**Term II - Spring**

CET 2113C Digital Circuits .....	3
EET 1025C Alternating Current Circuits .....	3
EET 1141C Electronic Devices and Circuits I .....	3
ENC 1102 English Composition II (Category I) .....	3
MAC 1114 Plane Trigonometry .....	3
Total .....	15

**Terms IIIA, IIIB - Summer**

EET 1142C Electronic Devices and Circuits II .....	3
___ ___ Humanities/Fine Arts (Category II) .....	3
___ ___* Social/Behavioral Sciences (Category IV) .....	3
Total .....	9

**Second Year**

**Term I - Fall**

CET 1319C Computer Applications for Electronics .....	3
EET 2365C Digital Communications .....	3
PHY 1053 General Physics I (Category VII) .....	3
PHY 1053L General Physics I Laboratory .....	1
___ ___ Emphasis Course .....	4
Total .....	14

**Term II - Spring**

CET 2123C Microprocessor Fundamentals .....	3
___ ___* Social/Behavioral Sciences (Category IV) .....	3
___ ___ Emphasis Courses .....	9
Total .....	15

Total Program Credits ..... 68

The courses with identified categories meet general education requirements.

\*Electives based on general education distribution requirements.

\*\*Meets computer competence requirement and oral communications..

**Biomedical Electronics Emphasis**

BSC 1080 Essentials of Anatomy and Physiology .....	3
BSC 1080L Essentials of Anatomy and Physiology Laboratory .....	1
EET 2215C Instrumentation Electronics .....	3
EET 2949 Cooperative Education .....	3
EST 2112C Industrial Electronics .....	3
EST 2406 Biomedical Equipment .....	4

**Communications Electronics Emphasis**

CET 2484C Network Communications Using NOVELL .....	3
EET 2326C Communications Electronics .....	3
EET 2343C Microwave Circuits .....	3
EET 2949 Cooperative Education .....	3

**Computer Technology Emphasis**

CET 1600C Networking Fundamentals .....	3
CET 1171C PC Hardware (A+) .....	3
CET 1173 PC Operating Systems (A+) .....	3
CET 2105C Networking Cabling Copper Medium .....	2
CET 2484C Network Communications Using NOVELL .....	3
EET 2949 Cooperative Education .....	3

**Electronics Design Emphasis**

EET 2949 Cooperative Education .....	3
EGS 1111C Engineering Graphics .....	4
EST 2112C Industrial Electronics .....	3
ETD 2320C Computer Drafting .....	4

**Instrumentation Electronics Emphasis**

EET 2949 Cooperative Education .....	3
EET 2215C Instrumentation Electronics .....	3
EST 2112C Industrial Electronics .....	3
EST 2542C Programmable Logic Controller Fundamentals .....	3
ETM 2315 Hydraulics and Pneumatics .....	4

**Networking Technology**

CET 1600C Networking Fundamentals .....	3
CET 1610C Router Theory and Router Technologies .....	2
CET 1630C Network Cabling Copper Medium .....	2
CET 1632C Network Cabling Fiber Optic Medium .....	2
CET 2615C Advanced Routing and Switching .....	3
CET 2620C Advanced Network Design and Management Projects .....	3
EET 2949 Cooperative Education .....	3

(For additional information contact the Advanced Technology Department on the Pensacola Campus, 484-2520.)

**ELECTRONICS ENGINEERING TECHNOLOGY (ELEC-A.A.S.) A.A.S.**

This program is designed to provide the students with foundation courses for electronics and supplemental courses for specified emphasis in electronics engineering technology. The student is required to complete the general education courses, the core course requirements, and a minimum of 19 hours of course work from any of the emphasis areas. The recommended listing of courses for specific emphasis areas are used to complete degree requirements and provide the student with specialized training in a designated area.

**First Year**

<b>Term I - Fall</b>	<b>Credits</b>
CET 1112C Digital Fundamentals .....	3
CET 1462C** Introduction to Computers in Technology .....	3
EET 1015C Direct Current Circuits .....	3
ENC 1101 English Composition I (Category I) .....	3
MAC 1105 College Algebra (Category IV) .....	3
Total .....	15

**Term II - Spring**

CET 2113C	Digital Circuits	3
EET 1025C	Alternating Current Circuits	3
EET 1141C	Electronic Devices and Circuits I	3
MAC 1114	Plane Trigonometry	3
— —	Emphasis Course	3
Total		15

**Terms IIIA, IIIB - Summer**

EET 1142C	Electronic Devices and Circuits II	3
— —	Humanities/Fine Arts (Category II)	3
— —*	Social/Behavioral Sciences (Category III)	3
Total		9

**Second Year****Term I - Fall**

CET 1319C	Computer Applications for Electronics	3
EET 2365C	Digital Communications	3
PHY 1053	General Physics I (Category IV)	3
PHY 1053L	General Physics I Laboratory	1
— —	Emphasis Course	4
Total		14

**Term II - Spring**

CET 2123C	Microprocessor Fundamentals	3
SLS 1345	Workplace Skills	3
— —	Emphasis Courses	12
Total		15

Total Program Credits .....68

The courses with identified categories meet general education requirements.

\*Electives based on general education distribution requirements.

\*\*Meets computer competence requirement and oral communication requirement.

**Biomedical Electronics Emphasis**

BSC 1080	Essentials of Anatomy and Physiology	3
BSC 1080L	Essentials of Anatomy and Physiology Laboratory	1
EET 2215C	Instrumentation Electronics	3
EET 2949	Cooperative Education	3
EST 2112C	Industrial Electronics	3
EST 2406	Biomedical Equipment	4

**Communications Electronics Emphasis**

CET 2484C	Network Communications Using NOVELL	3
EET 2326C	Communications Electronics	3
EET 2343C	Microwave Circuits	3
EET 2949	Cooperative Education	3

**Computer Technology Emphasis**

CET 1600C	Networking Fundamentals	3
CET 1171C	PC Hardware (A+)	3
CET 1173	PC Operating Systems (A+)	3
CET 1630C	Network Cabling Copper Medium	2
CET 2484C	Network Communications Using NOVELL	3
EET 2949	Cooperative Education	3

**Electronics Design Emphasis**

EET 2949	Cooperative Education	3
EGS 1111C	Engineering Graphics	4
EST 2112C	Industrial Electronics	3
ETD 2320C	Computer Drafting	4

**Instrumentation Electronics Emphasis**

EET 2949	Cooperative Education	3
EET 2215C	Instrumentation Electronics	3
EST 2112C	Industrial Electronics	3
EST 2542C	Programmable Logic Controller Fundamentals	3
ETM 2315	Hydraulics and Pneumatics	4

**Networking Technology**

CET 1600C	Networking Fundamentals	3
CET 1610C	Router Theory and Router Technologies	2
CET 1630C	Network Cabling Copper Medium	2
CET 1632C	Network Cabling Fiber Optic	2
CET 2615C	Advanced Routing and Switching	3
CET 2620C	Advanced Network Design and Management Projects	3
EET 2949	Cooperative Education	3

(For additional information contact the Advanced Technology Department on the Pensacola Campus, 484-2520.)

**HOSPITALITY AND TOURISM MANAGEMENT (HOTEL-A.S.)****A.S.**

This program in Hospitality and Tourism Management is designed to prepare individuals for careers in the many widely varied areas of the hospitality industry including the areas of lodging, restaurants, travel, tourism, and food service. Students acquire the knowledge and skills necessary for entry-level employment and advancement in all areas of hospitality management.

Students may receive dual credits toward diplomas 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 or the Business Department.

This program as displayed below has a guaranteed statewide articulation of Associate in Science Degree to baccalaureate degree in Hospitality Administration/Management Programs not accredited by AACSB. At the upper level the student will be required to take 18 credit hours of General Education and 42 credit hours as identified by institutional requirements. The articulation may be found in the Statewide Articulation Manual. Students are encouraged to seek advising assistance from the department identified for additional information.

**JOB PLACEMENT INFORMATION**

The percent of Hospitality and Tourism Management graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 1996, 1997 and 1998 is 78%, 100%, and 91% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
HFT 1000	Introduction to the Hospitality Industry	3
HFT 2700	Travel and Tourism Management	3
MNA 1300	Human Resource Management	3
ENC 1101	English Composition I (Category I)	3
Total		12

**Term II - Spring**

ENC 1102	English Composition II	3
FOS 2201	Sanitation and Safety	3
HFT 1313	Hospitality Property Management	3
HFT 1860	Bar Management	3
MNA 1161	Customer Service	3
Total		15

**Terms IIIA, 111B - Summer**

FSS 2284C	Catering and Banquet Management	3
HFT 1410	Hospitality Industry Accounting	3
HFT 2500	Marketing in the Hospitality Industry	3
HFT 2941	Hospitality Internship (or HFT 2949)	3
Total		12

**Second Year**

**Term I - Fall**

HFT 1040	Hospitality Industry Management Lectures .....	1
HFT 2451	Food Service Cost Control .....	3
HFT 2930**	Hospitality Seminar .....	3
HFT 2941	Hospitality Internship (or HFT 2949) .....	3
___ ___*	Humanities/Fine Arts (Category V) .....	3
	<b>Total .....</b>	<b>13</b>

**Term II - Spring**

CGS 1570	Computer Concepts and Applications .....	3
ECO 2013	Economics I or	
HUN 1201	Elements of Nutrition .....	3
HFT 2600	Concepts of Hospitality Law .....	3
___ ___*	Natural Sciences/Mathematics (Category III, VI, VII) .....	3
	<b>Total .....</b>	<b>12</b>

Total Program Credits ..... 64

The courses with identified categories meet general education requirements.

\*Electives based on general education distribution requirements.

\*\*Meets oral communications requirement.

(For additional information contact the Behavioral Science/Human Services Department on the Pensacola Campus 484-2530.)

**HOSPITALITY AND TOURISM MANAGEMENT (HOTL-A.A.S.) A.A.S.**

This program in Hospitality and Tourism Management is designed to prepare individuals for careers in the many widely varied areas of the hospitality industry including the areas of lodging, restaurants, travel, tourism, and food service. Students acquire the knowledge and skills necessary for entry-level employment and advancement in all areas of hospitality management.

Students may receive dual credits toward diplomas 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 or the Behavioral Science/Human Services Department.

**First Year**

**Term I - Fall**

**Credits**

HFT 1000	Introduction to the Hospitality Industry .....	3
HFT 2700	Travel and Tourism Management .....	3
MNA 1300	Human Resource Management .....	3
___ ___*	Communications (Category I) .....	3
	<b>Total .....</b>	<b>12</b>

**Term II - Spring**

FOS 2201	Sanitation and Safety .....	3
HFT 1313	Hospitality Property Management .....	3
HFT 1860	Bar Management .....	3
MNA 1161	Customer Service .....	3
___ ___	Natural Science/Mathematics .....	3
	<b>Total .....</b>	<b>15</b>

**Terms IIIA, 111B - Summer**

FSS 2284C	Catering and Banquet Management .....	3
HFT 1410	Hospitality Industry Accounting .....	3
HFT 2500	Marketing in the Hospitality Industry .....	3
HFT 2941	Hospitality Internship (or HFT 2949) .....	3
	<b>Total .....</b>	<b>12</b>

**Second Year**

**Term I - Fall**

HFT 1040	Hospitality Industry Management Lectures .....	1
HFT 2451	Food Service Cost Control .....	3
HFT 2930**	Hospitality Seminar .....	3
HFT 2941	Hospitality Internship (or HFT 2949) .....	3
___ ___*	Humanities/Fine Arts (Category II) .....	3
	<b>Total .....</b>	<b>13</b>

**Term II - Spring**

CGS 1570	Computer Concepts and Applications (Category V) .....	3
ECO 1000	Introduction to the American Economy or	
ECO 2013	Economics I or	
HUN 1201	Elements of Nutrition or	
PSY 1000	Introduction to Psychology (Category III) .....	3
HFT 2600	Concepts of Hospitality Law .....	3
___ ___***	Elective .....	3
	<b>Total .....</b>	<b>12</b>

Total Program Credits ..... 64

The courses with identified categories meet general education requirements.

\*Electives based on general education distribution requirements.

\*\*Meets oral communications requirement.

\*\*\*Hospitality Elective – Select three hours from the following course prefixes: ACG, APA, CGS, ECO, FIN, FOS, FSS, GEB, HFT, MAN, MAR, MKA, or OST.

(For additional information contact the Behavioral Science/Human Services Department on the Pensacola Campus, 484-2530.)

## NURSING (ASSOCIATE DEGREE) R.N. (RN-AS) A.S.

The associate degree Nursing program prepares graduates to provide direct care to individuals experiencing common, well-defined health problems in acute and long term care settings where policies and procedures are specified and guidance is available. ADN nurses make nursing judgments based on patient assessment and scientific rationale. Individualized nursing care is planned, implemented, and evaluated using principles of biopsychosocial and clinical science, while applying concepts of human growth and development and cultural diversity. Implementation of nursing care involves use of basic skills adapted to nursing situations with predictable outcomes. The roles of the associate degree nurse include provider of care, manager of care, and member within the discipline of nursing.

This program as displayed below has a guaranteed statewide articulation of Associate of Science Degree to baccalaureate degree in a University Nursing B.S. Program. At the upper level the student will be required to take 25 credit hours of upper division General Education and Common Prerequisites and 29-34 credit hours of BSN courses.

### SPECIAL ADMISSIONS REQUIREMENTS

Admission to this program is limited by special accreditation requirements and/or the availability of clinical assignments; therefore, students seeking admission to the program must complete application to both the college and the program. Application packets are available from the Admissions Office on the Pensacola Campus, or the Student Affairs Office at Warrington and Milton.

All application requirements must be completed by the established deadlines before a student will be considered eligible for admission to this program.

Applicants are considered eligible for admission when they have at least a minimum 2.0 GPA, and 40th percentile or above on the NLN RN Preadmission Exam. All eligible applicants will be randomly assigned to a term (May or August) in which to begin the Nursing curriculum. Therefore, all eligible applicants from an application period will be assured of entrance to the program at some point in the future depending on the size of the eligible pool. See the application packet for more specific details. Progression to the clinical component of the program is contingent upon submission of satisfactory physical examination/immunization forms.

There are no prerequisite courses to the program; however, BSC 1093, BSC 1093L, ENC 1101, and NUR 1141C are prerequisites to NUR 1020. These courses comprise the first term (May and August) of the R.N. Curriculum. Accepted applicants who have completed these courses would join the nursing program in the second term of their assigned curriculum plan. For students entering the summer term, a curriculum plan may be obtained from the Health Programs Admissions Office.

### SPECIAL REQUIREMENTS

Nursing Students must earn a minimum of a "C" in all nursing (NUR courses), in both Anatomy and Physiology courses, and in English Composition I.

### JOB PLACEMENT INFORMATION

The percent of Nursing (Associate Degree) R.N. graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 1996, 1997, and 1998 is 96%, 100%, and 100% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

#### First Year

Term I - Fall		Credits
BSC 1093	Anatomy and Physiology I .....	3
BSC 1093L	Anatomy and Physiology I Laboratory .....	1
DEP 2003	Human Growth and Development .....	3
ENC 1101	English Composition I (Category I) .....	3
— —	Basic Issues in Nursing .....	1
NUR 1141C**	Pharmacological Computations and Skills .....	1
Total .....		12

#### Term II - Spring

BSC 1094	Anatomy & Physiology II .....	3
BSC 1094L	Anatomy & Physiology II Laboratory .....	1
NUR 1020	Fundamentals of Nursing .....	4
NUR 1020L	Fundamentals of Nursing Laboratory .....	4
SYG 2000	Introduction to Sociology (Category IV) .....	3
Total .....		15

#### Term IIIA, IIIB - Summer

HUN 1201	Elements of Nutrition (Category IV) .....	3
NUR 1210	Nursing of Adults I .....	2
NUR 1210L	Nursing of Adults I Laboratory .....	3
NUR —	Critical Thinking in Nursing .....	1
Total .....		9

#### Second Year

##### Term I - Fall

MAC 1105	College Algebra or higher (Category III) .....	3
NUR 1211	Nursing of Adults II .....	3
NUR 1211L	Nursing of Adults II Laboratory .....	3
— —*	Humanities/Fine Arts (Category V) .....	3
Total .....		12

##### Term II - Spring

MCB 1000	Applied Microbiology .....	3
MCB 1000L	Applied Microbiology Laboratory .....	1
NUR 2310	Nursing of Children .....	2
NUR 2310L	Nursing of Children Laboratory .....	2
NUR 2420	Maternal-Infant and Woman Health Nursing .....	2
NUR 2420L***	Maternal-Infant and Woman Health Nursing Laboratory .....	2
NUR —	Leadership and Management in Nursing .....	1
Total .....		13

##### Term IIIA, IIIB - Summer

NUR 2214	Nursing of Adults III .....	1
NUR 2214L	Nursing of Adults III Laboratory .....	2
NUR 2524	Psychiatric/Mental Health Nursing .....	2
NUR 2524L	Psychiatric/Mental Health Nursing Laboratory .....	2
NUR 2810C	Preceptorship in Nursing .....	3
NUR 2822	Advanced Issues in Nursing .....	1
Total .....		11

Total Program Credits ..... 72

The courses with identified categories meet general education requirements.

\*Electives based on general education distribution requirements.

\*\*Meets computer competence requirement.

\*\*\*Meets oral communications requirement.

(For additional information contact the Health Programs Admissions Office on the Warrington Campus, 484-2210.)

### CAREER MOBILITY OPTION (Part-Time and Full-Time)

The Career Mobility Option is designed to give the Licensed Practical Nurse the opportunity to become a graduate nurse and meet the education criteria for the registered nursing license examination. Students entering this program through the career mobility path must hold Florida License as a Practical Nurse and meet all the admission criteria for the two-year R.N. Program, and have completed Anatomy and Physiology I and II and Labs, English Composition I, Human Growth and Development, Introduction to Computers (1 cc) and Elements of Nutrition.

All Students following this option for the R.N. program must also complete NUR 2701C after admission to the program. See Career Mobility Application Packet for more details.

**RADIOGRAPHY (XRAY-A.S.) A.S.**

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 A.S. degree in Radiologic Technology and are eligible to sit for the national examination given by the American Registry of Radiologic Technologists. The American Registry of Radiologic Technologists certification is recognized throughout the country. The Radiologic Technology program is fully accredited by the Joint Review Committee on Education in Radiologic Technology.

This program has a statewide articulation from an Associate of Science to a baccalaureate degree in Radiologic Technology. At the upperlevel the student will be required to complete 21 credit hours of general education and 1 credit hour of 2053L, 33 credits of Radiologic Technology core and 23 credit hours of clinic. The articulation may be found in the Statewide Articulation Manual. Students are encouraged to seek advising assistance from the department.

**SPECIAL ADMISSIONS REQUIREMENTS**

Admission to this program is limited by special accreditation requirements and/or the availability of clinical assignments; therefore, students seeking admission to the program must complete application to both the college and the program. Application packets are available from the Health Programs Admissions Office on the Warrington Campus and Student Affairs Offices on the Pensacola Campus and Milton Campus.

All application requirements must be completed by the established deadlines before a student will be considered eligible for admission to this program.

Minimum requirements for eligibility to the program include high school diploma or GED and satisfactory scores on diagnostic tests in reading and computation skills.

When a student completes all sections of the application process and meets minimum criteria, they will be provisionally accepted into the program and assigned a seat in the next available class. Therefore, it is important to complete the application, testing and transcript acquisition process as soon as possible. The student will be notified of their provisional acceptance in a timely manner. Final admission into the program is contingent upon submission of satisfactory physical examination/immunization forms. If there are not enough fully qualified applicants, applicants who meet the majority of the requirements may be selected for admission. Students not meeting the minimum criteria will be notified of their status.

Core courses with an RTE prefix may not be taken on a Pass/Fail option except RTE 2864.

**JOB PLACEMENT INFORMATION**

The percent of Radiography graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 1996, 1997, and 1998 is 100% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
BSC 1093	Anatomy and Physiology I .....	3
BSC 1093L	Anatomy and Physiology I Laboratory .....	1
HSC 1592	CPR/AIDS/OSHA for Health Professionals .....	1
RTE 1000	Introduction to Radiologic Technology .....	1
RTE 1111	Radiographic Nursing Procedures .....	2
RTE 1503	Radiographic Positioning I .....	2
RTE 1613	Radiographic Physics I .....	2
RTE 1804	Radiography Clinic I .....	5
	<b>Total .....</b>	<b>17</b>

**Term II - Spring**

BSC 1094	Anatomy & Physiology II .....	3
BSC 1094L	Anatomy & Physiology II Laboratory .....	1
RTE 1418	Principles of Radiographic Exposure .....	2
RTE 1420	Darkroom Techniques .....	1
RTE 1512	Radiographic Positioning II .....	2
RTE 1623	Radiographic Physics II .....	2
RTE 1814	Radiography Clinic II .....	5
	<b>Total .....</b>	<b>16</b>

**Term IIIA - Summer**

RTE 1562	Radiographic Special Procedures .....	2
RTE 1824	Radiography Clinic III .....	2
— — *	Social/Behavioral Science (Category IV) .....	3
	<b>Total .....</b>	<b>7</b>

**Term IIIB - Summer**

MAC 1105	College Algebra (Category III) .....	3
RTE 1834	Radiography Clinic IV .....	3
	<b>Total .....</b>	<b>6</b>

**Second Year**

**Term I - Fall**

ENC 1101	English Composition I (Category I) .....	3
RTE 2206**	Computer Applications in Radiology .....	1
RTE 2385	Radiation Biology .....	1
RTE 2523	Radiographic Positioning III .....	2
— —	Advanced Radiographic Procedures I .....	1
RTE 2844	Radiography Clinic V .....	4
RTE 2930***	Radiographic Critique I .....	1
	<b>Total .....</b>	<b>13+</b>

**Term II - Spring**

CGS 1570	Computer Concepts and Applications .....	3
RTE 2563	Advanced Radiographic Procedures II .....	1
RTE 2473	Introduction to Radiation Safety and Quality Assurance ....	1
RTE 2602	Radiographic Imaging .....	2
RTE 2780	Applied Radiographic Pathophysiology .....	1
RTE 2854	Radiography Clinic VI .....	4
— — *	Humanities/Fine Arts (Category V) .....	3
	<b>Total .....</b>	<b>15</b>

**Term IIIA - Summer**

RTE 2864	Radiologic Technology Internship .....	3
	<b>Total .....</b>	<b>3</b>

**Total Program Credits .....** 77

The courses with identified categories meet general education requirements.

\*Electives based on general education distribution requirements.

\*\*Meets computer competence requirement.

\*\*\*Meets oral communications requirement.

(For additional information contact the Health Programs Admissions Office on the Warrington Campus, 484-2210.)

**RADIOGRAPHY (XRAY-A.A.S.) A.A.S.**

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 A.S. Degree in Radiologic Technology and are eligible to sit for the national examination given by the American Registry of Radiologic Technologists. The American Registry of Radiologic Technologists certification is recognized throughout the country. The Radiologic Technology program is fully accredited by the AMA's Committee on Allied Health Education and Accreditation.

**SPECIAL ADMISSIONS REQUIREMENTS**

Admission to this program is limited by special accreditation requirements and/or the availability of clinical assignments; therefore, students seeking admission to the program must complete application to both the college and the program. Application packets are available from the Health Programs Admissions Office on the Warrington Campus and Student Affairs Offices on the Pensacola Campus and Milton Campus.

All application requirements must be completed by the established deadlines before a student will be considered eligible for admission to this program.

Minimum requirements for eligibility to the program include high school diploma or GED and satisfactory scores on diagnostic tests in reading and computation skills.

When a student completes all sections of the application process and meets minimum criteria, they will be provisionally accepted into the program and assigned a seat in the next available class. Therefore, it is important to complete the application, testing and transcript acquisition process as soon as possible. The student will be notified of their provisional acceptance in a timely manner. Final admission into the program is contingent upon submission of satisfactory physical examination/immunization forms. If there are not enough fully qualified applicants, applicants who meet the majority of the requirements may be selected for admission. Students not meeting the minimum criteria will be notified of their status.

Core courses with an RTE prefix may not be taken on a Pass/Fail option except RTE 2864.

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
HSC 1592	CPR/AIDS/OSHA for Health Professionals .....	1
RTE 1000	Introduction to Radiologic Technology .....	1
RTE 1111	Radiographic Nursing Procedures .....	2
RTE 1503	Radiographic Positioning I .....	2
RTE 1613	Radiographic Physics I .....	2
RTE 1702	Radiographic Anatomy and Physiology I .....	2
RTE 1804	Radiography Clinic I .....	5
	<b>Total</b> .....	<b>15</b>

**Term II - Spring**

HSA 1101	Survey of Health Services .....	2
RTE 1420	Darkroom Techniques .....	1
RTE 1418	Principles of Radiographic Exposure .....	2
RTE 1512	Radiographic Positioning II .....	2
RTE 1623	Radiographic Physics II .....	2
RTE 1712	Radiographic Anatomy and Physiology II .....	2
RTE 1814	Radiography Clinic II .....	5
	<b>Total</b> .....	<b>16</b>

**Term IIIA - Summer**

RTE 1562	Radiographic Special Procedures .....	2
RTE 1824	Radiography Clinic III .....	2
MTB 1310	Applied Mathematics .....	3
	<b>Total</b> .....	<b>7</b>

**Term IIIB - Summer**

PSY 1000	Introduction to Psychology (Category III) .....	3
RTE 1834	Radiography Clinic IV .....	3
	<b>Total</b> .....	<b>6</b>

**Second Year**

**Term I - Fall**

RTE 2563	Advanced Radiographic Procedures II .....	1
RTE 2206**	Computer Applications in Radiology .....	1
RTE 2385	Radiation Biology .....	1
RTE 2523	Radiographic Positioning III .....	2
RTE 2722	Radiographic Anatomy and Physiology III .....	2
RTE 2844	Radiography Clinic V .....	4
RTE 2930***	Radiographic Critique I .....	1
— — *	Communications (Category I) .....	3
	<b>Total</b> .....	<b>15</b>

**Term II - Spring**

RTE 2473	Introduction to Radiation Safety and Quality Assurance ....	1
— —	Advanced Radiographic Procedures I .....	1
RTE 2602	Radiographic Imaging .....	2
RTE 2780	Applied Radiographic Pathophysiology .....	1
RTE 2854	Radiography Clinic VI .....	4
— — *	Natural Science (Category V) .....	3
	<b>Total</b> .....	<b>12</b>

**Term IIIA - Summer**

RTE 2864	Radiologic Technology Internship .....	3
— — *	Humanities (Category II) .....	3
	<b>Total</b> .....	<b>6</b>

**Total Program Credits** ..... 77

The courses with identified categories meet general education requirements.

\*Electives based on general education distribution requirements.

\*\*Meets computer competence requirement.

\*\*\*Meets oral communications requirement.

(For additional information contact the Health Programs Admissions Office on the Warrington Campus, 484-2210.)

# ASSOCIATE OF APPLIED SCIENCE/ASSOCIATE OF SCIENCE DEGREE PROGRAMS

## ACCOUNTING TECHNOLOGY (ACCT-A.A.S./ACCTG-A.S.)

A.A.S./A.S.

This program is designed to provide the education and skill development to prepare the students for entry-level employment in accounting or bookkeeping or to provide supplemental training for persons previously or currently employed in these areas. The knowledge and training acquired in this program can also be applied to many other managerial or supervisory positions in business and government. Students should consult a business advisor when choosing electives.

**This program may lead to an Associate of Science or an Associate of Applied Science Degree. If an Associate of Science Degree is preferred, the General Education courses which are identified by categories must meet the General Education Courses Requirement for A.S. Degrees. If an Associate of Applied Science is preferred, the General Education courses which are identified by categories must be the identified course or selected from the General Education Course Requirements for A.A.S. Degrees. Students are encouraged to seek advising assistance from the department identified for the program regarding a decision about the degrees and courses to be taken.**

### JOB PLACEMENT INFORMATION

The percent of Accounting Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 1996, 1997, and 1998 is 64%, 92%, and 89% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

#### First Year

Term I - Fall	Credits
APA 1111 Introduction to Accounting .....	3
CGS 1570 Computer Concepts and Applications (Category V) .....	3
GEB 1011 Introduction to Business .....	3
___ ** Communications (Category I) .....	3
___ * Mathematics (Category IV) .....	3
Total .....	15

#### Term II - Spring

ACG 2001 Accounting I .....	3
CGS 2510 Spreadsheet .....	3
COM 2101* Business Communications .....	3
OST 1100 Keyboarding I .....	3
___ * Humanities/Fine Arts (Category II) .....	3
Total .....	15

#### Second Year

##### Term I - Fall

ACG 2011 Accounting II .....	3
ACO 1806 Payroll Accounting .....	3
ECO 1000 Introduction to the American Economy .....	3
or	
ECO 2013 Economics I (Category III) .....	3
MAN 2021 Principles of Management .....	3
TAX 2000 Income Tax Procedures .....	3
___ Electives .....	4
Total .....	19

#### Term II - Spring

ACG 2002 Computerized Accounting .....	3
ACG 2071 Introduction to Managerial Accounting .....	3
ACO 2948 Accounting Work Experience .....	3
or	
ACG 2949 Accounting Cooperative Education .....	3
BUL 2241 Business Law .....	3
FIN 2100 Personal Finance and Money Management .....	3
Total .....	15

Total Program Credits ..... 64

The courses with identified categories meet general education requirements.

\* Electives based on general education distribution requirements.

\*\*Meets oral communications requirement.

(For additional information contact the Business Department on the Pensacola Campus, 484-2505.)

## AUTOMOTIVE SERVICE MANAGEMENT TECHNOLOGY (AUTO-A.A.S./AUTOT-A.S.) A.A.S./A.S.

The automotive service technology curriculum is designed to provide students with training and practical experience in the repair and maintenance of modern vehicles. Students acquire practical hands-on experience in the PJC laboratory setting. Students become familiar with management skills and human relations techniques.

**This program may lead to an Associate of Science or an Associate of Applied Science Degree. If an Associate of Science Degree is preferred, the General Education courses which are identified by categories must meet the General Education Courses Requirement for A.S. Degrees. If an Associate of Applied Science is preferred, the General Education courses which are identified by categories must be the identified course or selected from the General Education Course Requirements for A.A.S. Degrees. Students are encouraged to seek advising assistance from the department identified for the program regarding a decision about the degrees and courses to be taken.**

### JOB PLACEMENT INFORMATION

The percent of Automotive Service Management Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 1996, 1997, and 1998 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

#### First Year

Term I - Fall	Credits
AER 1006C Automotive Fundamentals and Minor Services .....	4
AER 1230C Automotive Manual Transmissions and Drive Systems .....	4
AER 1250C Automotive Transmissions and Transaxles .....	4
AER 2315C Automotive Electrical Systems I .....	4
Total .....	16

#### Term II - Spring

AER 1410C Automotive Brake Systems .....	4
AER 1610C Automotive Heating and Air Conditioning .....	4
AER 2110C Automotive Engines .....	4
AER 2316C Automotive Electrical Systems II .....	4
Total .....	16

#### Terms IIIA, IIIB - Summer

AER 1450C Automotive Steering and Suspension .....	4
AER 2520C Automotive Engine Performance .....	4
AER 2522C Automotive Driveability/Diagnosis .....	4
AER 2700 Automotive Service and Parts Management .....	4
Total .....	16



## Second Year

### Term I - Fall

AER 2949	Automotive Cooperative Education or Elective .....	2
CGS 1570	Computer Concepts and Applications (Category V) .....	3
ENC 1101	English Composition (Category I) .....	3
SLS 1345**	Workplace Skills .....	3
— —	Social/Behavioral Sciences (Category III) .....	3
Total .....		14

### Term II - Spring

— —	Humanities/Fine Arts (Category II) .....	3
— —	Mathematics (Category IV) .....	3
Total .....		6

Total Program Credits .....68

The courses with identified categories meet general education requirements.

\*Electives based on general education distribution requirements.

\*\*Meets oral communications requirement.

(For additional information contact the Advanced Technology Department on the Pensacola Campus, 484-2520.)

## **BUILDING CONSTRUCTION TECHNOLOGY (BLDG-A.A.S./BUILD-A.S.) A.A.S./A.S.**

This program is designed to acquaint the student with terminology, methods, procedures, materials, sequences of operation, and types of building construction. This program is also designed for transfer of credit to upper-level programs in building construction if some additional course work is added. Students planning to transfer to higher-level institutions need to contact those institutions for advising.

**This program may lead to an Associate of Science or an Associate of Applied Science Degree. If an Associate of Science Degree is preferred, the General Education courses which are identified by categories must meet the General Education Courses Requirement for A.S. Degrees. If an Associate of Applied Science is preferred, the General Education courses which are identified by categories must be the identified course or selected from the General Education Course Requirements for A.A.S. Degrees. Students are encouraged to seek advising assistance from the department identified for the program regarding a decision about the degrees and courses to be taken.**

### JOB PLACEMENT INFORMATION

The percent of Building Construction Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for 1996, 1997 and 1998 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

### First Year

Term I - Fall		Credits
BCN 1001	Building Construction .....	3
BCN 1251C	Drafting Fundamentals .....	3
CET 1462C**	Introduction to Computers in Technology .....	3
EGS 1111C	Engineering Graphics .....	4
Total .....		13

### Term II - Spring

ETC 1250	Properties of Materials .....	3
ETD 2320C	Computer Drafting .....	4
MAC 1105	College Algebra .....	3
— —*	Communications (Category I) .....	3
Total .....		13

## Terms IIIA, IIIB - Summer

BCT 2600	Construction Estimating .....	3
SLS 1345***	Workplace Skills (Category V) .....	3
SUR 1100C	Construction Surveying .....	4
Total .....		10

## Second Year

### Term I - Fall

— —	Construction Management .....	3
BCT 2706	Construction Documents .....	3
BCT 2760	Standard Building Code .....	3
— —*	Natural Science/Mathematics (Category IV) .....	3
Total .....		12

### Term II - Spring

BCN 2213	Concrete Construction .....	3
BCN 2405C	Construction Mechanics .....	4
ETD 1100C	Architectural Drafting .....	3
— —*	Humanities/Fine Arts (Category II) .....	3
— —*	Social/Behavioral Sciences (Category III) .....	3
Total .....		16

Total Program Credits .....64

The courses with identified categories meet general education requirements.

\*Electives based on general education distribution requirements.

\*\*Meets Computer competence requirements.

\*\*\*Meets oral communication requirements.

(For Additional information contact the Advanced Technology Department on the Pensacola Campus, 484-2520.)

## **CHEMICAL TECHNOLOGY (CHEM-A.A.S./CHEM-A.S.) A.A.S./A.S.**

This program is designed to provide students with the conceptual foundations and basic skills for entry-level employment as modern chemical laboratory technicians. Today and in the future, chemical industries will especially seek creative, proactive well-trained technicians and scientists.

In formulating the new PJC curriculum, special attention was focused on experiences to provide concepts and develop skills which the American Chemical Society is currently helping to identify as the new entry-level standards for technicians in the chemical process industry. Successful graduates should therefore be particularly well poised for employment either in the Pensacola area or throughout the chemical workforce worldwide.

**This program may lead to an Associate of Science or an Associate of Applied Science Degree. If an Associate of Science Degree is preferred, the General Education courses which are identified by categories must meet the General Education Courses Requirement for A.S. Degrees. If an Associate of Applied Science is preferred, the General Education courses which are identified by categories must be the identified course or selected from the General Education Course Requirements for A.A.S. Degrees. Students are encouraged to seek advising assistance from the department identified for the program regarding a decision about the degrees and courses to be taken.**

### JOB PLACEMENT INFORMATION

As a new program no placement information is available.

### First Year

Term I - Fall		Credits
CGS 1570	Computer Concepts and Applications .....	3
CHM 1045	General Chemistry I .....	3
CHM 1045L	General Chemistry I Laboratory .....	1
ENC 1101	English Composition I (Category I) .....	3
MAC 1105	College Algebra (Category IV) .....	3
Total .....		13

**Term II - Spring**

CHM 1046	General Chemistry II	3
CHM 1046L	General Chemistry II Laboratory	1
CHM 1200	Introduction to Organic Chemistry	3
CHM 1200L	Introduction to Organic Chemistry Laboratory	1
MAC 1114	Plane Trigonometry	
	or	
PHY 1025	Introduction to Fundamentals of Physics	3
SLS 1345*	Workplace Skills (Category III)	3
	Total	14

**Terms IIIA, IIIB - Summer**

—	—	Humanities/Fine Arts (Category II)	3
—	—	Electives	2
—	—**	Technical Core Elective	3
		Total	8

**Second Year****Term I - Fall**

CHM 2120	Quantitative Analysis	2	
CHM 2120L	Quantitative Analysis Laboratory	2	
EVS 2893C	Laboratory Analysis I	4	
PHY 1053	General Physics I	3	
PHY 1053L	General Physics I Laboratory	1	
—	—**	Technical Core Elective	3
	Total	15	

**Term II - Spring**

CHM 2132C	Chemical Instrumentation	4
ENC 1210	Technical Writing	3
EVS 1601	HAZMAT Fundamentals	3
PHY 1054	General Physics II (Category V)	3
PHY 1054L	General Physics II Laboratory	1
	Total	14

Total Program Credits ..... 64

The courses with identified categories meet general education requirements.

\*Meets oral communication requirement.

\*\*Technical Core Electives—Select from the following (a total of two are required):

APB 1060	Food Microbiology	3
	and	
APB 1060L	Food Microbiology Laboratory	1
CHM 1274	Polymer Science	3
CHM 2949	Cooperative Education	3
CTE 1401	Introduction to Fiber Technology	3
ECH 2022	Elementary Chemical Engineering	3

(For additional information, contact the Physical Sciences Department on the Pensacola Campus, 484-1189.)

**CHILD DEVELOPMENT AND EDUCATION  
(CHD-A.A.S./CHILD-A.S.)****A.A.S./A.S.**

Completion of the Child Care program prepares an individual to own or operate a child care or preschool center, teach in a child care, infant, or preschool program, be employed as a nanny and operate a family day care program. The program includes training required by the State of Florida to work in or operate a child care center. While taking the courses in the program, the student prepares materials to use when working with children.

**This program may lead to an Associate of Science or an Associate of Applied Science Degree. If an Associate of Science Degree is preferred, the General Education courses which are identified by categories must meet the General Education Courses Requirement for A.S. Degrees. If an Associate of Applied Science is preferred, the General Education courses which are identified by categories must be the identified course or selected from the General Education Course Requirements for A.A.S. Degrees. Students are encouraged to seek advising assistance from the department identified for the program regarding a decision about the degrees and courses to be taken.**

**JOB PLACEMENT INFORMATION**

The percent of Child Development and Education graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 1996, 1997, and 1998 is 83%, 100%, and 100% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>	
CHD 1104	Introduction to Child Care	3	
DEP 2001	Child Development	3	
EEX 1600	Behavior Management	3	
HUN 1201	Elements of Nutrition (Category V)	3	
—	—*	Communications (Category I)	3
—	—*	Social/Behavioral Sciences (Category III)	3
	Total	18	

**Term II - Spring**

<b>Term II - Spring</b>		<b>Credits</b>	
CHD 1800	Management in Child Care	3	
EDF 1005	Introduction to Education	3	
EME 2040**	Introduction to Educational Technology	3	
—	—*	Humanities/Fine Arts (Category II)	3
—	—*	Natural Sciences/Mathematics (Category IV)	3
	Total	15	

**Second Year****Term I - Fall**

CHD 1332	Creative Experiences for Children	3
CHD 2380	Teaching Young Children	3
EDG 2701	Teaching Diverse Populations	3
EEX 2010	Introduction to Exceptional Children	3
FAD 1230	Marriage and Family Living	3
	Total	15

**Term II - Spring**

CHD 1930	Early Childhood Seminar	2
CHD 2432C	Early Childhood Practicum	4
HSC 2402	Managing Medical Emergencies	3
PCO 2202	The Helping Relationship	3
SLS 1345***	Workplace Skills	3
	Total	15

Total Program Credits ..... 63

The courses with identified categories meet general education requirements.

\*Electives based on general education distribution requirements.

\*\*Meets computer competence requirement.

\*\*\*Meets oral communications requirement.

(For additional information contact the Behavioral Sciences/Human Services Department on the Pensacola Campus, 484-2530.)

**CIVIL ENGINEERING TECHNOLOGY  
(CIVL-A.A.S./CIVIL-A.S.)****A.A.S./A.S.**

This program is designed to provide individuals for employment in civil engineering areas such as road department, paving contractor, landscaper, surveyor, geologist, or a cartographer. It may also be transferred to Bachelors of Technology degree programs in Florida (i.e., UWF). Additional general education course work may be required for transferees.

**This program may lead to an Associate of Science or an Associate of Applied Science Degree. If an Associate of Science Degree is preferred, the General Education courses which are identified by categories must meet the General Education Courses Requirement for A.S. Degrees. If an Associate of Applied Science is preferred, the General Education courses which are identified by categories must be the identified course or selected from the General Education Course Requirements for A.A.S. Degrees. Students are encouraged to seek advising assistance from the department identified for the program regarding a decision about the degrees and courses to be taken.**

**JOB PLACEMENT INFORMATION**

The percent of Civil Engineering Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 1996, 1997, and 1998 is 100%, 100%, and 80%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
BCN 1001	Building Construction .....	3
CET 1462C**	Introduction to Computers in Technology .....	3
EGS 1111C	Engineering Graphics .....	4
MAC 1105	College Algebra (Category IV) .....	3
	Total .....	13

**Term II - Spring**

ETC 1250	Properties of Materials .....	3
ETD 2320C	Computer Drafting .....	4
MAC 1114	Plane Trigonometry .....	3
___ ___*	Communications (Category I) .....	3
	Total .....	13

**Terms IIIA, IIIB - Summer**

BCT 2600	Construction Estimating .....	3
ETD 1542C	Structural Drafting .....	3
SUR 1100C	Construction Surveying .....	4
	Total .....	10

**Second Year****Term I - Fall**

ETC 2521	Hydrology, Culverts and Distribution Systems .....	4
ETD 2540C	Civil Engineering Drafting .....	3
___ ___	Graphic Information Systems .....	3
PHY 1053	General Physics I (Category V) .....	3
PHY 1053L	General Physics I Laboratory .....	1
	Total .....	14

**Term II - Spring**

BCN 2213	Concrete Construction .....	3
BCN 2405C	Construction Mechanics .....	4
___ ___*	Humanities/Fine Arts (Category II) .....	3
___ ___*	Social/Behavioral Sciences (Category III) .....	3
	Total .....	13

Total Program Credits ..... 63

The courses with identified categories meet general education requirements.

\* Electives based on general education distribution requirements.

\*\*Meets computer competence and oral communications requirements.

(For additional information contact the Advanced Technology Department on the Pensacola Campus, 484-2520.)

**COMPUTER PROGRAMMING AND ANALYSIS  
(COMP-A.A.S./COMP-AS)****A.A.S./A.S.**

The Computer Programming and Analysis program prepares students for entry-level positions in data processing such as programmer, software specialist, and computer operator. By special agreement with the University of West Florida, students with an A.S. 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 A.S. degree.

**This program may lead to an Associate of Science or an Associate of Applied Science Degree. If an Associate of Science Degree is preferred, the General Education courses which are identified by categories must meet the General Education Courses Requirement for A.S. Degrees. If an Associate of Applied Science is preferred, the General Education courses which are identified by categories must be the identified course or selected from the General Education Course Requirements for A.A.S. Degrees. Students are encouraged to seek advising assistance from the department identified for the program regarding a decision about the degrees and courses to be taken.**

**JOB PLACEMENT INFORMATION**

The percent of Computer Programming and Analysis graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 1996, 1997, and 1998 is 100%, 75%, and 100% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
ACG 2021	Financial Accounting Principles .....	3
CGS 1570	Computer Concepts and Applications .....	3
ENC 1101	English Composition I (Category I) .....	3
MAC 1105*	College Algebra (or higher math) (Category IV) .....	3
___ ___*	Humanities/Fine Arts (Category II) .....	3
	Total .....	15

**Term II - Spring**

ACG 2071	Introduction to Managerial Accounting .....	3
CGS 1560	Microcomputer Operating Systems .....	3
COP 1510	Programming Concepts I .....	3
STA 2023	Elementary Statistics .....	3
___ ___*	General (Category V) .....	3
	Total .....	15

**Terms IIIA, IIIB - Summer**

___ ___***	Programming Elective .....	3
	Total .....	3

**Second Year****Term I - Fall**

ECO 2013	Economics I (Category III) .....	3
___ ___***	Programming Electives .....	6
___ ___****	Technical Elective .....	3
___ ___	Elective .....	3
	Total .....	15

**Term II - Spring**

SLS 1345**	Workplace Skills .....	3
___ ___**	Programming Electives .....	6
___ ___***	Technical Electives .....	6
	Total .....	15

Total Program Credits .....63

The courses with identified categories meet general education requirements.

\*Electives based on general education distribution requirements.

\*\*\*Programming Electives

COP2511, COP2120, COP2220, COP2332, COP2403

\*\*\*\*Technical Elective: Any course with a CGS, COP, or CIS prefix or ACG2002.

(For additional information contact the Computer Science Department on the Pensacola Campus, 484-1173.)

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**COURT REPORTING TECHNOLOGY  
(CORT-A.A.S./COURT-A.S.)**

**A.A.S./A.S.**

Court Reporting Technology is a two-year A.S. degree program. This program will prepare students for employment as court reporters (freelance and Official), scopists, and court reporting office managers. It will also provide supplemental training for persons previously or currently employed in these occupations. The program is designed to produce high-level proficiency in machine shorthand, using computer compatible theory. Emphasis is also placed on medical and legal terminology, human relations, basic understanding of computers and word processing concepts, court reporting procedures using state-of-the-art software and computer equipment to achieve results. This program is highly recommended for those persons who wish to be certified by the National Court Reporters Association.

**This program may lead to an Associate of Science or an Associate of Applied Science Degree. If an Associate of Science Degree is preferred, the General Education courses which are identified by categories must meet the General Education Courses Requirement for A.S. Degrees. If an Associate of Applied Science is preferred, the General Education courses which are identified by categories must be the identified course or selected from the General Education Course Requirements for A.A.S. Degrees. Students are encouraged to seek advising assistance from the department identified for the program regarding a decision about the degrees and courses to be taken.**

**SPECIAL REQUIREMENTS**

After completing testing requirements, students should consult the program manager, a business counselor or the program coordinator. Purchase of a stenography machine is required.

**JOB PLACEMENT INFORMATION**

The percent of Court Reporting Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 1996, 1997, and 1998 is 100%, 100%, and 67%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
BUL 2241	Business Law .....	3
CGS 1570	Computer Concepts and Applications (Category V) .....	3
ENC 1101	English Composition I (Category I) .....	3
OST 1100	Keyboarding I .....	3
OST 1221	Machine Shorthand I .....	3
OST 1228	Introduction to Court Reporting .....	1
	Total .....	16

**Term II - Spring**

BSC 1080	Essentials of Anatomy and Physiology (Category IV) .....	3
BSC 1080L	Essentials of Anatomy and Physiology Laboratory .....	1
OST 1110	Keyboarding II .....	3
OST 1222	Machine Shorthand II .....	3
OST 1252	Legal Terminology .....	3
OST 1334	Document Editing for Court Reporting .....	3
	Total .....	16

**Term IIIA - Summer**

ECO 1000	Introduction to the American Economy (Category III) .....	3
OST 2223	Machine Shorthand III .....	3
___ ___*	Humanities/Fine Arts (Category II) .....	3
	Total .....	9

**Second Year**
**Term I - Fall**

OST 1711	Word Processing I .....	3
OST 2224	Machine Shorthand IV .....	3
OST 2226	Court Reporting Procedures and Techniques .....	3
OST 2631	Medical Terminology for Court Reporting .....	3
SPC 1006C	Basic Speaking and Listening Skills .....	1
	Total .....	13

**Term II - Spring**

OST 2227	Machine Shorthand V .....	3
OST 2231	Computer-Aided Transcription .....	3
OST 2231L	Computer-Aided Transcription Laboratory .....	1
OST 2944	Court Reporting Work Experience .....	3
	Total .....	10

**Term IIIA - Summer**

OST 2225	Machine Shorthand Speedbuilding .....	3
	Total .....	3

Total Program Credits .....67

The courses with identified categories meet general education requirements.

\*Electives based on general education distribution requirements.

(For additional information contact the Business Department on the Pensacola Campus, 484-2505.)

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**CRIMINAL JUSTICE TECHNOLOGY  
(LAW-A.A.S./LAW-A.S.)**

**A.A.S./A.S.**

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 desiring a career in criminal justice should visit the Advanced Technology Department and discuss with the department head or full-time faculty members their interests and career goals in order that they may select the proper courses.

**This program may lead to an Associate of Science or an Associate of Applied Science Degree. If an Associate of Science Degree is preferred, the General Education courses which are identified by categories must meet the General Education Courses Requirement for A.S. Degrees. If an Associate of Applied Science is preferred, the General Education courses which are identified by categories must be the identified course or selected from the General Education Course Requirements for A.A.S. Degrees. Students are encouraged to seek advising assistance from the department identified for the program regarding a decision about the degrees and courses to be taken.**

**JOB PLACEMENT INFORMATION**

The percent of Criminal Justice Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 1996, 1997, and 1998 is 80%, 100%, and 83% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
CCJ 1020	Introduction to Criminal Justice .....	3
CCJ 1210	Criminal Law .....	3
CJT 1100	Criminal Investigation .....	3
POS _____	Government Elective .....	3
_____*	Communications (Category I) .....	3
Total .....		15

**Term II - Spring**

CCJ 1230	Rules of Evidence .....	3
CCJ 1300	Theory and Practice of Corrections .....	3
CCJ 1401	Police Operations .....	3
SYG 2000	Introduction to Sociology	
or		
SYG 2010	Social Problems .....	3
_____*	Natural Sciences/Mathematics (Category IV) .....	3
Total .....		15

**Second Year****Term I - Fall**

CCJ 2250	Constitutional Law for Criminal Justice .....	3
CCJ 2330	Probation and Parole .....	3
CCJ 2500	Juvenile Justice .....	3
CJT 1140	Introduction to Criminalistics .....	3
_____	Computer Competence Requirement .....	3
_____*	Humanities/Fine Arts (Category II) .....	3
Total .....		18

**Term II - Spring**

CCJ 2010	Criminology .....	3
CCJ 1452	Criminal Justice Administration .....	3
CJT 1430	Traffic Administration .....	3
SLS 1345	Workplace Skills (Category V) .....	3
SPC 1006C	Basic Speaking and Listening Skills .....	1
_____*	Social/Behavioral Sciences (Category III) .....	3
Total .....		16

Total Program Credits ..... 64

The courses with identified categories meet general education requirements.

\*Electives based on general education distribution requirements.

(For additional information contact the Advanced Technology Department on the Pensacola Campus, 484-2520.)

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**CULINARY MANAGEMENT  
(CHEF-A.A.S./CHEF-A.S.)**

**A.A.S./A.S.**

This program in Culinary Management is designed to prepare individuals for careers in the many widely varied areas of the culinary industry. The Culinary Management program provides the student with a unique combination of comprehensive theoretical knowledge and hands-on training. The program is carefully structured to meet the American Culinary Federation Educational Institute standards. Students will master the fundamentals of culinary production in an environment that builds teamwork while gaining practical individualized experience.

Students may receive dual credits toward diplomas and/or professional certificate with appropriate courses in the program. For information and assistance in selecting courses, please contact the Culinary Management program coordinator in the Behavioral Science/Human Services Department.

This program may lead to an Associate of Science or an Associate of Applied Science Degree. If an Associate of Science Degree is preferred, the General Education courses which are identified by categories must meet the General Education Courses Requirement for A.S. Degrees. If an Associate of Applied Science is preferred, the General Education courses which are identified by categories must be the identified course or selected from the General Education Course Requirements for A.A.S. Degrees. Students are encouraged to seek advising assistance from the department identified for the program regarding a decision about the degrees and courses to be taken.

**JOB PLACEMENT INFORMATION**

The percent of Culinary Management graduates who have been reported as satisfying state and federal definitions of in-field job placement for the year 1997 and 1998 is 100% and 86%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
FOS 2201	Sanitation and Safety .....	3
FSS 1202C	Introduction to Food Production .....	3
FSS 1246C	Professional Baking .....	3
MTB 1310*	Applied Mathematics (or higher math) (Category IV) .....	3
Total .....		12

**Term II - Spring**

ENC 1101	English Composition I (Category I) .....	3
FSS 1203C	Intermediate Food Production .....	3
FSS 1250C	Dining Room Management .....	3
FSS 2247C	Advanced Baking .....	3
Total .....		12

**Terms IIIA, IIIB - Summer**

FSS 2100	Food Purchasing and Menu Planning .....	4
FSS 2204C	Advanced Food Production .....	3
FSS 2284C	Catering and Banquet Management .....	3
Total .....		10

**Second Year****Term I - Fall**

FSS 2242C	Kitchen Management .....	3
FSS 2248C	Garde Manger .....	3
HFT 2451	Food Service Cost Control .....	3
HUN 1201	Elements of Nutrition (Category V) .....	3
Total .....		12

**Term II - Spring**

CGS 1570	Computer Concepts and Applications (Category V) .....	3
FSS 2941	Culinary Practicum .....	3
HFT 1860	Bar Management .....	3
SLS 1345**	Workplace Skills .....	3
Total .....		12

**Terms IIIA, IIIB - Summer**

FSS 2942	Culinary Internship	
or		
FSS 2949	Cooperative Education/Culinary Management .....	3
_____*	Humanities/Fine Arts (Category II) .....	3
Total .....		6

Total Program Credits ..... 64

The courses with identified categories meet general education requirements.

\*Electives based on general education distribution requirements.

\*\*Meets oral communications requirement.

(For additional information contact the Behavioral Science/Human Services Department on the Pensacola Campus, 484-2530.)

**CUSTOMER SERVICE TECHNOLOGY  
(CUST-A.A.S./CUST-A.S.)**

**A.A.S./A.S.**

This program is designed to prepare individuals for careers in the many widely varied areas of customer service. This program teaches communication, customer relations and customer service skills that are applicable to any job position that has contact with customers. Students receive a broad foundation in all areas of business with supervisory and management skills emphasized. The program is designed to prepare students for employment in supervisory, middle management, and specialists positions involving customer service activities in all industry areas. The program provides supplemental training for persons previously or currently employed in customer service occupation.

Customer service representatives provide service and information to customers in various customer service work environments. Services provided include any transactions, processes, or activities that affect customers. Information is obtained from people by mail, telephone, or in person that the organization needs to open accounts, gain admission to needed facilities, participate in surveys, and complete various other processing tasks. Customer service representatives are expected to answer questions from the public, arrange appointments, enter data, and provide services. They are expected to handle difficult customers and investigate complaints. Customer service representatives may have other job titles depending on the organization.

**This program may lead to an Associate of Science or an Associate of Applied Science Degree. If an Associate of Science Degree is preferred, the General Education courses which are identified by categories must meet the General Education Courses Requirement for A.S. Degrees. If an Associate of Applied Science is preferred, the General Education courses which are identified by categories must be the identified course or selected from the General Education Course Requirements for A.A.S. Degrees. Students are encouraged to seek advising assistance from the department identified for the program regarding a decision about the degrees and courses to be taken.**

**JOB PLACEMENT INFORMATION**

As a new program no placement information is available.

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
ACG 2001	Accounting 1 .....	3
MAR 2011	Marketing .....	3
OST 1146	Basic Keyboarding .....	1
___ ___*	Communications (Category I) .....	3
___ ___*	Natural Sciences/Mathematics (Category IV) .....	3
	<b>Total .....</b>	<b>13</b>

**Term II - Spring**

ACG 2011	Accounting II .....	3
CGS 1570	Computer Concepts and Applications .....	3
ECO 1000	Introduction to the American Economy or	
ECO 2013	Economics I (Category III) .....	3
___ ___*	Humanities/Fine Arts (Category II) .....	3
	<b>Total .....</b>	<b>12</b>

**Terms IIIA, IIIB - Summer**

COM 2101**	Business Communications .....	3
GEB 2430	Business Ethics .....	3
MAN 2021	Principles of Management .....	3
SLS 1345	Workplace Skills (Category V) .....	3
	<b>Total .....</b>	<b>12</b>

**Second Year**

<b>Term I - Fall</b>		
BUL 2241	Business Law .....	3
CGS 1050	Electronic Access to Information .....	1
MKA 1021	Salesmanship .....	3
MNA 2100	Human Relations .....	3
___ ___***	Business Elective .....	3
	<b>Total .....</b>	<b>13</b>

**Term II - Spring**

GEB 2949	Cooperative Education or Business Elective .....	3
MNA 1161	Customer Service .....	3
MNA 1300	Human Resource Management .....	3
MNA 2345	Applied Supervision .....	3
	<b>Total .....</b>	<b>12</b>
<b>Total Program Credits .....</b>		<b>62</b>

The courses with identified categories meet general education requirements.

\*Electives based on general education distribution requirements.

\*\*Meets oral communications requirement.

\*\*\*Select 3 hours from the following course prefixes: ACG, APA, BAN, BUL, CGS, ECO, FIN, GEB, HFT, MAN, MAR, MKA, OST, OR Communication Courses.

(For additional information contact the Business Department on the Pensacola Campus, 484-2505).

**DENTAL HYGIENE**

**(DETH-A.A.S./DENTH-A.S.)**

**A.A.S./A.S.**

A two-year curriculum designed to assist students to develop and master basic clinical competencies and theoretical concepts of current dental hygiene practice. Graduates receive an A.S. degree in dental hygiene education and are eligible to sit for the state board examination in any state in which they desire to practice. Graduates of this program are eligible to pursue the B.S. degree at a senior level institution. The dental hygiene program is fully accredited by the American Dental Association Commission on Accreditation.

**This program may lead to an Associate of Science or an Associate of Applied Science Degree. If an Associate of Science Degree is preferred, the General Education courses which are identified by categories must meet the General Education Courses Requirement for A.S. Degrees. If an Associate of Applied Science is preferred, the General Education courses which are identified by categories must be the identified course or selected from the General Education Course Requirements for A.A.S. Degrees. Students are encouraged to seek advising assistance from the department identified for the program regarding a decision about the degrees and courses to be taken.**

**SPECIAL ADMISSIONS REQUIREMENTS**

Admission to this program is limited by special accreditation requirements and/or the availability of clinical assignments; therefore, students seeking admission to the program must complete application to both the college and the program. Application packets are available from the Health Programs Office on the Warrington campus and Student Affairs offices on the Pensacola campus and the Milton campus.

All application requirements must be completed by the established deadlines before a student will be considered eligible for admission to this program.

Minimum requirements for eligibility to the program include high school diploma or GED and satisfactory scores on diagnostic tests in reading and computation skills.

Applicants are considered eligible for the applicant pool when they have minimum scores on the health-related math test and the reading, academic aptitude, and science knowledge portions of the Revised PSB Health Occupations Aptitude Examination. When an applicant completes all sections of the application process and meets minimum criteria, they will be provisionally accepted into the program and assigned a seat in the next available class. For applicants meeting selection criteria who do not wish to pursue the two year course sequence, there is a three year course sequence. Contact the Department of Dental and Radiographic Sciences at (850) 484-2250 for details.

See application packet for more specific details. Final admission to the program is contingent upon submission of satisfactory physical examination/immunization forms.

**JOB PLACEMENT INFORMATION**

The percent of Dental Hygiene graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 1996, 1997, and 1998 is 100%, 100%, and 94%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

## First Year

Terms IIIA, IIIB - Summer		Credits
BSC 1093	Anatomy and Physiology I (Category V) .....	3
BSC 1093L	Anatomy and Physiology I Laboratory .....	1
DES 1020	Dental Anatomy .....	2
HSA 1101**	Survey of Health Services .....	2
HSC 1592	CPR/AIDS/OSHA for Health Professionals .....	1
Total .....		9

### Term I - Fall

CHM 1033	Elements of Biochemistry .....	3
DEH 1003	Fundamentals of Dental Hygiene .....	3
DEH 1003L	Dental Hygiene Pre-Clinic .....	3
DES 1010	Head and Neck Anatomy .....	2
DES 1200C	Dental Hygiene Radiology I .....	3
Total .....		14

### Term II - Spring

BSC 1094	Anatomy and Physiology II .....	3
BSC 1094L	Anatomy and Physiology II Laboratory .....	1
DEH 1130	Oral Embryology and Histology .....	1
DEH 1400	Oral Pathology .....	2
DEH 1800	Dental Hygiene I .....	2
DEH 1800L***	Dental Hygiene Clinic I .....	5
DES 1120C	Dental Materials .....	3
DES 1201C	Dental Hygiene Radiology II .....	2
Total .....		19

### Term IIIA - Summer

DEH 1802	Dental Hygiene II .....	1
DEH 1802L	Dental Hygiene Clinic II .....	2
HUN 1201	Elements of Nutrition .....	3
MCB 1000	Applied Microbiology .....	3
MCB 1000L	Applied Microbiology Laboratory .....	1
Total .....		10

## Second Year

### Term I - Fall

DEH 2300	Pharmacology/Dental Office Emergencies .....	2
DEH 2602	Periodontics .....	2
DEH 2702C	Dental Public Health .....	2
DEH 2804	Dental Hygiene III .....	2
DEH 2804L	Dental Hygiene Clinic III .....	5
DEP 2003	Human Growth and Development (Category III) .....	3
DES 1052	Nitrous Oxide Monitoring .....	1
___ ___*	Communications (Category I) .....	3
Total .....		20

### Term II - Spring

DEH 2806	Dental Hygiene IV .....	2
DEH 2806L	Dental Hygiene Clinic IV .....	5
SYG 2000	Introduction to Sociology .....	3
___ ___*	Humanities/Fine Arts (Category II) .....	3
___ ___*	Mathematics (Category IV) .....	3
Total .....		16

Total Program Credits ..... 88

The courses with identified categories meet general education requirements.

\*Electives based on general education distribution requirements.

\*\*Meets computer competence requirement.

\*\*\*Meets oral communications requirement.

(For additional information contact the Admissions Specialist, Health Programs Office on the Warrington Campus, 484-2210.)

## DIETETIC TECHNICIAN (DIET/A.A.S./DIETT-A.S.)

A.A.S./A.S.

This program prepares students to function at the management level of dietetic care. Typical duties include: employee training and supervision; menu planning; patient interviewing; diet instruction and modifications; and food purchasing, storage and cost control. The dietetic technician is a career that offers both personal and financial rewards. The program has received developmental accreditation from the American Dietetic Association. Upon completion of the program, the student is eligible for membership in the American Dietetic Association (ADA) and the Dietary Managers Association (DMA). Graduates of this ADA approved program meet licensure requirements for health care facilities under Public Law 59A-4.110.

**This program may lead to an Associate of Science or an Associate of Applied Science Degree. If an Associate of Science Degree is preferred, the General Education courses which are identified by categories must meet the General Education Courses Requirement for A.S. Degrees. If an Associate of Applied Science is preferred, the General Education courses which are identified by categories must be the identified course or selected from the General Education Course Requirements for A.A.S. Degrees. Students are encouraged to seek advising assistance from the department identified for the program regarding a decision about the degrees and courses to be taken.**

### SPECIAL REQUIREMENTS

To meet ADA standards a student must complete a minimum of 450 clock hours of field work paralleling the content of specific courses. Students should take courses listed in the sequence below.

Not all core courses in this area are offered each term and most have prerequisites. Students should not self-advise in this area.

Students must earn a "C" or better in all core courses.

### JOB PLACEMENT INFORMATION

The percent of Dietetic Technician graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 1996, 1997, and 1998 is 100%, 100%, and 83% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

## First Year

Term I - Fall		Credits
APB 1060	Food Microbiology .....	3
APB 1060L	Food Microbiology Laboratory .....	1
DIE 1270C	Introduction to Clinical Experiences for Dietetic Technicians .....	3
FSS 2100**	Food Purchasing and Menu Planning .....	4
HUN 1201	Elements of Nutrition (Category V) .....	3
___ ___*	Communications (Category I) .....	3
Total .....		17

### Term II - Spring

DIE 2350	Clinical Experiences in Applied Nutrition .....	3
FOS 2022	Foods .....	3
FOS 2022L	Foods Laboratory .....	1
FOS 2201	Sanitation and Safety .....	3
HUN 1290	Applied Nutrition .....	3
___ ___*	Social/Behavioral Sciences (Category III) .....	3
Total .....		16

## Second Year

Term I - Fall		Credits
FSS 2221C	Quantity Food Production .....	3
FSS 2307	Food Service Management .....	3
FSS 2945	Food Service Cost Control Internship .....	3
HFT 2451	Food Service Cost Control .....	3
___ ___*	Mathematics (Category IV) .....	3
Total .....		15

**Term II - Spring**

CGS 1050	Electronic Access to Information .....	1
DIE 2201	Modified Diets .....	3
DIE 2531	Clinical Experiences in Modified Diets .....	5
FSS 2930	Food Service Seminar .....	1
MNA 1300	Human Resource Management .....	3
— — *	Humanities/Fine Arts (Category II) .....	3
	Total .....	16

Total Program Credits .....64

The courses with identified categories meet general education requirements.

\*Electives based on general education distribution requirements.

\*\*Course meets oral communications requirement.

(For additional information contact the Behavioral Sciences/Human Services Department on the Pensacola Campus, 484-2530.)

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**DRAFTING AND DESIGN TECHNOLOGY**  
**(DRFT-A.A.S./DRAFT-A.S.)** **A.A.S./A.S.**


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This program is designed to prepare individuals for employment in the drafting and computer drafting field. The program emphasizes the theoretical knowledge required for a variety of drafting positions in the building industry. It addresses drafting for the manufacturing industry and technology in a general sense.

**This program may lead to an Associate of Science or an Associate of Applied Science Degree. If an Associate of Science Degree is preferred, the General Education courses which are identified by categories must meet the General Education Courses Requirement for A.S. Degrees. If an Associate of Applied Science is preferred, the General Education courses which are identified by categories must be the identified course or selected from the General Education Course Requirements for A.A.S. Degrees. Students are encouraged to seek advising assistance from the department identified for the program regarding a decision about the degrees and courses to be taken.**

**JOB PLACEMENT INFORMATION**

The percent of Drafting and Design Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 1996, 1997, and 1998 is 100% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
BCN 1001	Building Construction .....	3
BCN 1251C	Drafting Fundamentals .....	3
CET 1462C	Introduction to Computers in Technology .....	3
EGS 1111C	Engineering Graphics .....	4
	Total .....	13

**Term II - Spring**

ETC 1250	Properties of Materials .....	3
ETD 2320C	Computer Drafting .....	4
MAC 1102	College Algebra (Category IV) .....	3
— — *	Communications (Category I) .....	3
	Total .....	13

**Terms IIIA, IIIB - Summer**

BCT 2600	Construction Estimating .....	3
ETD 1542C	Structural Drafting .....	3
SLS 1345***	Workplace Skills (Category V) .....	3
	Total .....	9

**Second Year****Term I - Fall**

BCT 2706	Construction Documents .....	3
ETD 2332	AutoCAD Customization .....	1
ETD 2540C	Civil Engineering Drafting .....	3
— —	Graphic Information Systems I .....	3
— — *	Social Behavioral Sciences (Category III) .....	3
	Total .....	13

**Term II - Spring**

BCN 2405C	Construction Mechanics .....	4
ETD 1100C	Architectural Drafting .....	3
ETD 2350C	Advanced Computer Drafting .....	4
— — *	Humanities/Fine Arts (Category II) .....	3
	Total .....	14

Total Program Credits .....62

The courses with identified categories meet general education requirements.

\*Electives based on general education distribution requirements.

\*\*Meets computer competence requirement.

\*\*\*Meets oral communications requirement.

(For additional information contact the Advanced Technology Department on the Pensacola Campus, 484-2520.)

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**EMERGENCY MEDICAL SERVICES**  
**(EMS-A.A.S./EMS-A.S.)** **A.A.S./A.S.**


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This program provides an added dimension in advanced emergency skills judgment and emergency services management. This program is accredited by the Commission on Accreditation of Allied Health Education Programs, A.M.A.

**This program may lead to an Associate of Science or an Associate of Applied Science Degree. If an Associate of Science Degree is preferred, the General Education courses which are identified by categories must meet the General Education Courses Requirement for A.S. Degrees. If an Associate of Applied Science is preferred, the General Education courses which are identified by categories must be the identified course or selected from the General Education Course Requirements for A.A.S. Degrees. Students are encouraged to seek advising assistance from the department identified for the program regarding a decision about the degrees and courses to be taken.**

**SPECIAL ADMISSIONS REQUIREMENTS**

Admission to this program is limited by special accreditation requirements and/or the availability of clinical assignments; therefore, students seeking admission to the program must complete application to both the college and the program. Application packets are available from the Health Programs Admissions office on the Warrington campus and Student Affairs offices on the Pensacola campus and the Milton campus.

All application requirements must be completed by the established deadlines before a student will be considered eligible for admission to this program.

Minimum requirements for eligibility to the program include high school diploma or GED, satisfactory scores on diagnostic tests in reading and computation skills. Applicants are considered eligible for the applicant pool when they have minimum scores on health-related math test and the reading, academic aptitude, and science knowledge portions of the Revised PSB Health Occupations Aptitude Examination. All eligible applicants are placed in a pool. The number of program applicants is randomly selected by a computer.

See application packet for more specific details. Final admission to the program is contingent upon submission of satisfactory physical examination/immunization forms.

**JOB PLACEMENT INFORMATION**

The percent of Emergency Medical Services graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 1996, 1997, and 1998 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services office.



**First Year****Term II - Spring**

	<b>Credits</b>
BSC 1093 Anatomy and Physiology I (Category V) .....	3
BSC 1093L Anatomy and Physiology I Laboratory .....	1
EMS 1151C Emergency Medical Technician I .....	2
EMS 1152C Emergency Medical Technician II .....	4
EMS 1440 Allied Health Practicum .....	1
HSC 1592 CPR/AIDS/OSHA for Health Professionals .....	1
Total .....	12

**Term III - Summer**

EMS 1335 Emergency Vehicle Operations or	
EMS 1114C Emergency Medical Technician Assessment .....	1
EMS 1153C Emergency Medical Technician III .....	2
Total .....	3

**Term I - Fall**

BSC 1094 Anatomy and Physiology II .....	3
BSC 1094L Anatomy and Physiology II Laboratory .....	1
___ ___* Communications (Category I) .....	3
___ ___* Humanities/Fine Arts (Category II) .....	3
___ ___* Mathematics (Category IV) .....	3
Total .....	13

**Term II - Spring**

EMS 1261 Pre-Hospital Environment .....	4
EMS 1262 Paramedic Fundamentals .....	4
EMS 1262L Paramedic Fundamentals Laboratory .....	2
EMS 1461 Paramedic Clinic I .....	3
Total .....	13

**Terms IIIA, IIIB - Summer**

EMS 1271** Medical Emergencies I .....	3
EMS 1271L Medical Emergencies I Laboratory .....	1
EMS 1462 Paramedic Clinic II .....	3
EMS 1525 Dysrhythmia Recognition and Management .....	3
Total .....	10

**Second Year****Term I - Fall**

EMS 1263*** Trauma Management .....	4
EMS 1266 Medical Emergencies II .....	4
EMS 1272 Medical Emergencies III .....	3
EMS 1463 Paramedic Clinic III .....	3
EMS 1551 Advanced Cardiac Life Support Practicum .....	1
Total .....	15

**Term II - Spring**

EMS 2459 Paramedic Internship .....	4
___ ___* Social/Behavioral Sciences (Category III) .....	3
Total .....	7

Total Program Credits .....73

The courses with identified categories meet general education requirements.

\*Electives based on general education distribution requirements.

\*\*Meets oral communications requirement.

\*\*\*Meets computer competence requirement.

(For additional information contact the Health Programs Admissions Office on the Warrington Campus, 484-2210.)

**ENVIRONMENTAL LABORATORY TECHNOLOGY  
(ENVIRONMENTAL SCIENCE TECHNOLOGY)**

(ENV-A.A.S./ENVIR-A.S.) A.A.S./A.S.

This program of study is designed to prepare students for immediate employment after graduation in chemical laboratories. Those selecting Environmental Laboratory Technology will prepare for a career as professional chemical laboratory technicians with special emphasis in the environmental field. Students should not self-advise regarding course selection, but should consult with the appropriate department head for guidance.

**This program may lead to an Associate of Science or an Associate of Applied Science Degree. If an Associate of Science Degree is preferred, the General Education courses which are identified by categories must meet the General Education Courses Requirement for A.S. Degrees. If an Associate of Applied Science is preferred, the General Education courses which are identified by categories must be the identified course or selected from the General Education Course Requirements for A.A.S. Degrees. Students are encouraged to seek advising assistance from the department identified for the program regarding a decision about the degrees and courses to be taken.**

**JOB PLACEMENT INFORMATION**

The percent of Environmental Science Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 1996, 1997, and 1998 is 86%, 100%, and 100% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services office.

**First Year**

	<b>Credits</b>
<b>Term I - Fall</b>	
CGS 1570 Computer Concepts and Applications .....	3
CHM 1045 General Chemistry I (Category V) .....	3
CHM 1045L General Chemistry I Laboratory .....	1
ENC 1101 English Composition I (Category I) .....	3
EVS 1601 HAZMAT Fundamentals .....	3
MAC 1105 College Algebra (Category IV) .....	3
Total .....	16

**Term II - Spring**

CHM 1046 General Chemistry II .....	3
CHM 1046L General Chemistry II Laboratory .....	1
CHM 2132C Chemical Instrumentation .....	4
EVS 1002 Ecology .....	3
EVS 1002L Ecology Laboratory .....	1
___ ___* Social/Behavioral Sciences (Category III) .....	3
Total .....	15

**Second Year****Term I - Fall**

CHM 1200 Introduction to Organic Chemistry .....	3
CHM 1200L Introduction to Organic Chemistry Laboratory .....	1
EVS 2893C Laboratory Analysis I .....	4
PCB 2030 Introduction to Environmental Science .....	3
___ ___* Humanities/Fine Arts (Category II) .....	3
Total .....	14

**Term II - Spring**

CHM 2120 Quantitative Analysis .....	2
CHM 2120L Quantitative Analysis Laboratory .....	2
EVS 2894C Laboratory Analysis II .....	4
SLS 1345** Workplace Skills .....	3
___ ___ Program Electives .....	4
Total .....	15

**Terms IIIA, IIIB - Summer**

EVS 2895C Laboratory Analysis III .....	4
Total .....	4

Total Program Credits .....64

The courses with identified categories meet general education requirements.

\*Electives based on general education distribution requirements.

\*\*Meets oral communications requirement.

**Recommended Program Electives:**

BSC 1005	Biological Principles for Non-Majors .....	3
BSC 1005L	Biological Principles for Non-Majors Laboratory .....	1
CHM 1025	Introduction to College Chemistry .....	3
CHM 1274	Polymer Science .....	3
ETI 1801	Chemical Plant Operations .....	3
MAT 1033	Intermediate Algebra (if needed as a prerequisite to MAC 1105) .....	3
MCB 2020	General Microbiology .....	2
MCB 2020L	General Microbiology Laboratory .....	2

(For additional information contact the Liberal Arts/Environmental Science Department on the Milton Campus, 484-4430.)

**FIRE SCIENCE TECHNOLOGY  
(FIRE-A.A.S./FIRE-A.S.)**

**A.A.S./A.S.**

The Fire Science Technology program is open to all students who wish to gain the understanding necessary for entry into the field of fire science. It is also designed to increase the level of competency of in-service officers and to help prepare them for promotions. Students desiring a career in Fire Science should visit the Applied Health Department and discuss with the department head or full-time faculty members their interests and career goals in order that they may select the proper courses.

Prior to enrollment, students should review employment entrance requirements of local, state and federal agencies.

**This program may lead to an Associate of Science or an Associate of Applied Science Degree. If an Associate of Science Degree is preferred, the General Education courses which are identified by categories must meet the General Education Courses Requirement for A.S. Degrees. If an Associate of Applied Science is preferred, the General Education courses which are identified by categories must be the identified course or selected from the General Education Course Requirements for A.A.S. Degrees. Students are encouraged to seek advising assistance from the department identified for the program regarding a decision about the degrees and courses to be taken.**

**JOB PLACEMENT INFORMATION**

The percent of Fire Science Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 1996, 1997, and 1998 is 100% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services office.

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
CET 1462C	Introduction to Computers in Technology .....	3
FFP 1200	Fire Prevention Practices .....	3
SLS 1345**	Workplace Skills (Category V) .....	3
___ ___	Communications (Category I) .....	3
___ ___***	Fire Science Elective .....	3
Total .....		15

**Term II - Spring**

FFP 1410	Fire Fighting Tactics and Strategy I .....	3
FFP 2620	Private Fire Protection .....	3
___ ___*	Humanities/Fine Arts (Category II) .....	3
___ ___***	Fire Science Electives .....	6
Total .....		15

**Second Year**

<b>Term I - Fall</b>		
FFP 1322	Fire Service: Building Construction .....	3
FFP 2501	Hazardous Materials II .....	3
FFP 2500	Hazardous Materials I .....	3
___ ___*	Social/Behavioral Sciences (Category III) .....	3
___ ___***	Fire Science Elective .....	3
Total .....		15

**Term II - Spring**

___ ___*	Natural Sciences/Mathematics (Category IV) .....	3
___ ___***	Fire Science Electives .....	12
Total .....		15

Total Program Credits .....60

The courses with identified categories meet general education requirements.

\*Electives based on general education distribution requirements.

\*\*Meets oral communication requirement.

\*\*\*Fire Science electives are any FFP courses of 1000 or above.

(For additional information contact the Applied Health Department on the Warrington Campus, 484-2308.)

**FOREST TECHNOLOGY (TREE-A.A.S./TREE-AS,  
WOOD-A.A.S./WOOD-A.S.)**

**A.A.S./A.S.**

This program of study prepares students for careers as forest technicians by providing hands-on training and an understanding of the many disciplines of forestry. Instruction by working foresters, field experience and exposure to the forest industry will prepare students to seek employment with forest industries, state and federal agencies and forestry consultants. Students may choose from two areas of specialization, Forest Management and Wood Procurement. A field experience at Blackwater River State Forest Environmental Training Center is required during the summer term.

**This program may lead to an Associate of Science or an Associate of Applied Science Degree. If an Associate of Science Degree is preferred, the General Education courses which are identified by categories must meet the General Education Courses Requirement for A.S. Degrees. If an Associate of Applied Science is preferred, the General Education courses which are identified by categories must be the identified course or selected from the General Education Course Requirements for A.A.S. Degrees. Students are encouraged to seek advising assistance from the department identified for the program regarding a decision about the degrees and courses to be taken.**

**JOB PLACEMENT INFORMATION**

The percent of Forest Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 1996, 1997, and 1998 is 100%, 83%, and 100% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
BOT 1010	General Botany (Category V) .....	3
BOT 1010L	General Botany Laboratory .....	1
ENC 1101	English Composition I (Category I) .....	3
FOR 1003	Introduction to Forestry .....	2
FOR 1120	Dendrology .....	3
FOR 1120L	Dendrology Laboratory .....	1
Total .....		13

**Term II - Spring**

EVS 1002	Ecology .....	3
EVS 1002L	Ecology Laboratory .....	1
FOR 2720	Equipment Operation, Safety and Maintenance .....	3
FOR 2720L	Equipment Operation, Safety and Maintenance Laboratory .....	1
MAT 1033	Intermediate Algebra (Category IV) .....	3
___ ___	Emphasis Course .....	3
Total .....		14

**Second Year**

**Term I - Fall**

CGS 1570	Computer Concepts and Applications .....	3
FOR 1163	Silviculture .....	3
FOR 1163L	Silviculture Laboratory .....	1
FOR 1433	Photogrametry .....	2
— — *	Humanities/Fine Arts (Category II) .....	3
	<b>Total .....</b>	<b>12</b>

**Term II - Spring**

FOR 2930**	Forest Seminar .....	1
SOS 2006	Introduction to Soil Science .....	4
— — *	Social/Behavioral Sciences (Category III) .....	3
— —	Emphasis Courses .....	7
	<b>Total .....</b>	<b>15</b>

**Term IIIA - Summer**

FOR 2450	Forest Measurements .....	3
	<b>Total .....</b>	<b>3</b>

**Term IIIB - Summer**

FOR 2451	Timber Cruising .....	3
FOR 2462	Forest Surveying .....	3
	<b>Total .....</b>	<b>6</b>

Total Program Credits .....63

The courses with identified categories meet general education requirements.

\*Electives based on general education distribution requirements.

\*\*Meets oral communications requirement.

**Forest Management Emphasis (TREE-AS)**

FOR 2210	Forest Fire Use and Control .....	3
FOR 2210L	Forest Fire Use and Control Laboratory .....	1
FOR 2211	Forest Insects and Disease .....	3
	(Should be taken Term II, Spring)	

Select a minimum of one management from the courses listed below.

FOR 1661	Recreation Management in Forestry .....	3
FOR 2620	Forest Management .....	3
WIS 2600	Wildlife Management in Forestry .....	3

**Wood Procurement Emphasis (WOOD-AS)**

FOR 1741	Timber Harvesting .....	3
FOR 2454	Timber Inventory .....	3
FOR 2750	Timber Procurement .....	3
— —	Elective .....	1

(For additional information contact the Liberal Arts/Environmental Science Department on the Milton Campus, 484-4430.)

**GRAPHIC DESIGN TECHNOLOGY  
(GRPH-A.A.S./GRAPH-A.S.)**

**A.A.S./A.S.**

A two-year program that prepares students for careers in graphic design upon graduation, or acts as a transfer degree for persons wishing to continue their education toward an advanced degree at a four-year college or professional art school. Additional general education course work may be required for transfer. 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.

**This program may lead to an Associate of Science or an Associate of Applied Science Degree. If an Associate of Science Degree is preferred, the General Education courses which are identified by categories must meet the General Education Courses Requirement for A.S. Degrees. If an Associate of Applied Science is preferred, the General Education courses which are identified by categories must be the identified course or selected from the General Education Course Requirements for A.A.S. Degrees. Students are encouraged to seek advising assistance from the department identified for the program regarding a decision about the degrees and courses to be taken.**

**JOB PLACEMENT INFORMATION**

The percent of Graphic Design Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 1996, 1997, and 1998 is 89%, 100%, and 100% respectively. For additional information about job opportunities in this field, contact the Visual Arts Department or the Student Job Services Office.

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
ARH 1050	Art History I (Category II) .....	3
ART 1202C	Two-Dimensional Design .....	3
ART 1300C	Drawing I .....	3
ART 2600C**	Computer Graphics I .....	3
ENC 1101	English Composition I (Category I) .....	3
	<b>Total .....</b>	<b>15</b>

**Term II - Spring**

ART 1301C	Drawing II .....	3
ART 2230C	Graphic Design I .....	3
ART 2601C	Computer Graphics II .....	3
PGY 2401C	Photography I .....	3
— — *	Natural Sciences/Mathematics (Category IV) .....	3
	<b>Total .....</b>	<b>15</b>

**Term IIIA - Summer**

SLS 1345***	Workplace Skills or Public Speaking .....	3
SPC 1600	Introduction to Sociology (Category III) .....	3
SYG 2000	Introduction to Sociology (Category III) .....	3
	<b>Total .....</b>	<b>6</b>

**Second Year**

**Term I - Fall**

ART 2231C	Graphic Design II .....	3
ART 2282C	Graphic Processes I .....	3
MKA 2511	Advertising .....	3
PGY 2220C	Commercial Photography .....	3
— —	Art Studio Elective (ART 1203C Three-Dimensional Design required for transfer students) .....	3
	<b>Total .....</b>	<b>15</b>

**Term II - Spring**

ARH 1051	Art History II (Category V) .....	3
ART 2253C	Illustration I .....	3
ART 2285C	Graphic Processes II .....	3
ART 2905	Portfolio .....	3
— —	Art Elective or OST 1146 Basic Keyboarding I .....	1
	<b>Total .....</b>	<b>13</b>

Total Program Credits .....64

The courses with identified categories meet general education requirements.

\*Electives based on general education distribution requirements.

\*\*Meets computer competence requirement.

\*\*\*Meets oral communication requirement.

NOTE: The previous term by term outline is a suggested sequence. Majors should register in the Visual Arts Department and work out their personal schedules with the department head.

(For additional information contact the Visual Arts Department on the Pensacola Campus, 484-2554.)

**HAZARDOUS MATERIALS/ENVIRONMENTAL  
MANAGEMENT  
(ENVIRONMENTAL SCIENCE TECHNOLOGY)  
(HAZ-A.A.S./HAZMT-A.S.) A.A.S./A.S.**

The program of study is designed to prepare students for immediate employment after graduation in environmental monitoring and protection fields. Students will be prepared for a career in handling, monitoring, shipping, recycling, and disposing of hazardous materials. Students should not be self-advised regarding course selections, but should consult with the appropriate department head for guidance.

**This program may lead to an Associate of Science or an Associate of Applied Science Degree. If an Associate of Science Degree is preferred, the General Education courses which are identified by categories must meet the General Education Courses Requirement for A.S. Degrees. If an Associate of Applied Science is preferred, the General Education courses which are identified by categories must be the identified course or selected from the General Education Course Requirements for A.A.S. Degrees. Students are encouraged to seek advising assistance from the department identified for the program regarding a decision about the degrees and courses to be taken.**

**JOB PLACEMENT INFORMATION**

The percent of Environmental Science Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for years 1996, 1997, and 1998 is 86%, 100% and 100% respectively. For additional information about job opportunities in this field, contact the Natural Resource Studies Department or the Student Job Services Office.

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
CGS 1570	Computer Concepts and Applications .....	3
CHM 1045	General Chemistry I(Category V) .....	3
CHM 1045L	General Chemistry I Laboratory .....	1
ENC 1101	English Composition I (Category I) .....	3
EVS 1601	HAZMAT Fundamentals .....	3
MAC 1105	College Algebra (Category IV) .....	3
Total .....		16

**Term II - Spring**

EVS 1631	HAZMAT Communication Training .....	3
EVS 2632	Emergency Response Planning .....	3
EVS 2633	Emergency Response .....	3
SLS 1345**	Workplace Skills .....	3
___ ___*	Social/Behavioral Sciences (Category III) .....	3
Total .....		15

**Term IIIA - Summer**

PCB 2030	Introduction to Environmental Science .....	3
Total .....		3

**Second Year**

**Term I - Fall**

CHM 1200	Introduction to Organic Chemistry .....	3
CHM 1200L	Introduction to Organic Chemistry .....	1
EVS 1635	Introduction to HAZMAT Regulations .....	3
EVS 2893C	Laboratory Analysis I .....	4
___ ___*	Humanities/Fine Arts (Category II) .....	3
Total .....		14

**Term II - Spring**

Specialization Options:

**Risk Management**

BSC 1093	Anatomy and Physiology I .....	3
BSC 1093L	Anatomy and Physiology I Laboratory .....	1
ETI 1720	Industrial Safety .....	3
EVS 2602	HAZMAT Toxicology .....	3
EVS 2638	Waste and Transportation Regulations .....	3
___ ___***	Approved Elective .....	3
Total .....		16

**Pollution Prevention**

ETI 2411	Manufacturing Processes .....	3
ETI 2416	Mechanical Devices and Systems .....	3
EVS 1613	Industrial Processes .....	3
EVS 2652	HAZMAT Recovery, Incineration, and Disposal .....	3
___ ___***	Approved Electives .....	4
Total .....		16

**Environmental Assessments**

ETC 2521A	Hydrology, Culverts, and Distribution Systems .....	4
EVS 1002	Ecology .....	3
EVS 1002L	Ecology Laboratory .....	1
SOS 2006	Introduction to Soil Science .....	4
___ ___***	Approved Electives .....	4
Total .....		16

Total Program Credits ..... 64

The courses with identified categories meet general education requirements.

\*Electives based on general education distribution requirements.

\*\*Meets oral communications requirement.

**\*\*\*Approved Electives:**

It is strongly suggested that students also take the following courses to increase employment opportunities:

BSC 1080	Essentials of Anatomy and Physiology .....	3
BSC 1080L	Essentials of Anatomy and Physiology Laboratory .....	1
ETI 1801	Chemical Plant Operations .....	3
EVS 1695	HAZMAT Internship I .....	3
EVS 1696	HAZMAT Internship II .....	3

(For additional information contact the Liberal Arts/Environmental Science Department on the Milton Campus, 484-4430.)

**HEALTH INFORMATION MANAGEMENT  
(HIM-A.A.S./HIM-A.S.) A.A.S./A.S.**

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 of Allied Health Education Programs (CAAHEP) and the American Health Information Management Association.

**This program may lead to an Associate of Science or an Associate of Applied Science Degree. If an Associate of Science Degree is preferred, the General Education courses which are identified by categories must meet the General Education Courses Requirement for A.S. Degrees. If an Associate of Applied Science is preferred, the General Education courses which are identified by categories must be the identified course or selected from the General Education Course Requirements for A.A.S. Degrees. Students are encouraged to seek advising assistance from the department identified for the program regarding a decision about the degrees and courses to be taken.**

**JOB PLACEMENT INFORMATION**

The percent of Health Information Management graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 1996, 1997, and 1998 is 88%, 88%, and 70% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

**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.

**First Year****Term I - Fall**

		<b>Credits</b>
CGS 1050	Electronic Access to Information .....	1
CGS 1570	Computer Concepts and Applications .....	3
ENC 1101	English Composition I (Category I) .....	3
HIM 1000C	Introduction to Health Information Management .....	3
HSA 1101	Survey of Health Services .....	2
HSC 1531	Medical Terminology .....	3
HSC 1592	CPR/AIDS/OSHA for Health Professionals .....	1
	<b>Total</b> .....	<b>16</b>

**Term II - Spring**

BSC 1080	Essentials of Anatomy and Physiology (Category V) .....	3
BSC 1080L	Essentials of Anatomy and Physiology Laboratory .....	1
HIM 1012	Health Information Law .....	3
MRE 2650	Computer Applications in Health Information Management .....	3
SPC 1006C	Basic Speaking/Listening .....	1
___ ___*	Mathematics (Category IV) .....	3
	<b>Total</b> .....	<b>14</b>

**Terms IIIA, IIIB - Summer**

___ ___*	Humanities/Fine Arts (Category II) .....	3
___ ___*	Social/Behavioral Sciences (Category III) .....	3
	<b>Total</b> .....	<b>6</b>

**Second Year****Term I - Fall**

HIM 1800	Health Information Management Clinical Practice I .....	4
HIM 2280C	Coding and Classification Systems .....	3
HIM 2620C	Medical Statistics and Financial Applications .....	3
MRE 2304	Organization, Management, and Supervision .....	3
HIM 2433	Pathophysiology I .....	3
	<b>Total</b> .....	<b>16</b>

**Term II - Spring**

HIM 2283	CPT-4 Coding .....	2
HIM 2436	Pathophysiology II .....	3
HIM 2810	Health Information Management Clinical Practice II .....	4
MRE 2204C	Advanced ICD-9-CM Coding .....	2
MRE 2212C	Health Information Management in Alternative Settings .....	2
___ ___	Quality Improvement in Health Information Management .....	2
	<b>Total</b> .....	<b>15</b>

Total Program Credits .....67

The courses with identified categories meet general education requirements.

\*Electives based on general education distribution requirements.

(For additional information contact the Health Programs Admissions Office on the Warrington Campus, 484-2210.)

**HEALTH SERVICES MANAGEMENT  
(HSM-A.A.S./HCMGT-A.S.)****A.A.S./A.S.**

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.

**This program may lead to an Associate of Science or an Associate of Applied Science Degree. If an Associate of Science Degree is preferred, the General Education courses which are identified by categories must meet the General Education Courses Requirement for A.S. Degrees. If an Associate of Applied Science is preferred, the General Education courses which are identified by categories must be the identified course or selected from the General Education Course Requirements for A.A.S. Degrees. Students are encouraged to seek advising assistance from the department identified for the program regarding a decision about the degrees and courses to be taken.**

**JOB PLACEMENT INFORMATION**

The percent of Health Services Management graduates who have been reported as satisfying state and federal definitions of in-field job placement for the year 1996, 1997, and 1998 is 90%, 100% and 100% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

**First Year****Term I - Fall**

		<b>Credits</b>
CGS 1570	Computer Concepts and Applications .....	3
HSA 1101	Survey of Health Services .....	2
HSC 1531	Medical Terminology .....	3
HSC 1592	CPR/AIDS/OSHA for Health Professionals .....	1
OST 1461	Medical Office Practice .....	3
	<b>Total</b> .....	<b>12</b>

**Term II - Spring**

ACG 2001	Accounting I .....	3
HIM 2280C	Coding and Classification Systems .....	3
OST 1464	Computerized Medical Office Systems .....	3
___ ___*	Mathematics (Category IV) .....	3
	<b>Total</b> .....	<b>12</b>

**Terms IIIA, IIIB - Summer**

ENC 1101	English Composition (Category I) .....	3
POS 2041	American National Government (Category III) .....	3
	<b>Total</b> .....	<b>6</b>

**Second Year****Term I - Fall**

ACO 1806	Payroll Accounting .....	3
BUL 2241	Business Law .....	3
HSC 2642	Health Care Law .....	3
MNA 2345	Applied Supervision .....	3
	<b>Total</b> .....	<b>12</b>

**Term II - Spring**

CGS 1050	Electronic Access to Information or Introduction to Internet Research .....	1
LIS 1002	Spreadsheet .....	3
CGS 2510	Spreadsheet .....	3
COM 2101	Business Communications .....	3
HSA 1172	Third-Party Reimbursement .....	3
HSA 2500	Introduction to Risk Management .....	3
	<b>Total</b> .....	<b>13</b>

**Term IIIA - Summer**

ECO 2013	Economics I .....	3
SPC 1006C	Basic Speaking and Listening Skills .....	1
— — *	Humanities/Fine Arts (Category II) .....	3
	Total .....	7

Total Program Credits .....62

The courses with identified categories meet general education requirements.

\*Electives based on general education distribution requirements.

(For additional information contact the Arts and Sciences Department on the Warrington Campus, 484-2340.)

**INDUSTRIAL MANAGEMENT TECHNOLOGY  
(IMT-A.A.S./IMT-A.S.) A.A.S./A.S.**

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.

**This program may lead to an Associate of Science or an Associate of Applied Science Degree. If an Associate of Science Degree is preferred, the General Education courses which are identified by categories must meet the General Education Courses Requirement for A.S. Degrees. If an Associate of Applied Science is preferred, the General Education courses which are identified by categories must be the identified course or selected from the General Education Course Requirements for A.A.S. Degrees. Students are encouraged to seek advising assistance from the department identified for the program regarding a decision about the degrees and courses to be taken.**

**JOB PLACEMENT INFORMATION**

The percent of Industrial Management Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 1996, 1997, and 1998 is 67%, 100%, and 100% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

**First Year**

<b>Term I - Fall</b>	<b>Credits</b>	
CET 1462C***	Introduction to Computers in Technology .....	3
MNA 2100	Human Relations .....	3
— —	Communications (Category I) .....	3
— —	Natural Sciences/Mathematics (Category IV) .....	3
— — *	Area Elective .....	3
	Total .....	15

**Term II - Spring**

ECO 1000	Introduction to the American Economy or	
ECO 2013	Economics I (Category III) .....	3
ETI 1720	Industrial Safety .....	3
MAN 2021	Principles of Management .....	3
— — *	Area Electives .....	6
	Total .....	15

**Second Year**

<b>Term I - Fall</b>	<b>Credits</b>	
MNA 2345	Applied Supervision .....	3
— —	Humanities/Fine Arts (Category II) .....	3
— — *	Area Electives .....	9
	Total .....	15

**Term II - Spring**

COM 2101	Business Communications or	
ENC 1210	Technical Writing .....	3
MNA 1300	Human Resource Management .....	3
SLS 1345**	Workplace Skills (Category V) .....	3
SPC 1006C	Basic Speaking and Listening Skills .....	1
— — *	Area Electives .....	5
	Total .....	15

Total Program Credits ..... 60

The courses with identified categories meet general education requirements.

\*Area Elective—Any college credit course from one of the following prefix areas or SLS1371.

BCN	CCJ	COP	CTE
CIS	CJT	EST	ETC
EET	EGS	ETM	EVS
ETD	ETI	FSS	OST
FFP	FIN	SUR	
PMT	CET	CGS	

\*\*Meets oral communications requirement.

\*\*\*Meets computer competence requirement.

(For additional information contact the Advanced Technology Department on the Pensacola Campus, 484-2520.)

**INSTRUCTIONAL SERVICES TECHNOLOGY  
(CASE-A.A.S./CASE-A.S.) A.A.S./A.S.**

This two-year program is designed for students who plan to find employment immediately after completing the associate of science degree. Graduates may work in group settings or on a one-to-one basis to improve the quality of life skills of those who are physically, mentally, emotionally handicapped or health impaired. Graduates of the Instructional Services Technology program may seek employment as paraprofessionals in public school settings, community agencies, or residential settings for children and adults. Courses are open to all PJC students.

**This program may lead to an Associate of Science or an Associate of Applied Science Degree. If an Associate of Science Degree is preferred, the General Education courses which are identified by categories must meet the General Education Courses Requirement for A.S. Degrees. If an Associate of Applied Science is preferred, the General Education courses which are identified by categories must be the identified course or selected from the General Education Course Requirements for A.A.S. Degrees. Students are encouraged to seek advising assistance from the department identified for the program regarding a decision about the degrees and courses to be taken.**

**JOB PLACEMENT INFORMATION**

The percent of Instructional Services Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for the year 1996, 1997, and 1998 is 100%, 71%, and 71% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

**First Year**

<b>Term I - Fall</b>	<b>Credits</b>	
DEP 2003	Human Growth and Development (Category III) .....	3
EDF 1005	Introduction to Education .....	3
EEX 2010	Introduction to Exceptional Children .....	3
SLS 1345*	Workplace Skills .....	3
— —	Communications (Category I) .....	3
	Total .....	15

**Term II - Spring**

EDG 2701	Teaching Diverse Populations .....	3
EEX 1600	Behavior Management .....	3
EME 2040	Introduction to Educational Technology .....	3
— —	Natural Sciences/Mathematics (Category IV) .....	3
— —	Suggested Elective .....	3
	Total .....	15

## Second Year

### Term I - Fall

EEX 2080	Teaching Special Needs Learners	3
EEX 2260C	Special Education Practicum I	3
FAD 1230	Marriage and Family Living	3
HUN 1201	Elements of Nutrition (Category V)	3
— —	Humanities/Fine Arts (Category II)	3
— —	Suggested Elective	3
	<b>Total</b>	<b>18</b>

### Term II - Spring

EEX 2780C	Special Education Practicum II	3
HSC 2402	Managing Medical Emergencies	3
PCO 2202	The Helping Relationship	3
PSY 1000	Introduction to Psychology	3
— —	Suggested Elective	3
	<b>Total</b>	<b>15</b>

Total Program Credits .....63

The courses with identified categories meet general education requirements.

\*Meets oral communications requirement.

Suggested Electives:

CHD 1104	Introduction to Child Care	3
CLP 2001	Personal Growth	3
CLP 2140	Basic Psychopathology	3
DEP 2001	Child Development	3
EDF 1930	Special Topics in Education	1
EDP 2002	Educational Psychology	3
HUS 2345	Drugs and Behavior	3
SLS 1101	College Success	3
SPA 1612C	Introduction to American Sign Language	4
SPA 1613C	Intermediate American Sign Language	4
SYG 2000	Introduction to Sociology	3
SYG 2010	Social Problems	3

(For additional information contact the Behavioral Sciences/Human Services Department on the Pensacola Campus, 484-2530.)

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## LANDSCAPE TECHNOLOGY (LAWN-A.A.S./LAWN-A.S.) A.A.S./A.S.

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This program is designed to provide the basic skills needed by the Landscape Maintenance Industry. Students will learn plant identification, disease management, landscape installation, equipment operation, cultural practices, basic landscape design, equipment safety, and management and economic skills. Periodic professional development courses will be offered to enhance the skill levels of individuals working in the industry.

**This program may lead to an Associate of Science or an Associate of Applied Science Degree. If an Associate of Science Degree is preferred, the General Education courses which are identified by categories must meet the General Education Courses Requirement for A.S. Degrees. If an Associate of Applied Science is preferred, the General Education courses which are identified by categories must be the identified course or selected from the General Education Course Requirements for A.A.S. Degrees. Students are encouraged to seek advising assistance from the department identified for the program regarding a decision about the degrees and courses to be taken.**

### JOB PLACEMENT INFORMATION

As a new program job placement information is not available.

## First Year

### Term I - Fall

BOT 1010	General Botany (Category V)	3	<b>Credits</b>
BOT 1010L	General Botany Laboratory	1	
ENC 1153	Professional Communications (Category I)	3	
FOR 2720	Equipment Operation, Safety and Maintenance	3	
FOR 2720L	Equipment Operation, Safety and Maintenance Laboratory	1	
ORH 1812	Introduction to Horticulture	3	
	<b>Total</b>	<b>14</b>	

### Term II - Spring

MAT 1033	Intermediate Algebra (Category IV)	3
ORH 2820C	Landscape Irrigation	3
PMA 1001	Pest and Pest Control	2
PMA 1001L	Pest and Pest Control Laboratory	1
SOS 2006	Introduction to Soil Science	4
— —	Social/Behavioral Sciences (Category III)	3
	<b>Total</b>	<b>16</b>

### Term IIIA - Summer

ORH 1510	Plant Materials for Landscape Use	2
ORH 1510L	Plant Materials for Landscape Use Laboratory	1
ORH 2830C	Landscape Design	3
	<b>Total</b>	<b>6</b>

## Second Year

### Term I - Fall

FOR 2930*	Forest Seminar	1
GEB 1011	Introduction to Business	3
ORH 2220	Turfgrass Management	2
ORH 2220L	Turfgrass Management Laboratory	1
ORH 2842	Landscape Management	3
ORH 2842L	Landscape Management Laboratory	1
ORH 2930	Landscape Project Management	3
	<b>Total</b>	<b>14</b>

### Term II - Spring

BUL 2241	Business Law	3
CGS 1050	Electronic Access to Information	1
EVS 1002	Ecology	3
EVS 1002L	Ecology Laboratory	1
ORH 1260	Greenhouse Crop Management	3
ORH 1260L	Greenhouse Crop Management Laboratory	1
— —	Humanities/Fine Arts (Category II)	3
	<b>Total</b>	<b>15</b>

### Term IIIA - Summer

AEB 2949	Cooperative Internship	3
	<b>Total</b>	<b>3</b>

Total Program Credits .....68

The courses with identified categories meet general education requirements.

\* Meets oral communications requirement.

(For additional information contact the Liberal Arts/Environmental Services Department on the Milton Campus, 484-4430.)

**LEGAL ASSISTING (LEGL-A.A.S./LEGAL-A.S.)  
A.A.S./A.S.**

The Legal Assistant—also referred to as a “Paralegal”—has become in less than two decades an integral part of the legal profession. This program equips its graduates to function both as an attorney’s general assistant and as a highly competent specialist in a particular area of law.

In addition to 16 hours of general education courses, and 3 hours of electives, all students must complete 36 hours of core courses and one of the 9-hour specialty clusters of either Litigation, Real Estate, Commercial Law, Probate, or Criminal Law. (Specialty Clusters are taught only in the evening and are scheduled over two terms when a sufficient number of students have indicated that they are ready for and want a particular cluster.) Nearly half of the program’s graduates return for additional specialization and may work towards an advanced technical certificate of recognition for each specialty cluster completed (see page 100 for further information).

Courses are structured and scheduled so that a student should be able to enter the program on either a full or part-time basis in any day or night term.

**This program may lead to an Associate of Science or an Associate of Applied Science Degree. If an Associate of Science Degree is preferred, the General Education courses which are identified by categories must meet the General Education Courses Requirement for A.S. Degrees. If an Associate of Applied Science is preferred, the General Education courses which are identified by categories must be the identified course or selected from the General Education Course Requirements for A.A.S. Degrees. Students are encouraged to seek advising assistance from the department identified for the program regarding a decision about the degrees and courses to be taken.**

**JOB PLACEMENT INFORMATION**

The percent of Legal Assisting graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 1996, 1997, and 1998 is 82%, 100%, and 76% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

**First Year**

		<b>Credits</b>
ENC 1101	English Composition I (Category I) .....	3
PLA 1105	Legal Research .....	2
PLA 1204	Civil Procedure .....	3
PLA 1273	Torts .....	3
SPC 1006C	Basic Speaking and Listening Skills .....	1
___ ___*	Natural Sciences/Mathematics (Category IV) .....	3
Total .....		15

**Term II - Spring**

PLA 2115	Florida Statutes .....	2
PLA 2303	Criminal Law .....	3
PLA 2423	Contracts .....	3
PLA 2503	Real Property .....	3
PLA 2603	Probate .....	3
___ ___	General (Category V) .....	3
Total .....		17

**Second Year**

**Term I - Fall**

PLA 2155	Legal Writing .....	2
PLA 2194**	Computers in Law .....	3
PLA 2433	Agency .....	3
___ ___	Social/Behavioral Sciences (Category III) .....	3
___ ___***	Specialty Courses .....	6
Total .....		17

**Term II - Spring**

PLA 2234	Florida Procedure .....	3
PLA 2803	Domestic Relations .....	3
___ ___*	Humanities/Fine Arts (Category II) .....	3
___ ___	Elective .....	3
___ ___***	Specialty Course .....	3
Total .....		15

Total Program Credits .....64

The courses with identified categories meet general education requirements.

Electives based on general education distribution requirements.

\* Meets oral communications requirement.

\*\*Choose from one of the following five Specialty Clusters:

<b>Commercial Law Specialty Cluster</b>		<b>Credits</b>
PLA 2405	Commercial Practice .....	3
PLA 2435	Corporations .....	3
PLA 2465	Creditor/Debtor Rights .....	3

<b>Criminal Law Specialty Cluster</b>		
PLA 2323	Criminal Procedure .....	3
PLA 2363	Criminal/Constitutional Questions .....	3
PLA 2364	Forensic Science Survey .....	3

<b>Litigation Specialty Cluster</b>		
PLA 2224	Federal Procedure .....	3
PLA 2263	Evidence .....	3
PLA 2283	Torts II .....	3

<b>Probate Specialty Cluster</b>		
PLA 2623	Estate Administration .....	3
PLA 2633	Florida Probate .....	3
PLA 2673	Estate Taxation .....	3

<b>Real Estate Specialty Cluster</b>		
PLA 2513	Real Estate Transactions .....	3
PLA 2515	Real Estate Closings .....	3
PLA 2556	Real Estate Litigation .....	3

(For additional information contact the Business Department on the Pensacola Campus, 484-2505.)

**MANUFACTURING TECHNOLOGY (MNFG-A.A.S./MNFG-A.S.) A.A.S./A.S.**

The Manufacturing Technology program prepares students for a career in the industrial manufacturing environment. The broad-based, systems-oriented foundation courses provide a basis for employment in a variety of manufacturing engineering areas ranging from chemical processing to computer-aided manufacturing. Upon completion of the technical core courses, the student must select any 11 credits from the emphasis courses listed. Each emphasis provides the student with unique skills necessary for employment in local and regional industries.

**This program may lead to an Associate of Science or an Associate of Applied Science Degree. If an Associate of Science Degree is preferred, the General Education courses which are identified by categories must meet the General Education Courses Requirement for A.S. Degrees. If an Associate of Applied Science is preferred, the General Education courses which are identified by categories must be the identified course or selected from the General Education Course Requirements for A.A.S. Degrees. Students are encouraged to seek advising assistance from the department identified for the program regarding a decision about the degrees and courses to be taken.**

**JOB PLACEMENT INFORMATION**

The percent of Manufacturing Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for the year 1996, 1997, and 1998 is 100%, 86%, and 67% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services office.



**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
CET 1462C**	Introduction to Computers in Technology .....	3
EGS 1111C	Engineering Graphics .....	4
ETI 2411	Manufacturing Processes .....	3
MAC 1105	College Algebra (Category IV) .....	3
Total .....		13

**Term II - Spring**

EET 1005C	Fundamentals of Electricity .....	4
ETD 2320C	Computer Drafting .....	4
— — *	Communications (Category I) .....	3
— —	Specialization Course .....	4
Total .....		15

**Terms IIIA, IIIB - Summer**

ETI 1110	Total Quality Management .....	3
ETI 1720	Industrial Safety .....	3
— — *	Humanities/Fine Arts (Category II) .....	3
Total .....		9

**Second Year****Term I - Fall**

CHM 1045	General Chemistry I and CHM 1045L or	
PHY 1053	General Physics I and PHY 1053L (Category V) .....	4
ETI 2416	Mechanical Devices and Systems .....	3
ETM 2315	Hydraulics and Pneumatics .....	4
— —	Specialization Course .....	4
Total .....		15

**Term II - Spring****Credits**

EST 2535C	Manufacturing and Automation Instrumentation .....	3
SLS 1345***	Workplace Skills .....	3
— — *	Social/Behavioral Sciences (Category III) .....	3
— —	Specialization Course .....	3
Total .....		12

Total Program Credits .....64

The courses with identified categories meet general education requirements.

\*Electives based on general education distribution requirements.

\*\*Meets computer competence requirement.

\*\*\*Meets oral communications requirement.

**Specializations:****Computer Numerical Control/Computer-Aided Manufacturing**

EST 2005C	Flexible Manufacturing Systems .....	3
ETD 2350C	Advanced Computer Drafting .....	4
ETI 2412C	Computer Numerical Control .....	3
ETI 2414C	Computer-Aided Manufacturing .....	3
ETI 2949	Manufacturing Technology Cooperative Education .3/6	

**Flexible Manufacturing Systems/Manufacturing Programming**

CET 2364C	“C” Programming for Technology .....	4
EST 2005C	Flexible Manufacturing Systems .....	3
EST 2542C	Programmable Logic Controller Fundamentals .....	3
EST 2603C	Robotics and Automated Systems .....	3
ETI 2949	Manufacturing Technology Cooperative Education .3/6	

**Additional Specialization Courses**

CTE 1401	Introduction to Fiber Technology .....	3
ECH 2022	Elementary Chemical Engineering .....	3
ETI 1801	Chemical Plant Operations .....	3
ETI 2949	Manufacturing Technology Cooperative Education .3/6	
EVS 1601	HAZMAT Fundamentals .....	3
OST 1146	Basic Keyboarding .....	1

(For additional information contact the Advanced Technology Department on the Pensacola Campus, 484-2520.)

**MULTIMEDIA TECHNOLOGY****(MDIA-A.A.S./MEDIA-A.A.S.)****A.A.S./A.S.**

Multimedia uses the computers ability to incorporate graphics, sound, video, animation, text, and still images in the production of a variety of applications, including fine art, personal computing, promotional presentations, education authoring, electronic publishing, television, recording, gaming, and more. Students can expect creative, hands-on experience in current computer capabilities, pictures and text generation, video, and professional application of those integrated skills.

**This program may lead to an Associate of Science or an Associate of Applied Science Degree. If an Associate of Science Degree is preferred, the General Education courses which are identified by categories must meet the General Education Courses Requirement for A.S. Degrees. If an Associate of Applied Science is preferred, the General Education courses which are identified by categories must be the identified course or selected from the General Education Course Requirements for A.A.S. Degrees. Students are encouraged to seek advising assistance from the department identified for the program regarding a decision about the degrees and courses to be taken.**

**JOB PLACEMENT INFORMATION**

As a new program, no placement information is available.

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
ART 1202C	Two-Dimensional Design .....	3
ART 2600C**	Computer Graphics I .....	3
CGS 1570	Computer Concepts and Applications (Category V) ...	3
PGY 2401C	Photography I .....	3
RTV 2241	TV Production I .....	3
Total .....		15

**Term II - Spring**

ART 2601C	Computer Graphics II .....	3
ENC 1101	English Composition I (Category I) .....	3
PGY 2805C	Digital Photography .....	3
RTV 2242C	TV Production II .....	3
— — *	Natural Sciences/Mathematics (Category IV) .....	3
Total .....		15

**Second Year****Term I -Fall**

ART 2230C	Graphic Design I .....	3
GRA 1830C	Beginning Multimedia Production .....	3
MKA 2511	Advertising .....	3
PHI 2600	Ethics (Category II) .....	3
SLS 1345***	Workplace Skills or	
SPC 1600	Public Speaking .....	3
— —	Art Elective .....	3
Total .....		18

**Term II -Spring**

ART 2231C	Graphic Design II .....	3
ART 2282C	Graphic Processes I .....	3
ART 2905	Portfolio .....	3
GRA 2831C	Advanced Multimedia Production .....	3
GRA 2931	Multimedia Seminar .....	1
— — *	Social/Behavioral Sciences (Category III) .....	3
Total .....		16

Total Program Credits .....64

The courses with identified categories meet general education requirements.

\*Electives based on general education distribution requirements.

\*\*Meets computer competence requirement.

\*\*\*Meets oral communication requirement.

(For additional information contact the Visual Arts Department on the Pensacola Campus, 484-2554.)

**NETWORKING SERVICES TECHNOLOGY**  
**(NET-A.A.S./NETWK-A.S.) A.A.S./A.S.**

The Networking Services Technology program prepares students to design, install, and administer local area networks. Typical job titles include system administrator and network support specialist. By special agreement with the University of West Florida, students with an A.S. 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 A.S. degree.

**This program may lead to an Associate of Science or an Associate of Applied Science Degree. If an Associate of Science Degree is preferred, the General Education courses which are identified by categories must meet the General Education Courses Requirement for A.S. Degrees. If an Associate of Applied Science is preferred, the General Education courses which are identified by categories must be the identified course or selected from the General Education Course Requirements for A.A.S. Degrees. Students are encouraged to seek advising assistance from the department identified for the program regarding a decision about the degrees and courses to be taken.**

**JOB PLACEMENT INFORMATION**

As a new program, no placement information is available.

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
CGS 1570	Computer Concepts and Applications .....	3
	or	
CET 1462C	Introduction to Computers in Technology	
ECO 2013	Economics I(Category III) .....	3
ENC 1101	English Compositions I (Category I) .....	3
MAC 1105	College Algebra (Category IV) .....	3
— —*	Humanities/Fine Arts (Category II) .....	3
	<b>Total .....</b>	<b>15</b>

**Term II - Spring**

CGS 1560	Microcomputer Operating Systems .....	3
COP 1510	Programming Concepts I .....	3
— —	Basic Electronics for Computers .....	3
— —***	Technical Electives .....	6
	<b>Total .....</b>	<b>15</b>

**Terms IIIA, IIIB**

— —	Elective .....	3
	<b>Total .....</b>	<b>3</b>

**Second Year**

**Term I - Fall**

CET 2123C	Microprocessor Fundamentals .....	3
— —	Technical Electives .....	12
	<b>Total .....</b>	<b>15</b>

**Term II - Spring**

SLS 1345**	Workplace Skills (Category V) .....	3
— —	Technical Electives .....	12
	<b>Total .....</b>	<b>15</b>

Total Program Credits .....63

The courses with identified categories meet general education requirements.

\*Electives based on general education distribution requirements.

\*\*Meets oral communications requirement

**\*\*\*Technical Electives**

Student will select 30 hours from the following areas of specialization; program should be planned with advice of a faculty advisor to meet individual student's needs and interests. Each specialization area prepares the student for industry standard certification exams, which will enhance the student's resume and potential for employment in the field.

**Cisco Academy (C.C.N.A.)**

CET 1600C	Networking Fundamentals .....	3
CET 1610C	Router Theory .....	3
CET 2615C	Advanced Routing and Switching .....	3
CET 2620C	Advanced Network Design and Management Projects .....	3

**Certified Cabling Specialist**

CET 1630C	Network Cabling-Copper Medium .....	2
CET 1632C	Network Cabling-Fiber Optic Medium .....	2

**Computer Repair (A+ Certification)**

CET 1171C	PC Hardware-A+ .....	3
CET 1173	PC Operating Systems -A+ .....	3

**Novell System Administration (C.N.A.)**

CET 2484C	Network Communications Using Novell .....	3
CGS 2552	Network Systems .....	3

**Windows NT System Administration (M.C.S.E.)**

— —	Networking Essentials .....	3
— —	NT Network Administration .....	3
— —	NT Technical Support .....	3
— —	Server Enterprise Technologies .....	3
— —	TCP/IP for Windows NT .....	3
— —	Internet Information Server .....	3

(For additional information contact the Computer Science Department on the Pensacola Campus at 484-1173.)

**OFFICE SYSTEMS TECHNOLOGY (LGS-A.A.S./LEGSC-A.S., OFIS-A.A.S./OFFIS-A.S., A.A.S./A.S. MDSC-A.A.S., MEDSC-A.S.)**

The Office Systems Technology program is designed to prepare students for employment as manager medical secretaries, administrative assistants, secretaries, executive secretaries, legal secretaries or employment in positions in office automation.

**This program may lead to an Associate of Science or an Associate of Applied Science Degree. If an Associate of Science Degree is preferred, the General Education courses which are identified by categories must meet the General Education Courses Requirement for A.S. Degrees. If an Associate of Applied Science is preferred, the General Education courses which are identified by categories must be the identified course or selected from the General Education Course Requirements for A.A.S. Degrees. Students are encouraged to seek advising assistance from the department identified for the program regarding a decision about the degrees and courses to be taken.**

**JOB PLACEMENT INFORMATION**

The percent of Office Systems Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 1996, 1997, and 1998 is 95%, 94%, and 100% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

**First Year**

**Term I - Fall Credits**

ENC 1101	English Composition I (Category I) .....	3
CGS 1570	Computer Concepts and Application (Category V) .....	3
OST 1100	Keyboarding I .....	3
— —	Emphasis Courses .....	6
	<b>Total .....</b>	<b>15</b>

**Term II - Spring**

COM 2101**	Business Communications .....	3
OST 1711	Word Processing I .....	3
— —	Emphasis Courses .....	9
	<b>Total .....</b>	<b>15</b>

**Term IIIA or Term IIIB - Summer**

— —*	Humanities (Category II) .....	3
	<b>Total .....</b>	<b>3</b>

**Second Year****Term I - Fall**

ECO 1000	Introduction to American Economy	
	or	
ECO 2013	Economics I (Category III)	3
OST 2712	Word Processing II	3
— —	Emphasis Courses	9
	Total	15

**Term II - Spring**

APA 1111	Introduction to Accounting	
	or	
ACG 2001	Accounting I	3
SLS 1345	Workplace Skills	3
— —*	Natural Science/Math (Category V)	3
— —	Emphasis Courses	6
	Total	15

Total Program Credits .....63

The courses in the emphasis area are listed in the order by which they should be taken.

**Administrative Assistant Emphasis**

OST 1110	Keyboarding II	3
OST 1271	Speedwriting/Shorthand I	3
OST 1821	Business Applications for Desktop Publishing	3
CGS 1584	Multimedia Presentations for Business	3
CGS 2510	Spreadsheet	3
OST 1355	Records Management	3
CGS 2564	Windows	3
MAN 2021	Principles of Management	3
OST 2402	Office Procedures	3
OST 2940	Administrative Assistant Work Experience	3
	or	
OST 2949	Cooperative Education	3

**Legal Emphasis**

OST 1110	Keyboarding II	3
OST 1271	Speedwriting/Shorthand I	3
OST 1821	Business Applications for Desktop Publishing	3
OST 2431	Legal Office Procedures	3
CGS 1584	Multimedia Presentation	3
PLA 1204	Civil Procedure	3
BUL 2241	Business Law	3
OST 1621	Legal Transcription I	3
OST 1622	Legal Transcription II	3
OST 2943	Legal Secretarial Work Experience	
	or	
OST 2949	Cooperative Education	3

**Medical Emphasis**

MEA 1232	Pharmacology Terminology	3
OST 1461	Medical Office Practice	3
OST 1257	Advanced Interpretation of Medical Information	3
OST 2135	Medical Typing	3
OST 1611	Medical Transcription I	3
OST 1612	Medical Transcription II	3
OST 1613	Medical Transcription III	3
OST 2258	Advanced Interpretation of Medical Information	3
OST 1464	Computerized Medical Office System	3
HSA 1172	Third Party Reimbursement	3

The courses with identified categories meet general education requirements.

\*Electives based on general education distribution requirements.

\*\*Meets oral communications requirement.

(For additional information contact the Business Department, Pensacola Campus, 484-2505, Milton Campus 484-4420 and the Arts & Science Department, Warrington Campus 484-2347.)

**PHOTOGRAPHIC TECHNOLOGY  
(PHOT-A.A.S./PHOTO-A.S.)****A.A.S./A.S.**

This program is meant to train students for careers in the current and emerging fields of commercial/artistic photography in all its forms, from wet-chemistry to digital procedures in both color and black/white. Emphasis is placed on technical competence, aesthetics, and creative approach.

**This program may lead to an Associate of Science or an Associate of Applied Science Degree. If an Associate of Science Degree is preferred, the General Education courses which are identified by categories must meet the General Education Courses Requirement for A.S. Degrees. If an Associate of Applied Science is preferred, the General Education courses which are identified by categories must be the identified course or selected from the General Education Course Requirements for A.A.S. Degrees. Students are encouraged to seek advising assistance from the department identified for the program regarding a decision about the degrees and courses to be taken.**

**JOB PLACEMENT INFORMATION**

As a new program job placement information is not available.

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
ART 1202C	Two Dimensional Design	3
ENC 1101	English Comp I (Category I)	3
PGY 2401C	Photography I	3
PGY 1000	History of Photography (Category II)	3
ART 2600C**	Computer Graphics I	3
	Total	15

**Term II - Spring**

PGY 2410C	Photo II	3
PGY 1110C	Color, Materials and Methods	3
PGY 2220C	Commercial Photography	3
— —	Math or Science (Category IV)	3
PGY 2806C	Digital Photography	3
	Total	15

**Term III - Summer**

PSY 2012	General Psychology (Category III)	
	or	
SGY 2000	Sociology	3
SPC 1600	Public Speaking	
	or	
SPC 1300	Interpersonal Communication	3
	Total	6

**Second Year****Term I - Fall**

PGY 2107C	Large Format Camera	3
MAR 2011	Marketing	3
PGY 2221C	Commercial Photography II	3
PGY 2802C	Digital Photography II	3
— —	Art Elective	3
	Total	15

**Term II - Spring**

PGY 2600C	Techniques of Photo Journalism	3
— —*	General Education (Category V)	3
— —	Elective (PGY, ART, GRA)	3
ART 2905C	Portfolio	3
PGY 2320C	Photography Seminar	1
	Total	13

Total Credits for Program .....64

The courses with identified categories meet general education requirements.

\*Electives based on general education distribution requirements.

\*\*Meets computer competency requirements.

(For additional information contact the Visual Arts Department on the Pensacola Campus, 484-2554.)

**PHYSICAL THERAPIST ASSISTANT  
(PTA-A.A.S./PTA-A.S.) A.A.S./A.S.**

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. This program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association.

**This program may lead to an Associate of Science or an Associate of Applied Science Degree. If an Associate of Science Degree is preferred, the General Education courses which are identified by categories must meet the General Education Courses Requirement for A.S. Degrees. If an Associate of Applied Science is preferred, the General Education courses which are identified by categories must be the identified course or selected from the General Education Course Requirements for A.A.S. Degrees. Students are encouraged to seek advising assistance from the department identified for the program regarding a decision about the degrees and courses to be taken.**

**SPECIAL ADMISSIONS REQUIREMENTS**

Admission to this program is limited by special accreditation requirements and/or the availability of clinical assignments; therefore, students seeking admission to the program must complete application to both the college and the program. Application packets are available from the Admissions Specialist, Health Programs Admissions Office on the Warrington Campus.

All application requirements must be completed by the established deadlines before a student will be considered eligible for admission to this program.

Minimum requirements for eligibility to the program include high school diploma or GED and satisfactory scores on diagnostic tests in reading and computation skills. Applicants are considered eligible for the applicant pool when they have minimum scores on the health-related math test and the reading, academic aptitude, and science knowledge portions of the Revised PSB Health Occupations Aptitude Examination. All eligible applicants are placed in a pool. The number of program applicants is randomly selected by a computer. See application packet for more specific details.

Final admission to the program is contingent upon submission of satisfactory physical examination/immunization forms.

**JOB PLACEMENT INFORMATION**

The percent of Physical Therapist Assistant graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 1996, 1997, and 1998 is 100% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services office.

**First Year**

		<b>Credits</b>
BSC	1093	Anatomy and Physiology I (Category V) ..... 3
BSC	1093L	Anatomy and Physiology I Laboratory ..... 1
HSA	1101**	Survey of Health Services ..... 2
HSC	1592	CPR/AIDS/OSHA for Health Professionals ..... 1
PHT	1000	Introduction to Physical Therapy ..... 2
PHT	1120	Functional Anatomy and Kinesiology ..... 3
PHT	1120L	Functional Anatomy and Kinesiology Laboratory ..... 2
		Total ..... 14

**Term II - Spring**

BSC	1094	Anatomy and Physiology II ..... 3
BSC	1094L	Anatomy and Physiology II Laboratory ..... 1
PHT	1224	Therapeutic Techniques and Disabilities I ..... 3
PHT	1224L	Therapeutic Techniques and Disabilities I Lab ..... 2
PHT	1251	Basic Skills in Patient Care ..... 2
PHT	1251L	Basic Skills in Patient Care Laboratory ..... 2
—	—*	Mathematics (Category IV) ..... 3
		Total ..... 16

**Term IIIA - Summer**

DEP	2003	Human Growth and Development (Category III) ..... 3
PHT	1210	Therapeutic Modalities I ..... 2
PHT	1210L	Therapeutic Modalities I Laboratory ..... 2
		Total ..... 7

**Term IIIB - Summer**

ENC	1101	English Composition I (Category I) ..... 3
PHT	1801	PTA Clinic I ..... 1
—	—*	Humanities/Fine Arts (Categories II) ..... 3
		Total ..... 7

**Second Year**

**Term I - Fall**

PHT	2162***	Therapeutic Techniques and Disabilities II ..... 3
PHT	2162L	Therapeutic Techniques and Disabilities II Laboratory ..... 2
PHT	2212	Therapeutic Modalities II ..... 3
PHT	2212L	Therapeutic Modalities II Laboratory ..... 2
PHT	2810	PTA Clinic II ..... 2
		Total ..... 12

**Term II - Spring**

PHT	1351	Pharmacology for Physical Therapist Assistants ..... 1
PHT	2401	Psychosocial Issues of the Disabled ..... 2
PHT	2703	Rehabilitation Procedures I ..... 3
PHT	2703L	Rehabilitation Procedures I Laboratory ..... 1
PHT	2820	PTA Clinic III ..... 4
PHT	2930	Transition Seminar ..... 2
		Total ..... 13

**Term IIIA - Summer**

PHT	2830	PTA Clinic IV ..... 5
		Total ..... 5

Total Program Credits ..... 74

The courses with identified categories meet general education requirements.

\*Electives based on general education distribution requirements.

\*\*Meets computer competence requirement.

\*\*\*Meets oral communications requirement.

(For additional information contact the Health Programs Office on the Warrington Campus, 484-2210.)

**RECREATION TECHNOLOGY  
(REC-A.A.S./REC-A.S.)**

**A.A.S./A.S.**

This degree prepares students for employment as recreation leaders, activity directors, group recreation workers or recreation facility attendants. This program would also be beneficial for persons previously or currently employed in the above mentioned occupations. Students who plan to pursue a bachelor's degree in physical education, health/fitness, or recreation at a four-year college or university should fulfill the Associate of Arts degree requirements for the chosen transfer school.

**This program may lead to an Associate of Science or an Associate of Applied Science Degree. If an Associate of Science Degree is preferred, the General Education courses which are identified by categories must meet the General Education Courses Requirement for A.S. Degrees. If an Associate of Applied Science is preferred, the General Education courses which are identified by categories must be the identified course or selected from the General Education Course Requirements for A.A.S. Degrees. Students are encouraged to seek advising assistance from the department identified for the program regarding a decision about the degrees and courses to be taken.**

**JOB PLACEMENT INFORMATION**

As a new program, no placement information is available.

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
DEP 2003	Human Growth and Development (Category III) .....	3
LEI 1000	Introduction to Recreation and Leisure Services .....	3
PEO 1011	Team Sports .....	3
___ ___*	Communications (Category I) .....	3
___ ___	Elective .....	1
___ ___*	Humanities/Fine Arts (Category II) .....	3
Total .....		16

**Term II - Spring**

HLP 1081	Concepts of Life Fitness (Category V) .....	3
HSC 2400P	First Aid/Injuries .....	3
PEO 1031	Individual Sports .....	3
SYG 2000	Introduction to Sociology .....	3
___ ___*	Natural Sciences (Category IV) .....	3
Total .....		15

**Second Year**

<b>Term I - Fall</b>		
CGS 1570	Computer Concepts and Applications .....	3
HSC 2100	Personal and Community Health .....	3
MNA 2100	Human Relations .....	3
PEM 1102	Exercise and Conditioning	
	or	
PEM 1171	Aerobic Dance	
	or	
PEM 1181	Walk, Jog, Run .....	1
PEM 1131	Weight Training/Conditioning .....	1
PEN 1171	Water Aerobics .....	1
PEO 2013	Sports Officiating .....	3
PEQ 2104	Swimming Pool Operation .....	1
Total .....		16

**Term II - Spring**

LEI 1260	Outdoor Recreation Management .....	4
LEI 2730	Adaptive/Therapeutic Recreation .....	4
PET 2622	Care and Prevention of Athletic Injuries .....	3
SPC 1300	Interpersonal Communication .....	3
Total .....		14

**Term IIIA - Summer**

PET 2940	Internship .....	3
Total .....		3

Total Program Credits ..... 64

The courses with identified categories meet general education requirements.

\*Electives based on general education distribution requirements.

(For additional information contact the Health, Human Performance and Recreation Department on the Pensacola Campus, 484-1314.)

**RESPIRATORY CARE (RT-A.A.S./RT-A.S.) A.A.S./A.S.**

A curriculum designed to assist students in developing the clinical competencies and theoretical concepts of current respiratory care practice. Graduates of the two-year program receive an A.S. degree in Respiratory Therapy and are eligible to take the certification exam offered by the State and the Registry Exam given by the National Board for Respiratory Care. The Respiratory Therapy program is fully accredited by the Committee on Accreditation for Respiratory Care and the Committee on Allied Health Education and Accreditation.

**This program may lead to an Associate of Science or an Associate of Applied Science Degree. If an Associate of Science Degree is preferred, the General Education courses which are identified by categories must meet the General Education Courses Requirement for A.S. Degrees. If an Associate of Applied Science is preferred, the General Education courses which are identified by categories must be the identified course or selected from the General Education Course Requirements for A.A.S. Degrees. Students are encouraged to seek advising assistance from the department identified for the program regarding a decision about the degrees and courses to be taken.**

**SPECIAL ADMISSIONS REQUIREMENTS**

Admission to this program is limited by special accreditation requirements and/or the availability of clinical assignments; therefore, students seeking admission to the program must complete application to both the college and the program. Application packets are available from the Health Related Admissions Office on the Warrington Campus.

All application requirements must be completed by the established deadlines before a student will be considered eligible for admission to this program.

Minimum requirements for eligibility to the program include high school diploma or GED and satisfactory scores on diagnostic tests in reading and computation skills. Applicants are considered eligible for the applicant pool when they have minimum scores on the health-related math test and the reading, academic aptitude, and science knowledge portions of the Revised PSB Health Occupations Aptitude Examination.

See application packet for more specific details. Final admission to the program is contingent upon submission of satisfactory physical examination/immunization forms.

**JOB PLACEMENT INFORMATION**

The percent of Respiratory Care graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years of 1996, 1997, and 1998 is 100% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

**First Year**

<b>Terms IIIA, IIIB - Summer</b>		<b>Credits</b>
BSC 1093	Anatomy and Physiology I .....	3
BSC 1093L	Anatomy and Physiology I Laboratory .....	1
HSA 1101	Survey of Health Services .....	2
HSC 1592	CPR/AIDS/OSHA for Health Professionals .....	1
MAT 1033	Intermediate Algebra (Category V) .....	3
RET 1024L	Introduction to Respiratory Care .....	1
RET 1874**	Respiratory Clinic I .....	1
Total .....		12

**Term I - Fall**

BSC 1094	Anatomy and Physiology II	3
BSC 1094L	Anatomy and Physiology II Laboratory	1
CHM 1033	Elements of Biochemistry	3
RET 1026	Basic Respiratory Therapy Procedures	3
RET 1026L	Basic Respiratory Therapy Procedures Laboratory	2
RET 1875	Respiratory Clinic II	5
	Total	17

**Term II - Spring**

ENC 1101	English Composition	3
RET 1264	Mechanical Ventilation	3
RET 1264L	Mechanical Ventilation Laboratory	2
RET 1484C	Cardiopulmonary Pathology	3
RET 1876	Respiratory Clinic III	5
	Total	16

**Second Year****Terms IIIA, IIIB - Summer****Credits**

RET 2350	Advanced Pharmacology	3
RET 2442	Cardio Hemodynamics and Instrumentation	3
RET 2442L	Cardio Hemodynamics and Instrumentation Laboratory	2
RET 2535C	Pulmonary Rehabilitation Specialization	1
___ ___*	Humanities/Fine Arts (Category II)	3
	Total	12

**Term I - Fall**

RET 2415C	Advanced Pulmonary Functions	2
RET 2417	Pediatric/Neonatal Care	3
RET 2877	Respiratory Clinic IV	5
___ ___*	Social/Behavioral Sciences (Category III)	3
	Total	13

**Term II - Spring**

RET 2930	Respiratory Care Seminar	2
RET 2931	Respiratory Care Preceptorship	4
	Total	6

Total Program Credits ..... 76

The courses with identified categories meet general education requirements.

\*Electives based on general education distribution requirements.

\*\*Meets computer competence requirement.

\*\*\*Meets oral communications requirement.

(For additional information contact the Health Programs Admissions Office on the Warrington Campus, 484-2210.)

**ZOO ANIMAL TECHNOLOGY****(ZOO-A.A.S./ZOO-A.S.)****A.A.S./A.S.**

The Zoo Animal Technology program is designed to prepare students for employment in a zoological park or in settings requiring animal care, husbandry, breeding or health. The program is presented in cooperation with The Zoo in Gulf Breeze, Florida. Admission to this program is limited by availability to clinical/experiential assignments at The Zoo. Students in this program must comply with a dress and appearance code required by The Zoo. After completing the Zoo Animal Technology A.S. Degree, students may work towards an advanced technical certificate in Zoo Research (see page 100 for further information).

Courses may not be taken as a pass/fail option. Students must earn a "C" or better in all courses.

This program may lead to an Associate of Science or an Associate of Applied Science Degree. If an Associate of Science Degree is preferred, the General Education courses which are identified by categories must meet the General Education Courses Requirement for A.S. Degrees. If an Associate of Applied Science is preferred, the General Education courses which are identified by categories must be the identified course or selected from the General Education Course Requirements for A.A.S. Degrees. Students are encouraged to seek advising assistance from the department identified for the program regarding a decision about the degrees and courses to be taken.

**JOB PLACEMENT INFORMATION**

The percent of Zoo Animal Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for the year 1998 is 83%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

**First Year**

<b>Term I - Fall</b>		<b>Credits</b>
ENC 1101	English Composition I (Category I)	3
MAC 1105	College Algebra (Category IV)	3
PAZ 1331	Animal Care Technology	1
SPC 1600	Public Speaking	3
ZOO 1010	General Zoology (Category V)	3
ZOO 1010L	General Zoology Laboratory	1
	Total	14

**Term II - Spring**

PAZ 2332	Animal Care Technology II	5
PAZ 2315**	Animal Record Keeping Systems	1
PAZ 2320	Herpetoculture	3
PAZ 2535	Animal Behavior	2
PAZ 2551	Animal Breeding	3
PAZ 2931	Zoo Seminar I	1
	Total	15

**Term IIIA & IIIB - Summer**

PAZ 2322	Aviculture	3
PAZ 2932	Zoo Seminar II	1
PSY 2012	General Psychology (Category III)	3
___ ___*	Humanities	3
	Total	10

**Second Year****Term I - Fall**

PAZ 2325	Mammaculture	3
PAZ 2333	Animal Care Technology III	5
PAZ 2317C	Visitor Relations	1
PAZ 2531	Vertebrate Morphology	2
PAZ 2540	Animal Nutrition	3
	Total	14

**Term II - Spring**

PAZ 1561	Animal Medical Husbandry	2
PAZ 1561L	Animal Medical Husbandry Clinic	2
PAZ 2334	Animal Care Technology IV	5
PAZ 2721C	Exhibit Repair and Maintenance	3
PAZ 2933	Zoo Seminar III	1
	Total	13

Total Program Credits ..... 66

The courses with identified categories meet general education requirements.

\*Elective based on general education distribution requirements.

\*\*Meets computer competence requirement.

(For more information contact the Biological Sciences Department on the Pensacola Campus, 484-1168.)

# ADVANCED TECHNICAL CERTIFICATE PROGRAMS

An advanced technical certificate consisting of a program of instruction of college-level courses may be awarded to students who have already received an associate of science degree and are seeking an advanced specialized planning program of study to supplement their associate degree.

Elephant Biology & Management

Legal Assisting

Zoo Research

## ELEPHANT BIOLOGY & MANAGEMENT A.T.C.

This program is designed for students who have completed the Zoo Animal Technology A.S. Program. This program exposes students to elephant morphology, taxonomy, physiology, conservation, and the skills necessary for captive husbandry and management. Students will spend four weeks observing and participating in the operation of elephant management at Chehaw Wild Animal Park, an AZA accredited zoological park. The program will provide a unique experience for graduates interested in exploring a career with elephants to receive training unavailable anywhere else in the country.

PAZ	_____	Elephant Biology for Conservation Education .....	3
PAZ	_____	Elephant Husbandry and Management I .....	3
PAZ	_____	Elephant Husbandry and Management II .....	3
			9

Total Program Credits .....9

(Fore more information, contact the Biological Sciences Department on the Pensacola Campus, 484-1168.)

## LEGAL ASSISTING A.T.C.

This program is designed for students who have completed the Legal Assisting A.S. Program (see page 92) and want additional certification in one or more specialty areas of law including: Commercial Law, Criminal Law, Litigation, Probate, and Real Estate.

### Commercial Law Specialty

PLA	2405	Commerical Practice .....	3
PLA	2435	Corporations .....	3
PLA	2465	Creditor/Debtor Rights .....	3
			9

Total Program Credits .....9

### Criminal Law Specialty

PLA	2323	Criminal Procedure .....	3
PLA	2363	Criminal/Constitutional Questions .....	3
PLA	2364	Forensic Science Survey .....	3
			9

Total Program Credits .....9

### Litigation Specialty

PLA	2224	Federal Procedure .....	3
PLA	2263	Evidence .....	3
PLA	2283	Torts II .....	3
			9

Total Program Credits .....9

### Probate Specialty

PLA	2623	Estate Administration .....	3
PLA	2633	Florida Probate .....	3
PLA	2673	Estate Taxation .....	3
			9

Total Program Credits .....9

### Real Estate Specialty

PLA	2513	Real Estate Transactions .....	3
PLA	2515	Real Estate Closings .....	3
PLA	2556	Real Estate Litigation .....	3
			9

Total Program Credits .....9

(For additional information contact the Business Department on the Pensacola Campus, 484-2505.)

## ZOO RESEARCH A.T.C.

This program is designed for students who have completed the Zoo Animal Technology A.S. Program (see page 99). This program exposes students to the skills necessary for conducting research with exotic animals. Skills will include advanced husbandry and management of research animals, experimental design, and data collection and analysis. Students will complete internships at various zoological facilities that specialize in research.

### Zoo Research

PAZ	2930	Special Topics in Zoo Animal Technology (zoo research focus) .....	9
STA	2023	Elementary Statistics .....	3
			12

Total Program Credits .....12

(For additional information contact the Business Department on Pensacola Campus, 484-2505.)

# CERTIFICATE PROGRAMS

Certificate programs are designed to prepare students for immediate employment in a specific skill area. Certificate programs range in length from approximately five weeks to eighteen months, but most average two terms or a year of full-time study. Course credits earned in certificate programs cannot generally be used toward graduation in A.S. or A.A. degree programs; however, some certificate programs may be articulated toward partial credit in selected A.S. programs. Most certificate programs do not contain a separate general education component, but students are required to achieve a specified level of competence in basic communication and computation skills as evidenced by minimum scores on the TABE.

Current certificate programs include the following.

Accounting Applications	Facials Specialty	Medical Assisting
Administrative Assistant	Fire Apparatus Operator	Nails Specialty
Barbering	Fire Fighter	Nursing Assistant
Certified Teacher Aide (Child Development Early Intervention)	Fire Officer	Office Systems Specialist
Computer Electronics Technology	Fire Safety Inspector	Paramedic
Cosmetology	Food Production and Services	Pharmacy Technician
Dental Assisting	General Sonography Specialist	Phlebotomy
Emergency Medical Technician	Health Unit Coordinator	Practical Nursing
	Massage Therapy	Surgical Technology

## ACCOUNTING APPLICATIONS (ACCTG-CT) CERTIFICATE

This program is designed to provide accounting for governmental and not-for-profit organizations over a two-year span leading to a certificate in Accounting for individuals currently employed by these organizations.

### JOB PLACEMENT INFORMATION

As a new program job placement information is not available.

#### First Year

Term I - Fall	Credits
APA 1111 Introduction to Accounting .....	3
Total .....	3

#### Term II - Spring

ACG 2001 Accounting I .....	3
Total .....	3

#### Term IIIA - Summer

ACG 2011 Accounting II .....	3
TAX 2000 Income Tax Procedures .....	3
Total .....	6

#### Term IIIB - Summer

ACO 1806 Payroll Accounting .....	3
___ ___* Accounting Elective .....	3
Total .....	6

#### Second Year

##### Term I - Fall

___ ___* Accounting Electives .....	6
Total .....	6

##### Term II - Spring

___ ___* Accounting Elective .....	3
Total .....	3

Total Program Credits ..... 27

\*Accounting Electives—any course with one of the following prefixes: ACG, ACO, FIN and TAX.

(For additional information contact the Business Department on the Pensacola Campus, 484-2505.)

## ADMINISTRATIVE ASSISTANT (OFFIS-VC) CERTIFICATE

This program is designed to prepare students for employment as supervisors, correspondence supervisors, telecommunications supervisors, software applications supervisors, office supervisors, supervisors of records and information clerks, office assistants, records supervisors, files supervisors, or to provide supplemental training for persons previously or currently employed in these occupational areas.

The course content prepares individuals to use keyboards in a variety of activities, including recordkeeping duties, maintaining basic personnel information, and providing support for management while continuing to perform routine secretarial duties.

### JOB PLACEMENT INFORMATION

The percent of Office Supervision graduates who have been reported as satisfying state and federal definitions of in-field job placement for the year 1997 and 1998 is 100% and 67%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

Term I - Fall	Credits
VPI 0100* Vocational Preparatory Reading	
VPI 0200* Vocational Preparatory Mathematics	
VPI 0311* Vocational Preparatory Language	
CGS 0040 Introduction to Computers .....	3
COM 0101 Business Communications .....	3
OTA 0101 Keyboarding .....	1
OTA 0105 Intermediate Keyboarding .....	2
OTA 0427 Interpersonal Secretarial Skills .....	3
Total .....	12

##### Term II - Spring

ACO 0101 Basic Accounting I .....	3
OTA 0115 Beginning Word Processing .....	3
OTA 0401 Filing Methods .....	3
OTA 0421 Office Procedures .....	3
Total .....	12

##### Term IIIA - Summer

OTA 0036 Desktop Publishing .....	3
OTA 0117 Intermediate Word Processing .....	3
OTA 0940L Office Supervision Work Experience or	
OTA 0949L Office Supervision Cooperative Education .....	5
Total .....	11

Total Program Credits ..... 35

\*Students who have satisfactory TABE test scores are not required to take these courses.

(For additional information contact the Business Department on Pensacola Campus, 484-2505.)



**BARBERING (BARB-VC) CERTIFICATE**

This program is designed to prepare students for licensure and employment as a barber to administer hair designs and hair care. For questions regarding entrance requirements, contact the Department of Advanced Technology.

**JOB PLACEMENT INFORMATION**

As a new program job placement information is not available.

<b>Term I</b>	<b>Credits</b>
VPI 0100* Vocational Preparatory Reading	
VPI 0200* Vocational Preparatory Mathematics	
VPI 0311* Vocational Preparatory Language	
COS 0500C Barber-Styling I .....	4
COS 0510C Barber-Styling II .....	4
COS 0590 Professional Barber .....	1
Total .....	9
 <b>Term II</b>	
COS 0520C Barber-Styling III .....	4
COS 0530C Barber-Styling IV .....	4
COS 0591 Professional Barber .....	1
Total .....	9
 <b>Term III</b>	
COS 0540C Barber-Styling V .....	4
COS 0550C Barber-Styling VI .....	4
COS 0592 Professional Barber .....	1
Total .....	9
 <b>Term IV</b>	
COS 0551C Barber-Styling VII .....	4
COS 0552C Barber-Styling VIII .....	4
COS 0593 Professional Barber .....	1
Total .....	9
 <b>Term V</b>	
COS 0594C Professional Barber .....	4
Total .....	4
Total Program Credits .....	40

\*Students who have satisfactory TABE test scores are not required to take these courses.

(For additional information contact Cosmetology on the Pensacola Campus, 484-1641.)

**CERTIFIED TEACHER AIDE (CHILD-CT) CERTIFICATE (CHILD DEVELOPMENT EARLY INTERVENTION)**

Completion of the college credit certificate in the Teacher Aide (Child Development Early Intervention) program prepares an individual to assume major human relationship and educational responsibilities in a classroom setting under the supervision of a lead teacher or supervisor. The Certified Teacher Aide will have the knowledge and skills to demonstrate the professional behaviors necessary for successful employment as a member of the classroom team.

**JOB PLACEMENT INFORMATION**

The percent of Certified Teacher Aide graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 1997 and 1998 is 100% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

<b>Term I - Fall</b>	<b>Credits</b>
CHD 1104 Introduction to Child Care .....	3
CHD 1332 Creative Experiences for Children .....	3
DEP 2001 Child Development .....	3
EDG 2701 Teaching Diverse Populations .....	3
HUS 1320 Nonviolent Crisis Intervention .....	1
Total .....	13
 <b>Term II - Spring</b>	
CHD 2432C Early Childhood Practicum .....	4
CHD 2380 Teaching Young Children .....	3
EDF 1930 Special Topics in Education .....	1
EEX 2080 Teaching Special Needs Learners .....	3
SLS 1345 Workplace Skills .....	3
Total .....	14
 <b>Term IIIA - Summer</b>	
EDF 1005 Introduction to Education .....	3
EME 2040 Introduction to Educational Technology .....	3
Total .....	6
 <b>Term IIIB - Summer</b>	
EEX 1600 Behavior Management .....	3
Total .....	3
Total Program Credits .....	36

(For additional information contact the Behavioral Sciences/ Human Services Department on the Pensacola Campus, 484-2530.)

**COMPUTER ELECTRONICS TECHNOLOGY  
COMP-VC CERTIFICATE**

This program is designed to prepare individuals for employment as computer service technicians. The individuals will be trained to install, configure, troubleshoot, and repair microcomputers.

Students may elect to exit the program at the end of the third semester (30 credits, 900 hours). This exit point is identified by the occupational title of "Computer Support Technician." Other students may elect to complete a second year where they enroll in additional courses related to computer networking. Completion of the entire program (55 credits, 1650 hours) results in a state-awarded "Certificate of Occupational proficiency."

**JOB PLACEMENT INFORMATION**

As a new program job placement information is not available

<b>Term I</b>	<b>Credits</b>
VPI 0100* Vocational Preparatory Reading	
VPI 0200* Vocational Preparatory Mathematics	
VPI 0311* Vocational Preparatory Language	
EEV 0533C Computer Operating Systems .....	4
EEV 0603C Direct and Alternating Current Circuits .....	3
EEV 0604C Solid State Devices and Circuits .....	2
EEV 0790C Computer Keyboarding Skills .....	1
EEV 0792C Mathematics for Electronics .....	3
Total .....	13

<b>Term II</b>	
EEV 0532C Microcomputer System Architecture .....	3
EEV 0536C Microcomputer I/O Peripherals .....	3
EEV 0560C Microcomputer Repair and Upgrading .....	3
EEV 0607C Digital Electronics .....	2
Total .....	11

<b>Term III</b>	
EEV 0530C A+ Certification .....	3
EEV 0580C Network Communications .....	3
Total .....	6

Computer Support Technician .....30

<b>Term IV</b>	
EEV _____ Essentials of Networking .....	2
EEV _____ Basic Router Theory .....	2
EEV _____ Network Cabling Fundamentals .....	2
EEV _____ Advanced PC Hardware .....	2
EEV 0940L Cooperative Education or Electives .....	5
Total .....	13

<b>Term V</b>	
EEV _____ Intermediate Router Theory .....	2
EEV _____ Router and Network Administration .....	2
EEV _____ Advanced PC Operating System .....	2
EEV _____ Advanced Network Cabling .....	2
EEV 0940L Cooperative Education or Electives .....	4
Total .....	12

\*Students who have satisfactory TABE test scores are not required to take these courses.

(For additional information contact the Advanced Technology Department on the Pensacola Campus, 484-2521.)

**COSMETOLOGY (COSM-VC) CERTIFICATE**

Cosmetology is a twelve-month program of study designed to prepare the student 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, contact Cosmetology.

**JOB PLACEMENT INFORMATION**

The percent of Cosmetology graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 1996, 1997, and 1998 is 96%, 100, and 100% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

<b>Term I</b>		<b>Credits</b>
VPI 0100* Vocational Preparatory Reading		
VPI 0200* Vocational Preparatory Mathematics		
VPI 0311* Vocational Preparatory Language		
COS 0001 Introduction to Cosmetology .....		1
COS 0080A Design Clinic I .....		5
COS 0301 Haircutting .....		1
COS 0401 Hairstyling I .....		2
COS 0600 Permanent Waving/Chemical Relaxing .....		1
COS 0641L Chemical Reformation Clinic I .....		1
CSP 0002 Specialty Services .....		1
CSP 0006 Specialty Services Clinic I .....		2
Total .....		14

<b>Term II</b>		
COS 0064 Tricology .....		1
COS 0081B Design Clinic II .....		4
_____ Advanced Design Clinic .....		1
COS 0402 Hairstyling II .....		1
_____ Advanced Hairstyling .....		1
COS 0642L Chemical Reformation Clinic II .....		4
COS 0700 Haircoloring .....		2
Total .....		14

<b>Term III</b>		
COS 0020 Consumer Relations/Salon Management .....		1
COS 0082L Design Clinic III .....		4
COS 0643L Chemical Reformation Clinic III .....		4
COS 0963 State Board Preparation .....		1
CSP 0007L Specialty Services Clinic II .....		2
Total .....		12

Total Program Credits .....40

\*Students who have satisfactory TABE test scores are not required to take these courses.

(For additional information contact Cosmetology on the Pensacola Campus, 484-1641.)

## DENTAL ASSISTING (DENTA-VC) CERTIFICATE

The Dental Assisting program is a ten-month vocational credit curriculum which is designed to provide students with current competencies and concepts of dental assisting. The program is accredited by the American Dental Association and meets the state of Florida requirements for Expanded Functions in radiography, and all other advanced functions. Program completers will be prepared to sit for the national certification examination for dental assisting.

### SPECIAL ADMISSIONS REQUIREMENTS

Admission to this program is limited by special accreditation requirements and/or the availability of clinical assignments; therefore, students seeking admission to the program must complete application to both the college and the program. Application packets are available from the Admissions Specialist, Health Programs Office on the Warrington Campus.

All application requirements must be completed by the established deadlines before a student will be considered eligible for admission to this program.

Minimum requirements for eligibility to the program include high school diploma or GED and satisfactory scores on diagnostic tests in reading and computation skills.

Admission is competitive among eligible applicants. Final selections will be made by a departmental admissions committee using a point system which considers high school and/or college GPA and previous education and work experience. Repeat applicants who meet eligibility requirements may receive a point advantage in the selection process. Final admission to the program is contingent upon submission of satisfactory physical examination/immunization forms.

### JOB PLACEMENT INFORMATION

Data regarding the percent of Dental Assisting graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 1996, 1997, and 1998 is 94%, 91%, and 78% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

Term I - Fall		Credits
VPI 0100*	Vocational Preparatory Reading	
VPI 0200*	Vocational Preparatory Mathematics	
VPI 0311*	Vocational Preparatory Language	
DEA 0020C	Dental Assisting Pre-Clinic .....	5
DES 0840	Preventive Dentistry .....	1
DES 0830C	Expanded Duties I .....	2
DES 1020	Dental Anatomy .....	2
DES 0100C	Dental Materials .....	2
DES 0210C	Dental Radiography .....	3
HSC 0000	Orientation to the Health Sciences .....	1
HSC 0591C	CPR/AIDS/OSHA for Health Professionals .....	1
	Total .....	17

### Term II - Spring

DEA 0029	Dental Specialties .....	1
DEA 0130	Allied Dental Theory .....	2
DES 0502	Dental Office Practice .....	1
DEA 0800C	Dental Assisting Clinic I .....	9
DES 0831C	Expanded Duties II .....	2
DES 0053C	Nitrous Oxide Monitoring .....	1
SLS 0341	Career Communications .....	1
	Total .....	17

### Term IIIA - Summer

DEA 0850L	Dental Assisting Clinic II .....	7
	Total .....	7

Total Program Credits .....41

\*Students who have satisfactory TABE test scores are not required to take these courses.

(For more information contact the Health Programs Admissions Office on the Warrington Campus, 484-2210.)

## EMERGENCY MEDICAL TECHNICIAN (EMT-CT)

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 program is accredited by the committee on Allied Health Accreditation, AMA, and certified by Admissions Specialist, Health Programs Office on the Warrington Campus.

All application requirements must be completed by the established deadlines before a student will be considered eligible for admission to this program.

Minimum requirements for eligibility to the program include high school diploma or GED and satisfactory scores on diagnostic tests in reading and computation skills.

Admission is competitive among eligible applicants. Applicants who have submitted the application packet and met the minimum criteria for entrance into the program will be placed in the class according to when the applicant's completed packet is received. Each class is limited to eighteen students. Once the current class is filled, the applicants will be placed in the next available class. Final admission to the program is contingent upon submission of satisfactory physical examination/immunization forms.

### JOB PLACEMENT INFORMATION

The percent of Emergency Medical Technician graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 1996, 1997, and 1998 is 98%, 78%, and 77% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

Term I - Fall		Credits
EMS 1151C	Emergency Medical Technician I .....	2
EMS 1152C	Emergency Medical Technician II .....	4
EMS 1440	Allied Health Practicum .....	1
HSC 1592	CPR/AIDS/OSHA for Health Professionals .....	1
	Total .....	8

### Term II - Spring

EMS 1335	Emergency Vehicle Operations	
	or	
	Special Topics in Emergency Medicine .....	1
EMS 1153C	Emergency Medical Technician III .....	2
	Total .....	3

Total Program Credits .....11

(For additional information contact the Health Programs Admissions Office on the Warrington Campus, 484-2210.)

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**FACIALS SPECIALTY (FACE-VC) CERTIFICATE**

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Facials Specialty is a twenty-week program of study designed to prepare the student for state licensure and employment in the areas of esthetics, skin care, and make-up applications. Students may register any time during the term; contact the department.

**JOB PLACEMENT INFORMATION**

The percent of Facials Specialty graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 1997 is 75% and 1998 is 50% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

<b>Term I - Fall</b>		<b>Credits</b>
VPI 0100*	Vocational Preparatory Reading	
VPI 0200*	Vocational Preparatory Mathematics	
VPI 0311*	Vocational Preparatory Language	
COS 0001	Introduction to Cosmetology .....	1
CSP 0002	Specialty Services .....	1
CSP 0201	Introduction to Skin Care .....	1
CSP 0300L	Facials/Make-up Clinic .....	5
CSP 0331	Make-up/Salon Management .....	1
	Total .....	9
Total Program Credits .....		9

\*Students who have satisfactory TABE test scores are not required to take these courses.

(For more information contact Cosmetology on the Pensacola Campus, 484-1641.)

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**FIRE APPARATUS OPERATOR (FIREA-VC) CERTIFICATE**

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The Fire Apparatus Operator program is 270 hours, approximately 95 hours are practical exercises and 175 hours are classroom instruction. Topics include; fire pumps, hydraulics, fire streams, understanding industry standards pertaining to fire apparatus, water supply, emergency vehicle driving, fire behavior, ventilation, forcible entry, first responder, hoses, ladders, and hazardous materials.

Students who complete this program will be eligible for the Pump Operator Certification examination administered by the Bureau of Fire Standards and Training.

**JOB PLACEMENT INFORMATION**

As a new program no job placement information is available.

VPI 0100*	Vocational Preparatory Reading	
VPI 0200*	Vocational Preparatory Mathematics	
VPI 0311*	Vocational Preparatory Language	
FFP 0081C	Volunteer Fire Fighter .....	6
FFP 0601	Apparatus Operations .....	3
	Total .....	9
Total Program Credits .....		9

\*Students who have satisfactory TABE test scores are not required to take these courses.

(For additional information contact the Applied Health Department on the Warrington Campus at 484-2308.)

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**FIRE FIGHTING (FIRE-VC) CERTIFICATE**

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The Fire Fighting course is 450 clock hours, approximately half of which are classroom instruction and half practical exercises. Topics include: fire behavior, hazardous materials, fire control, hoses, ladders, rescue and extrication, forcible entry, ventilation, and live burns. Because of the physical demand of the career, satisfactorily passing a physical assessment test is required for entrance into the program. A copy of the requirements may be obtained from the department office.

Note: Florida Standards require that 450 hours be continuous; consequently, students who may have taken the Volunteer Firefighting course are still required to take the entire 450 hours of this course.

**JOB PLACEMENT INFORMATION**

The percent of Fire Fighting graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 1996 is 89% and 1997-1998 is 57% respectively.

<b>Term I</b>		<b>Credits</b>
VPI 0100*	Vocational Preparatory Reading	
VPI 0200*	Vocational Preparatory Mathematics	
VPI 0311*	Vocational Preparatory Language	
FFP 0005C	Fire Fighting .....	15
	Total .....	15
Total Program Credits .....		15

\*Students who have satisfactory TABE test scores are not required to take these courses.

(For additional information contact the Applied Health Department on the Warrington Campus, 484-2308.)

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**FIRE OFFICER (FIREO-VC) CERTIFICATE**

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The Fire Officer program is 480 hours, 425 hours of classroom lecture and 55 hours of practical exercises. Topics include: fire inspection practices, private fire protection and detection systems, fire service instruction, company officer supervision and leadership, hazardous materials, firefighting tactics and strategies, fire behavior, ventilation, forcible entry, hoses, ladders, and first responder.

Students who complete this program will be eligible for the Fire Officer I Certification examination administered by the Bureau of Fire Standards and Training.

**JOB PLACEMENT INFORMATION**

As a new program no job placement information is available.

<b>Term I</b>		<b>Credits</b>
VPI 0100*	Vocational Preparatory Reading	
VPI 0200*	Vocational Preparatory Mathematics	
VPI 0311*	Vocational Preparatory Language	
FFP 0081C	Volunteer Fire Fighter .....	6
FFP 0132	Fire Officer .....	10
	Total .....	16
Total Program Credits .....		16

\*Students who have satisfactory TABE test scores are not required to take these courses.

(For additional information contact the Applied Health Department on the Warrington Campus, 484-2308.)

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**FIRE SAFETY INSPECTOR (FIREI-VC) CERTIFICATE**

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The Fire Safety Inspector program is 210 hours of classroom lecture. Topics include: fire inspection practices, private fire protection and detection systems, fire service building construction, techniques for reading blueprints and plans, and fire codes and standards.

Students who complete this program will be eligible for the Fire Safety Inspector Certification examination administered by the Bureau of Fire Standards and Training.

**JOB PLACEMENT INFORMATION**

As a new program no job placement information is available.

<b>First Year</b>		<b>Credits</b>
VPI 0100*	Vocational preparatory Reading	
VPI 0200*	Vocational Preparatory Mathematics	
VPI 0311*	Vocational Preparatory Language	
FFP 0315	Fire Safety Inspector .....	7
	Total .....	7
Total Program Credits .....		7

\*Students who have satisfactory TABE test scores are not required to take these courses.

(For additional information contact the Applied Health Department on the Warrington Campus, 484-2308.)

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**FOOD PRODUCTION AND SERVICES (FOOD-VC) CERTIFICATE**

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The purpose of this program is to prepare students for employment in the food service and hospitality industry. Specific jobs for which the student will be trained include the following: Food Preparation Worker, Cook, Host/Hostess, Waiter/Waitress, Kitchen Helper, Baker's Helper, and Cashier.

**JOB PLACEMENT INFORMATION**

As a new program job placement information is not available

<b>Term I</b>		<b>Credits</b>
VPI 0100*	Vocational Preparatory Reading	
VPI 0200*	Vocational Preparatory Mathematics	
VPI 0311*	Vocational Preparatory Language	
FSS 0206C	Food Preparation Worker .....	5
FSS 0252C	Dining Room Server/Greeter .....	5
FSS 0295C	Baker's Helper .....	5
	Total .....	15
Total Program Credits .....		15

\*Students who have satisfactory TABE test scores are not required to take these courses.

(For additional information contact the Behavioral Science Department on the Pensacola Campus, 484-2530.)

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**GENERAL SONOGRAPHY SPECIALIST (ULTRA-CT) CERTIFICATE**

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This program is designed to prepare students for employment as diagnostic medical sonographers. Diagnostic medical sonographers are employed in hospitals, clinics, research facilities and physicians' offices and manage, control and care for patients referred for ultrasound studies. Sonographers, also known as ultrasound technologists, use non-ionizing equipment to transmit high frequency sound waves into the patient's body, then collect the reflected echoes to form an image. This image, which results from the reflection of sound from the body is viewed on a screen and may be recorded on film for permanent record and used in interpretation and diagnosis by physicians. Graduates will be prepared to sit for the American Registry of Diagnostic Medical Sonographers immediately upon graduation from the program. Applicants must have an associate degree in a related field of study (i.e. radiologic technology, nursing-RN, etc.) as per the Florida curriculum framework. Associate's degree must be in a health field with direct patient contact. Other qualifications are students must have completed postsecondary education including biological sciences, introductory physics and mathematics before being admitted to the General Sonography Specialist program. (Florida Curriculum Frameworks July, 1998.)

**JOB PLACEMENT INFORMATION**

As a new program, no placement information is available.

<b>Term IIIB - Summer</b>		<b>Credits</b>
SON 1170	Principles and Protocols of Sonography .....	3
	Sonography of the Circulatory System .....	2
	Total .....	5

<b>Term I - Fall</b>		<b>Credits</b>
SON 1111	Abdominal Sonography I .....	3
SON 1121	OB/GYN Sonography I .....	3
SON 1211	Medical Sonography Physics I .....	3
SON 1214	Practical Aspects of Sonography I .....	3
SON 1804	Sonography Clinic I .....	3
	Total .....	15

<b>Term II - Spring</b>		<b>Credits</b>
SON 1112	Abdominal Sonography II .....	3
SON 1122	OB/GYN Sonography II .....	3
SON 1212	Medical Sonography Physics II .....	3
SON 1215	Practical Aspects of Sonography II .....	3
SON 1814	Sonography Clinic II .....	3
	Total .....	15

<b>Term IIIA - Summer</b>		<b>Credits</b>
SON 1824	Superficial Structures (Small Parts) .....	3
	Sonography Clinic III .....	4
	Total .....	7

Total Program Credits .....

Externship clinical hours meet the ARDMS requirements for application for accreditation.

(For additional information contact the Health Programs Admissions Office on the Warrington Campus, 484-2210.)

**HEALTH UNIT COORDINATOR (HUC-VC) CERTIFICATE**

This six-month program prepares the Health Unit Coordinator student to work in the nursing unit under the direction and guidance of a designated nursing unit staff member. Duties include clerical tasks, receptionist activities, and transcription of physician's orders. Learning takes place in the classroom and in supervised practical experiences.

Enrollment in this program may be limited by available clinical assignments. Students should contact the Business, Computer Science, and Related Technologies Department or the Admissions Specialist, Health Programs Office on the Warrington Campus for information on admissions procedures and criteria.

**JOB PLACEMENT INFORMATION**

The percent of Health Unit Coordinator graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 1996, 1997, and 1998 is 84%, 100%, and 80% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

<b>Term I</b>	<b>Credits</b>
VPI 0100* Vocational Preparatory Reading	
VPI 0200* Vocational Preparatory Mathematics	
VPI 0311* Vocational Preparatory Language	
HIM 0050C Health Unit Coordinator Functions	8
HSC 0000 Orientation to the Health Sciences	1
HSC 0591C CPR/AIDS/OSHA for Health Professionals	1
OTA 0101 Keyboarding	1
Total	11

<b>Term II</b>	<b>Credits</b>
HIM 0055L Health Unit Coordinator Clinical I	6
Total	6

Total Program Credits ..... 17

\*Students who have satisfactory TABE test scores are not required to take these courses.

(For additional information contact the Health Programs Admissions Office on the Warrington Campus, 484-2210.)

**MASSAGE THERAPY (MT-VC) CERTIFICATE**

This program is an eight-month vocational certificate program designed to prepare graduates to sit for the Florida Massage Therapy license examination. This program is designed to meet the need for qualified massage therapists in hospitals, clinics, nursing homes, chiropractic centers, cosmetology salons, sports medicine clinics, and rehabilitation/physical therapy providers. Program graduates will be able to practice independently or can work in other health-related settings.

**JOB PLACEMENT INFORMATION**

As a new program job placement information is not available.

<b>Term I - Fall</b>	<b>Credits</b>
VPI 0100* Vocational Preparatory Reading	
VPI 0200* Vocational Preparatory Mathematics	
VPI 0311* Vocational Preparatory Language	
HSC 0000 Orientation to the Health Sciences	1
MSS 0001 Introduction to Massage Therapy	2
MSS 0160C Massage Therapy Muscle Anatomy and Kinesiology	3
MSS 0253C Massage Therapy I	4
MSS 0253L Massage Therapy I Clinic	2
PRN 0050 Structure and Function	2
Total	14

**Term II - Spring**

HSC 0591C CPR/AIDS/OSHA for Health Professionals	1
MSS 0260C Massage Therapy II	4
MSS 0260L Massage Therapy II Clinic	6
SLS 0380 Introduction to Entrepreneurship	3
Total	14
Total Program Credits	28

\*Students who have satisfactory TABE test scores are not required to take these courses.

(For additional information contact the Health Programs Admissions Office on the Warrington Campus, 484-2210.)

**MEDICAL ASSISTING (MEDAS-VC) CERTIFICATE**

The one-year certificate program prepares students for employment as medical assistants and is designed along American Medical Association and American Association of Medical Assistants guidelines. Course content involves administrative and clinical courses which require practical training in health agencies.

**JOB PLACEMENT INFORMATION**

The percent of Medical Assisting graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 1996, 1997, and 1998 is 86%, 93%, and 67% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

<b>Term I - Fall</b>	<b>Credits</b>
VPI 0100* Vocational Preparatory Reading	
VPI 0200* Vocational Preparatory Mathematics	
VPI 0311* Vocational Preparatory Language	
CGS 0040 Introduction to Computers	3
COM 0101 Business Communications	3
MEA 0233 Medical Terminology with Anatomy and Physiology	3
MEA 0382 Medical Law and Ethics	2
OTA 0101 Keyboarding	1
OTA 0483C Medical Documents	2
PRN 0050 Structure and Function	2
Total	16

**Term II - Spring**

APA 0260 Office Accounting	2
MEA 0222C Medical Assisting Theory and Practice I	3
MEA 0242 Pharmacology Terminology	3
MEA 0334 Medical Insurance and Coding	2
OST 0461C Medical Office Practice	3
OST 0611C Medical Transcription	3
Total	16

**Term IIIA - Summer**

MEA 0200C Medical Assisting Theory and Practice II	3
MEA 0201C Medical Assisting Theory and Practice III	3
Total	6

**Term IIIB - Summer**

MEA 0940L Medical Assisting Clinical Practice	6
Total	6
Total Program Credits	44

\*Students who have satisfactory TABE test scores are not required to take these courses.

(For additional information contact the Health Programs Admissions Office on the Warrington Campus, 484-2210.)

**NAILS SPECIALTY (NAILS-VC) CERTIFICATE**

Nails Specialty is a (15) fifteen-week program of study designed to prepare the student for state licensure and employment in the areas of manicuring, pedicuring, and nail extension services. Students may register any time during the term; contact the department.

**JOB PLACEMENT INFORMATION**

The percent of Nails Specialty graduates who have been reported as satisfying state and federal definitions of in-field job placement for the year 1996, 1997, and 1998 is 80%, 63%, and 50% respectively.

<b>Term I - Fall</b>		<b>Credits</b>
VPI 0100*	Vocational Preparatory Reading	
VPI 0200*	Vocational Preparatory Mathematics	
VPI 0311*	Vocational Preparatory Language	
COS 0001	Introduction to Cosmetology .....	1
CSP 0002	Specialty Services .....	1
CSP 0011L	Advanced Nail Techniques .....	6
	Total .....	8
Total Program Credits .....		8

\*Students who have satisfactory TABE test scores are not required to take these courses.

(For additional information contact Cosmetology on the Pensacola Campus, 484-1641.)

**NURSING ASSISTANT (NA-VC) CERTIFICATE**

The Nursing Assistant program prepares the student to provide safe patient care in nursing homes. Upon successful completion of the Nursing Assistant Program, students are eligible to take the Florida State certification examination for nursing assistants.

**Special Admission Requirements**

Admission to this program is limited by special accreditation requirements and/or the availability of clinical assignments; therefore, students seeking admission to the program must complete application to both the college and the program. Application packets are available from the Health Programs Admissions Office on the Warrington Campus.

All application requirements must be completed by the established deadlines before a student will be considered eligible for admission to the program.

Minimum requirement for eligibility to the program is satisfactory scores in reading comprehension (10.0 total score on Nelson-Denny Reading Test).

All eligible applicants will be placed in a qualified applicant pool. Final selection to the program will be made by randomly selecting from the qualified applicant pool the number of individuals needed to make a full class. Final admission to the program is contingent upon submission of satisfactory physical examination/immunization forms.

**Job Placement Information**

As a new program job placement information is not available.

<b>Term I</b>		<b>Credits</b>
HCP 0120C	Nursing Assistant .....	3
HSC 0591C	CPR/AIDS/OSHA for Health Professionals .....	1
	Total .....	4
Total Program Credits .....		4

(For additional information contact the Health Programs Admissions Office on the Warrington Campus, 484-2210.)

**OFFICE SYSTEMS SPECIALIST (CLERK-CT) CERTIFICATE**

The purpose of this one-year certificate college credit program is to prepare students for employment as clerk typists. The content prepares individuals to use computers in a variety of activities, including correspondence and compiling and typing reports, application forms, and other data from clerical records. It includes instruction in filing, posting information to records, sorting and distributing mail, answering telephones, and an introduction to computer concepts as an integral part of modern business.

Students should consult with a business counselor or program coordinator when selecting electives.

**SPECIAL REQUIREMENTS**

After completing college testing requirements, students should consult a business counselor or the Business Department head. (All students must be able to type at a speed of 35 wpm or successfully complete OST 1100 before taking OST 1110.)

**JOB PLACEMENT INFORMATION**

The percent of Office Systems Specialist graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 1996, 1997, and 1998 is 100%, 100%, and 67%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

<b>Term I - Fall</b>		<b>Credits</b>
CGS 1570	Computer Concept and Applications .....	3
ENC 1101	English Composition I (Category I) .....	3
OST 1100	Keyboarding I .....	3
— —	Emphasis Courses .....	6
	Total .....	15

**Term II - Spring**

COM 2101	Business Communications .....	3
OST 1711	Word Processing I .....	3
— —	Emphasis Courses .....	9
	Total .....	15
Total Program Credits .....		30

**Administrative Assistant Emphasis**

OST 1271	Speedwriting/Shorthand I .....	3
OST 1355	Records Management .....	3
OST 1110	Keyboarding II .....	3
OST 1821	Business Applications for Desktop Publishing .....	3
OST 2402	Office Procedures .....	3
	Total .....	15

**Legal Emphasis**

BUL 2241	Business Law .....	3
OST 1110	Keyboarding II .....	3
OST 1621	Legal Transcription I .....	3
OST 1622	Legal Transcription II .....	3
OST 2431	Legal Office Procedures .....	3
	Total .....	15

**Medical Emphasis**

MEA 1232	Pharmacology Terminology .....	3
OST 1257	Interpretation of Medical Information .....	3
OST 1461	Medical Office Practice .....	3
OST 1611	Medical Transcription I .....	3
OST 2135	Medical Typing .....	3
	Total .....	15

Recommended Electives: OST 2712 Word Processing II, and an additional elective which offsets any lack of skills necessary to function successfully in the office.

(For additional information contact the Business Department on Milton Campus, 484-4420 or Pensacola, 484-2503, or the Arts and Sciences Department, Warrington Campus, 484-2330.)

**PARAMEDIC (PARAM-CT) CERTIFICATE**

The one-year certificate program is designed to provide those responsible for pre-hospital emergency care the opportunity to become skilled in advanced life support measures. This program is accredited by the Commission on Accreditation of Allied Health Education Programs, A.M.A.

**SPECIAL ADMISSIONS REQUIREMENTS**

Admission to this program is limited by special accreditation requirements and/or the availability of clinical assignments; therefore, students seeking admission to the program must complete application to both the college and the program. Application packets are available from the Health Admissions Office on the Warrington Campus.

All application requirements must be completed by the established deadlines before a student will be considered eligible for admission to this program.

Minimum requirements for eligibility to the program include high school diploma or GED, satisfactory scores on diagnostic tests in reading and computation skills, and documentation of current EMT Certification.

Admission is competitive among eligible applicants. Final selections will be made by a departmental admissions committee. Final admission to the program is contingent upon submission of satisfactory physical examination/immunization forms.

**JOB PLACEMENT INFORMATION**

The percent of Paramedic graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 1996, 1997, and 1998 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

Table with 2 columns: Term I - Fall, Credits. Rows include EMS 1261 Pre-Hospital Environment (4), EMS 1262 Paramedic Fundamentals (4), EMS 1262L Paramedic Fundamentals Laboratory (2), EMS 1461 Paramedic Clinic I (3), and Total (13).

Table with 2 columns: Terms II - Spring, Credits. Rows include EMS 1266 Medical Emergencies II (4), EMS 1271 Medical Emergencies I (3), EMS 1271L Medical Emergencies I Laboratory (1), EMS 1462 Paramedic Clinic II (3), EMS 1525 Dysrhythmia Recognition and Management (3), and Total (14).

Table with 2 columns: Terms IIIA & IIIB - Summer, Credits. Rows include EMS 1263 Trauma Management (4), EMS 1272 Medical Emergencies III (3), EMS 1463 Paramedic Clinic III (3), EMS 1551 Advanced Cardiac Life Support Practicum (1), and Total (11).

Table with 2 columns: Term I - Fall, Credits. Rows include EMS 2459 Paramedic Internship (4) and Total (4).

Total Program Credits .....42

(For additional information contact the Health Programs Admissions Office on the Warrington Campus, 484-2210.)

**PHARMACY TECHNICIAN (PHARM-VC) CERTIFICATE**

The Pharmacy Technician program is intended to train participants to perform as pharmacy technicians in hospitals, long-term care facilities, retail pharmacies, and other health care settings. Successful participants should be qualified to take the optional certification examination administered by the Florida Society of Hospital Pharmacists.

**JOB PLACEMENT INFORMATION**

The percent of Pharmacy Technician graduates who have been reported as satisfying state and federal definitions of in-field job placement for the year of 1996 is 86% and 1998 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

Table with 2 columns: Term I - Fall, Credits. Rows include VPI 0100\* Vocational Preparatory Reading, VPI 0200\* Vocational Preparatory Mathematics, VPI 0311\* Vocational Preparatory Language, CHS 0401 Basic Biochemistry for Pharmacy Technicians (2), ENC 0030C Practical Communication Skills (2), HSC 0000 Orientation to the Health Sciences (1), MEA 0233 Medical Terminology with Anatomy and Physiology (3), PRN 0050 Structure and Function (2), HSC 0591C CPR/AIDS/OSHA for Health Professionals (1), and Total (11).

Table with 2 columns: Term II - Spring, Credits. Rows include CGS 0040 Introduction to Computers (3), PTN 0001 Introduction to Pharmacy Technician Practice (3), PTN 0009 Pharmacy Law and Ethics (1), PTN 0015 Pharmaceutical Calculations (2), PTN 0021 Pharmaceutical Products (3), and Total (12).

Table with 2 columns: Term IIIA - Summer, Credits. Rows include PTN 0030 Introduction to Community Pharmacy (3), PTN 0031 Introduction to Institutional Pharmacy (3), and Total (6).

Table with 2 columns: Term IIIB - Summer, Credits. Rows include PTN 0042L Community Pharmacy Practicum (3), PTN 0043L Institutional Pharmacy Practicum (3), and Total (6).

Total Program Credits .....35

\*Students who have satisfactory TABE test scores are not required to take these courses.

(For more information contact the Applied Health Technologies Department on the Warrington Campus, 484-2308 or the Health Programs Admissions Office on the Warrington Campus, 484-2210.)



**PHLEBOTOMY (PHLEB-VC) CERTIFICATE**

This vocational certificate program is designed to train participants in the basic and supporting skills of the phlebotomist. Skills will include: specimen collection by venipuncture and capillary puncture, basic anatomy and physiology, infection control and safety, and patient relations.

**JOB PLACEMENT INFORMATION**

The percent of Phlebotomy graduates who have been reported as satisfying state and federal definitions of in-field job placement for the year 1996, 1997, and 1998 is 86%, 85%, and 80%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

Table with 2 columns: Term I, Credits. Rows include MLT 0042 Phlebotomy (3), MLT 0042L Phlebotomy Clinical (3), Total (6), and Total Program Credits (6).

(For additional information, contact the Health Programs Admissions Office on the Warrington Campus, 484-2210.)

**PRACTICAL NURSING (LPN-VC) CERTIFICATE**

This program prepares the student to perform safe nursing care as a practical nurse under the direction of a registered nurse or a licensed physician. Entry-level skills are acquired through classroom instruction and supervised experience in the laboratory and hospital. The program completers are eligible to take the State Board licensure examination for practical nurses.

**SPECIAL ADMISSIONS REQUIREMENTS**

Admissions to this program is limited by special accreditation requirements and/or the availability of clinical assignments; therefore, students seeking admission to the program must complete application to both the college and the program. Application packets are available from the Admissions Office on the Pensacola Campus or the Admissions Specialist, Health Programs, Admissions Office on the Warrington Campus and Student Affairs Office on the Milton Campus, NAS, and Downtown Centers.

All application requirements must be completed by the established deadlines before a student will be considered eligible for admission to this program. Minimum requirements for eligibility to the program include high school diploma or GED and satisfactory scores on diagnostic tests in reading and computation skills.

All eligible applicants will be randomly assigned to a term in which to begin the Practical Nursing curriculum (June or January). Therefore, all eligible applicants will be assured of entrance to the program at some point in the future depending on the size of the eligible pool. See the program application packet for more specific details and assistance with the application process or call an academic advisor in practical nursing.

**JOB PLACEMENT INFORMATION**

The percent of Practical Nursing graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 1996, 1997, and 1998 is 96%, 100%, and 100% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

**SPECIAL REQUIREMENTS**

The program has both classroom and clinical components that require the use of special equipment and supplies. This includes tuition, lab fees, uniforms, books, and supplies. Specialized nursing courses are offered in strict sequence and students must take courses in that order. See course description for pre- and co-requisite course requirements.

**Term II - Spring Credits**

Table with 2 columns: Course ID, Credits. Rows include VPI 0100\* Vocational Preparatory Reading (1), VPI 0200\* Vocational Preparatory Mathematics (1), VPI 0311\* Vocational Preparatory Language (1), HSC 0000 Orientation to the Health Sciences (1), HSC 0591C CPR/AIDS/OSHA for Health Professionals (1), PRN 0001 Fundamentals of Nursing I (1), PRN 0001L Fundamentals of Nursing I Laboratory (2), PRN 0002 Fundamentals of Nursing II (3), PRN 0002L Fundamentals of Nursing II Laboratory (3), PRN 0015 Interpersonal Relationships for Nurses (1), PRN 0030 Pharmacology I/Medical Terminology (1), PRN 0031C Pharmacology II (1), PRN 0050\*\* Structure and Function (2), PRN 0500C Gerontology (1), Total (17).

**Term IIIA - Summer**

Table with 2 columns: Course ID, Credits. Rows include PRN 0020\*\* Life Span (1), PRN 0070\*\* Nutrition and Diet (1), PRN 0200 Medical/Surgical Nursing I (1), PRN 0301L Medical/Surgical Nursing I Laboratory (4), Total (7).

**Term IIIB - Summer**

Table with 2 columns: Course ID, Credits. Rows include PRN 0100 Maternal/Child Health (2), PRN 0100L Maternal/Child Health Laboratory (3), PRN 0034C Pharmacology III (1), Total (6).

**Term I - Fall**

Table with 2 columns: Course ID, Credits. Rows include PRN 0201 Medical/Surgical Nursing II (2), PRN 0202 Medical/Surgical Nursing III (2), PRN 0302L Medical/Surgical Nursing II Laboratory (5), PRN 0303L Medical/Surgical Nursing III Laboratory (5), PRN 0904 Practical Nursing Seminar (1), Total (15).

Total Program Credits .....45

\*Students who have satisfactory TABE test scores are not required to take these courses.

\*\* Practical Nursing applicants who plan to apply in the future to the Career Mobility (LPN to RN) program may consider the college credit equivalents of Life Span (Human Growth and Development), Nutrition and Diet (Elements of Nutrition), and Structure and Function (A & P I and II and labs). Note that the College Placement Test (CPT) is required before registering for Human Growth and Development. Contact an academic counselor for more information.

(For additional information contact the Health Programs Admissions Office on the Warrington Campus, 484-2210.)

**SURGICAL TECHNOLOGY  
(SURG-VC) CERTIFICATE**

The Surgical Technology program is a 12 month postsecondary adult vocational (PSAV) program. The program requires 1,290 clock hours (43 credits) of classroom and clinical instruction. Surgical Technologists are members of the surgical team who work closely with surgeons, anesthesiologists, registered nurses, and other surgical personnel in delivering patient care and assuming appropriate responsibilities before, during, and after surgery.

**SPECIAL ADMISSIONS REQUIREMENTS**

Admission to this program is limited by the availability of clinical assignments; therefore, students seeking admission to the program must complete application to both the college and the program. Application packets are available at all campuses and centers. All application requirements must be completed by the established deadlines before a student will be considered eligible for admission to this program.

Minimum requirements for eligibility to the program include high school diploma or GED and satisfactory scores on specified diagnostic tests (Nelson Denny).

**JOB PLACEMENT INFORMATION**

As a new program, no placement information is available.

- VPI 0100\* Vocational Preparatory Reading
- VPI 0200\* Vocational Preparatory Mathematics
- VPI 0311\* Vocational Preparatory Language

**First Year**

Term I - Fall	Credits
HSC 0000 Orientation to Health Sciences .....	1
HSC 0591C CPR/AIDS/OSHA for Health Professionals .....	1
MEA 0233 Medical Terminology with A&P .....	3
PRN 0050 Structure and Function .....	2
___ ___ Introduction to Surgical Technology .....	6
___ ___ Basic Microbiology .....	2
Total .....	15

**Term II - Spring**

___ ___ Pharmacology and Anesthesia .....	2
___ ___ Surgical Theory and Practice .....	6
___ ___ Surgical Technology Clinical Practice .....	6
Total .....	14

**Term IIIA - Summer**

___ ___** Surgical Technology Practicum I .....	6
___ ___ Surgical Technology Seminar I .....	1
Total .....	7

**Term IIIB - Summer**

___ ___ Surgical Technology Practicum II .....	6
___ ___ Surgical Technology Seminar II .....	1
Total .....	7

Total Program Credits .....43

\*Students who have satisfactory TABE test scores are not required to take these courses.

\*\*Current CPR certification and documentation of all required immunizations are required prior to admission to the practicum courses.

(For additional information contact the Health Programs Admissions Office on the Warrington Campus, 484-2210.)

**HIGH SCHOOL DIPLOMA**

The following is a suggested program for high school completion. A counselor will help develop programs and choose the proper electives.

To receive a diploma students must pass the high school competency test which is given four times a year, January, March, July, and October. Each student must also complete an application for graduation during the term before anticipated graduation.

**GRADUATION REQUIREMENTS AND SUGGESTED SCHEDULE**

**GRADE 9**

1001310 English I .....	1
___ ___ Math .....	1
___ ___ Science .....	1
___ ___ Elective .....	1
* ___ Elective .....	1
* ___ Elective .....	1

**GRADE 10**

1001340 English II .....	1
___ ___ Science .....	1
2109310 World History .....	1
___ ___ Math .....	1
8500200 Life Management Skills .....	1/2
___ ___ Practical Art Elective .....	1/2
* ___ Elective .....	1/2
___ ___ Performing Art Elective .....	1/2

**GRADE 11**

1001370 English III .....	1
2100310 American History .....	1
___ ___ Math .....	1
* ___ Elective .....	1
* ___ Elective .....	1
* ___ Elective .....	1/2
* ___ Elective .....	1/2

**GRADE 12**

1001400 English IV .....	1
2106310 American Government .....	1/2
2102310 Economics .....	1/2
___ ___ Science .....	1
* ___ Elective .....	1
* ___ Elective .....	1
* ___ Elective .....	1

\*Restrictions: Not more than 1/2 credit in exploratory vocation may be used toward high school graduation (Section 228.041(22)(b) of the Florida statutes.) No more than 3 credits in practical economics may be used toward high school graduation (Section 228.0422(22)(d) of the Florida statutes).

(For more information contact the Secondary Education Department.)

# Course Descriptions



2000-2001

## LOCATION OF COURSE DESCRIPTIONS BY PREFIX

Accounting	ACG, ACO, APA, TAX	Journalism	JOU, MMC
Agriculture	AEB, AGR	Landscape Technology	ORH
Anthropology	ANT	Latin	LAT
Art	ART, PGY	Legal Assisting	PLA
Art History	ARH	Legal Secretary	OST
Astronomy	AST	Library Science	LIS
Automotive Service Mgmt	AER	Literature	AML, ENG, ENL, FIL, LIT
Banking	BAN, ECO	Management	MAN, MNA
Barbering	COS	Manufacturing	EST, ETD, ETI
Biology	APB, BOT, BSC, OCB, PCB, MCB, ZOO	Marketing	MAR, MKA
Botany	BOT	Massage Therapy	MSS, SLS
Building Construction	BCN, BCT, ETC	Mathematics	MAC, MAP, MAT, MTB, STA
Business	GEB	Medical Assisting	MEA
Business Law	BUL	Medical Office Skills	MEA, OST
Chemistry	CHM	Meteorology	MET
Classics	CLT	Microbiology	MCB
Communications, Mass	MMC	Military Science (ROTC)	MIS
Computer Electronics	EEV	Multimedia	ART, GRA
Computer Science	CGS, CIS, COP	Music	MUH, MUL, MUN, MUO, MUS, MUT, MV_
Cooperative Education*		Networking	CET
Cosmetology, Facials, Nails	COS, CSP	Nursing (L.P.N.)	PRN, ENC
Counseling	HUS, PCO, SLS	Nursing (R.N.)	NUR
Court Reporting	OST	Nursing Assistant	HCP
Criminal Justice	CCJ, CJT	Nutrition	DIE, FOS, FSS, HUN
Culinary Management	FOS, FSS, HFT	Oceanography	OCE
Customer Service	MAR, MKA, MNA	Office Skills	CGS, OTA, OST
Dance	DAA, PEM	Paramedic	EMS
Dental Assisting	DEA	Patient Care Assistant	HCP
Dental Hygiene	DEH, DES	Pest Control	PMA
Dietetic Technician	FOS, HFT, FSS	Pharmacy Technician	CHS, PTN
Drafting	BCN, EGS, ETC, ETD	Phlebotomy	MLT
Early Childhood	CHD	Philosophy	PHI
Economics	ECO	Photography	PGY
Education	EDF, EDG, EEX, EME, HSC	Physical Education	HES, HSC, HLP, PEM, PEN, PEO, PEQ, PET
Electricity/Electronics	CET, EET, EST, ETD, ETM	Physical Therapy Assistant	PHT
Emergency Medical	EMS, HSC	Physical Science	PSC
Engineering	ETC, ETD, ETG, ETM	Physics	PHY
English	CRW, ENC, LIN	Political Science	INR, POS
Environmental Science	EVS, PCB	Psychology	CLP, DEP, EDP, FAD, GEY, HUS, INP, PSY
Environmental Services	HEV	Quality Control	ETI
Finance	FIN	Radio and Television	RTV
Fire Science	FFP	Radiography	RTE
Food Management and Production Services	FSS	Reading	REA
Food Services	DIE, FOS, FSS, HFT, HUN	Recreation Technology	HLP, HSC, LEI, PEM, PEN, PEO, PEQ, PET
Forestry	FNR, FOR, WIS	Religion	REL
French	FRE	Respiratory Care	RET
Geography	GEA	Russian	RUS
Geology	GLY	Sign Language	SPA
German	GER	Sociology	SOW, SYG
Graphic Design	ART, PGY	Sonography	SON
Health Information Mgmt	HIM, HSA, HSC, MRE	Spanish	SPN
Health Services Mgmt	HSA, HSC, MRE	Speech and Debate	ORI, SPC
Health Unit Coordinator	WCL	Surveying	SUR
History	AMH, EUH	Theatre	THE, TPA, TPP
Home Health Care	HCP	Welding	PMT, WEL
Horticulture	HOS, ORH, PLS	Wellness	HUN, HLP, PEM
Hospitality Management	FOS, FSS, HFT	Women's Studies	WST
Hospitality Services	HEV, HMV	Zoo Animal Technology	PAZ
Humanities	HUM	Zoology	ZOO
Instructional Services	CHD, EDG, EEX, PCO, SLS		
Italian	ITA		

\*Co-op prefix is the same as other similar courses. The number is always \_\_\_\_2949 or \_\_\_\_0949L. Prerequisite: Approval of the academic department and the Cooperative Education/Student Job Services Office. This is a special course in which a student may earn credits for planned, paid work experience and may count towards the credit requirements for graduation.

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# FLORIDA'S STATEWIDE COURSE NUMBERING SYSTEM

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Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System. This common numbering system is used by all public postsecondary institutions in Florida and by two participating private institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions.

Each participating institution controls the title, credit, and content of its own courses and assigns 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 meaning in the Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "course equivalency profiles."

## Example of Course Identifier

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
<b>SYG</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	
Sociology, General	Freshman level at this institution	Entry-level General Sociology	Survey Course	Social Problems	No Laboratory component in this course

## General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between the participating institutions that offer the course, with a few exceptions. (Exceptions are listed below.)

For example, a survey course in social problems is offered by 31 different postsecondary institutions. Each institution uses "SYG\_010" to identify its social problems course. The level code is the first digit and represents the year in which students normally take this course at a specific institution. In the SCNS taxonomy, "SYG" mean "Sociology, General," the century digit "0" represents "Entry-Level General Sociology," the decade digit "1" represents "Survey Course," and the unit digit "0" represents "Social Problems."

In science and other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is offered by the receiving institution and is identified by the same prefix and last three digits at both institutions. For example, SYG 1010 is offered at a community college. The same course is offered at a state university as SYG 2010. A student who has successfully completed SYG 1010 at the community college is guaranteed to receive transfer credit for SYG 2010 at the state university if the student transfers. The student cannot be required to take SYG 2010 again since SYG 1010 is equivalent to SYG 2010. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed which have not been designated as equivalent.

Sometimes as in Chemistry, a sequence of one or more courses must be completed at the same institution in order for the courses to be transferable to another institution, even if the course prefix and numbers are the same. This information is contained in the individual SCNS course equivalency profiles for each course in the sequence.

## The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix used to identify the course.

## **Authority for Acceptance of Equivalent Courses**

State Board of Education Rule 6A-10.024(17), Florida Administrative Code, reads:

When a student transfers among institutions that participate in the common course designation and numbering system, the receiving institution shall award credit for courses satisfactorily completed at the previous participating institutions when the courses are judged by the appropriate common course designation and number system faculty task forces to be equivalent to courses offered at the receiving institution and are entered in the course number system. Credit so awarded can be used by transfer students to satisfy requirements in these institutions on the same basis as native students.

## **Exceptions to the General Rule for Equivalency**

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

- A. Courses in the \_900-\_999 series (e.g., ART 2905)
- B. Internships, practica, clinical experiences, and study abroad courses
- C. Performance or studio courses in Art, Dance, Theater, and Music
- D. Skills courses in Criminal Justice
- E. Graduate courses

College preparatory and vocational preparatory courses may not be used to meet degree requirements and are not transferable.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to James B. Callaway in the Admissions/Registration Office or the Florida Department of Education, Office of Postsecondary Education Coordination, 1101 Florida Education Center, Tallahassee, Florida, 32399-0400. Special reports and technical information may be requested by calling telephone number (850) 488-6402 or Suncom 278-6402.

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## ADULT BASIC EDUCATION/GED/ESOL

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The Adult Basic Education Department offers programs for adults 18 years of age and older (16 and 17 year old students may enroll with an age waiver from the school district in which they reside) who want to improve their academic skills. The program offers:

- Free courses to those who qualify
- Convenient class locations throughout the community
- Open entry classes; enroll at any time!
- Day, afternoon, and evening classes
- On-site Workplace Employee Development Classes are available to businesses and their employees

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### ADULT BASIC EDUCATION

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Adult Basic Education (ABE) classes are designed for students who want to improve their basic skills in reading, writing, speaking, listening, problem solving, and/or mathematics.

**A099AC - ABE Comprehensive**

Comprehensive Adult Basic Education is a non-credit course designed to develop literacy skills necessary to be a successful worker, citizen and family member. Comprehensive Adult Basic Education prepares students to enroll in GED preparation courses. A student enrolled in the Comprehensive ABE program may be receiving instruction in mathematics, language and/or reading.

**A099RA - ABE Basic Reading.**

**A099RB - ABE Beginning Reading.**

**A099RC - ABE Intermediate Reading.**

**A099RD - 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.

**A099MA - ABE Basic Mathematics.**

**A099MB - ABE Beginning Mathematics.**

**A099MC - ABE Intermediate Mathematics.**

**A099MD - 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.

**A099LA - ABE Basic Language.**

**A099LB - ABE Beginning Language.**

**A099LC - ABE Intermediate Language.**

**A099LD - 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.

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### GED CLASSES

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General Education Development (GED) classes prepare students to take the GED tests which offer students an opportunity to earn a high school equivalency diploma. Instruction is offered in writing skills, mathematics, literature, social studies and science.

**A099GC - GED Comprehensive.**

GED Comprehensive is a non-credit class designed to prepare adult learners for all aspects of the GED Examinations.

**A099GW - GED Writing.**

GED Writing is a non-credit class designed to prepare adult learners to successfully take the Writing Skills portion of the GED Examination.

**A099GH - GED Social Studies.**

GED Social Studies is a non-credit class designed to prepare adult learners to successfully take the Social Studies portion of the GED Examination.

**A099GS - GED Science.**

GED Science is a non-credit class designed to prepare adult learners to successfully take the Science portion of the GED Examination.

**A099GM - GED Mathematics.**

GED Mathematics is a non-credit class designed to prepare adult learners to successfully take the Mathematics portion of the GED Examination.

**A099GL - GED Literature and the Arts.**

GED Literature and the Arts is a non-credit class designed to prepare adult learners to successfully take the Literature portion of the GED Examination.

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### ESOL

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English for Speakers of Other Languages (ESOL) classes are offered to assist students in improving their English skills. These non-credit classes are available for foreign-born adults to improve basic language and communication skills.

**A099EA - ESOL Literacy/Foundation.**

**A099EB - ESOL Low Beginner.**

**A099EC - ESOL High Beginner.**

ESOL Literacy/Foundation, Low Beginner and High Beginner are non-credit courses designed to help international 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.

**A099ED - ESOL Low Intermediate.**

**A099EE - ESOL High Intermediate.**

**A099EF - ESOL Advanced.**

**A099EG - ESOL Adult.**

ESOL Low Intermediate, High Intermediate, Advanced, and Adult are 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 international 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.

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## ADULT HIGH SCHOOL CLASSES

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The primary purpose of the Secondary Education Department is to provide individuals sixteen years of age and older, the opportunity to continue their interrupted education and earn a traditional high school diploma. Courses offered in this program are similar to those offered in a regular high school program, but the emphasis is placed on the unique needs of the at-risk/adult student. We believe that academic competency is a consequence of good learning skills, learning confidence, and self discipline. Our goal is to assist students in the development of life skills that will enhance their future success.

Not all courses are offered each term. Students should consult a current course schedule booklet for information, then make an appointment with the high school counseling staff for advising. Courses are taught on the Pensacola Campus.

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### HIGH SCHOOL ART

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**0104300 Advanced Placement Art–Drawing Portfolio.** 1/2 credit.

**Prerequisite:** 0104340 or 0104370. The purpose of this course is to give advanced students the opportunity to develop quality, concentration, discipline, and breadth in drawing.

**0104340 Fundamentals of Art/Drawing.** 1/2 credit.

This course includes the techniques of pictorial art. Most work will be done in charcoal, pencil, and pen and ink.

**0104350 Drawing II.** 1/2 credit.

**Prerequisite:** 0104340. The purpose of this course is to provide an opportunity for students to expand their drawing abilities, use new media and challenging techniques, complete requirements for portfolios for higher education institutions, or simply to acquire new skills.

**0104370 Fundamentals of Art/Painting.** 1/2 credit.

The Fundamentals of art are now put to use in actual painting and design.

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### HIGH SCHOOL COUNSELING

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**1400300 Peer Counseling I.** 1/2 credit.

The purpose of this course is to provide students with an understanding of the elements of communications and group processes.

**1400310 Peer Counseling II.** 1/2 credit.

The purpose of this course is to provide an understanding of the components of personal development and to facilitate personal and group growth and fulfillment through individual and group processes.

**8300310 Practical Employability Skills.** 1/2 credit.

The purpose of this course is to provide students with the essential abilities known as employability skills. The content of this program includes the following: how to obtain personal and occupational information necessary in choosing a career; how to prepare for the job hunt, get leads on jobs, make contact with employers; how to write resumes, fill out application forms, check payroll deductions; how to handle promotions, resignation, losses and career changes.

**8303010 Diversified Cooperative Training.** 1 credit.

The purpose of this program is to provide students with selected occupational skills through employment related instruction and concurrent, paid, on-the-job training supervised by the employer and teacher/coordinator.

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### HIGH SCHOOL ENGLISH

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**0400300 Introduction to Drama.** 1/2 credit.

The purpose of this course is to provide a broad overview of the study and practice of dramatic arts.

**1001310 English I.** 1 credit.

The purpose of this course is to provide instruction in English language skills including reading, writing, speaking, and listening in the content areas of literature and language.

**1001340 English II.** 1 credit.

**Prerequisite:** 1001310. This course will provide instruction in English language skills and in the study of world literature.

**1001370 English III.** 1 credit.

**Prerequisite:** 1001340. An introduction to American literature and English language skills.

**1001400 English IV.** 1 credit.

**Prerequisite:** 1001370. The purpose of this course is to provide instruction in English language skills and the study of British literature.

**1007300 Speech I.** 1/2 credit.

This course provides instruction in the fundamentals of formal and informal oral communication.

**1007310 Speech II.** 1/2 credit.

**Prerequisite:** 1007300. This course offers further instruction in intermediate skills of formal and informal oral communication.

**1008300 Reading I.** 1 credit.

Reading I helps students with serious reading problems develop reading skills.

**1008320 Advanced Reading.** 1/2 credit.

Develops advanced reading skills in students who plan to continue their formal education after high school.

**1009320 Creative Writing I.** 1/2 credit.

The purpose of this course is to develop writing and language skills needed for individual expression in literary forms.

**1009300 Writing I.** 1/2 credit.

The purpose of this course is to provide an organized study of the structure of sentences, paragraphs, and larger discursive patterns culminating in written assignments which are based upon personal experience, observations and literature.

**1009310 Writing II.** 1/2 credit.

This course will extend the writing skills introduced in Writing I by focusing on refining exposition and introducing analysis and persuasion. There will be a variety of reading samples that will serve as modules of effective writing styles.

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### HIGH SCHOOL FOREIGN LANGUAGES

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**0701320 French I.** 1 credit.

This course will introduce students to French and French culture and to develop communication skills and cross-cultural understanding.

**0701330 French II.** 1 credit.

**Prerequisite:** 0701320. French II reinforces previously acquired fundamental skills and will develop increased listening, speaking, reading, and writing skills, as well as cultural awareness.

**0708340 Spanish I.** 1 credit.

This course is an introduction to Spanish and Hispanic culture. Students will develop communication skills and cross-cultural understanding.

**0708350 Spanish II.** 1 credit.

**Prerequisite:** 0708340. The purpose of this course is to reinforce previously acquired fundamental skills. This course develops increased listening, speaking, reading, and writing skills, as well as cultural awareness.

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### HIGH SCHOOL FAMILY AND CONSUMER SCIENCES

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**8500300 Parenting Skills.** 1/2 credit.

The purpose of this course is to prepare students for the multiple roles essential to becoming a model parent and to understand the dual roles of males and females as parents and wage earners. This course will also enhance their abilities to assist children to become effective citizens in a multi-cultural and technological society.

**8500310 Child Development and Parenting.** 1/2 credit.

This course will prepare students to understand the nature of child development from prenatal care through age six and the function and significance of the parenting experience.

**8500345 Family Dynamics.** 1/2 credit.

The purpose of this course is to prepare students for the roles, responsibilities, and relationships essential to functional families. To understand the nature, function, and significance of human relationships within the family/individual units.



**8500355 Nutrition and Wellness.** 1/2 credit.

The purpose of this course is to prepare students to understand the relationship between nutrition and wellness. The program also provides for selection, preparation, service, and storage of foods. It allows students to use technology to practice meal management techniques directed toward nutritional food choices based on the life cycle. This course will provide an awareness of consumer issues relating to health and wellness.

**8502000 Life Management Skills.** 1/2 credit.

The purpose of this course is to assist students with the development of essential life management skills to enhance the quality of personal and family life.

**8500375 Blueprint for Professional Success.** 1 credit.

This course is designed to prepare students for the workplace in the twenty-first century. Emphasis will include using current technology resources to investigate the broad range of occupations and careers in family and consumer sciences.

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## HIGH SCHOOL MATHEMATICS

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**1200300 Pre-Algebra.** 1 credit.

Students will develop the skills necessary for success in algebra.

**1200310 Algebra I.** 1 credit.

This course will provide the foundation for more advanced mathematics courses and to develop the skills needed to solve mathematical problems.

**1200330 Algebra II.** 1 credit.

**Prerequisite:** 1200310. 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.

**1200370 Algebra Ia.** 1 credit.

The purpose of this course is to develop the algebraic concepts and processes that can be used to solve a variety of real world and mathematical problems. This is the first of a two-year sequence of courses, Algebra Ia and Algebra Ib. Together, the two courses have the same requirements as Algebra I, Course Number 1200310.

**1200380 Algebra Ib.** 1 credit.

**Prerequisite:** 1200370. The purpose of this course is to develop the algebraic concepts and processes that can be used to solve a variety of real world and mathematical problems. This is the second of a two-year sequence of courses, Algebra Ia and Algebra Ib. Together, the two courses have the same requirements as Algebra I, Course Number 1200310.

**1200400 Intensive Mathematics.** 1 credit.

The purpose of this course is to provide remedial instruction and practice in mathematics skills and concepts. The content may be identified by diagnosis of each student's needs for remedial instruction and/or, designed to assist the student in passing the HSCT or FCAT. A student may repeat this course for multiple elective credits if, on subsequent offerings, the required level of student proficiency increases. This course may not be used to meet the graduation requirement for mathematics.

**1205370 Consumer Mathematics.** 1 credit.

The student will learn to apply computational skills to real-world consumer situations.

**1205520 Explorations in Mathematics II.** 1 credit.

The purpose of this course is to strengthen the students' mathematical reasoning and problem solving skills. Additional topics will include applied algebra and geometry.

**1205540 Business Mathematics.** 1 credit.

The purpose of this course is to provide mathematical experience in problem solving, communication, reasoning, and connections as related to the business world.

**1206300 Informal Geometry.** 1 credit.

**Prerequisite:** 1200310. This course emphasizes the use of basic geometric skills as tools in solving real-world problems. No formal proofs are required.

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## HIGH SCHOOL OCCUPATIONAL

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**0200300 Introduction to Computers.** 1/2 credit.

The purpose of this course is to provide opportunities that will allow students to understand the capabilities, applications, and social implications of computer terminology.

**8200320 Practical Keyboarding Skills.** 1/2 credit.

The purpose of this course is to teach students basic keyboarding skills and techniques of formatting to include information systems inputting.

**8200330 Practical Computer Skills.** 1/2 credit.

The purpose of this course is to teach practical computer skills and the effects of its application on society.

**8209010 Keyboarding and Document Processing.** 1 credit.

**Prerequisite:** 8200320 or 8200330. This course is designed to provide a foundation for all business technology education programs and includes the following areas: keyboarding, math, communication and technology applications.

**8212010 Word Processing I.** 1 credit.

**Prerequisites:** 8209010 or 8200320 and 8200330. This course is designed to provide instruction that will enable the student to perform the basic functions of input, edit, store and retrieval utilizing electronic equipment.

**8600500 Technology Applications I.** 1 credit.

This course is an introductory course, providing students with a basic knowledge of technology in industry and career opportunity information.

**8600810 Basic Principles of Drafting Technology.** 1 credit.

This course is an introduction to the knowledge, human relations, and technical skills of drafting technology.

**8600820 Intermediate Principles of Drafting Technology.** 1 credit.

This course is an expanded study and application of the knowledge, human relations, and technical skills of drafting technology.

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## HIGH SCHOOL RESEARCH AND CRITICAL THINKING

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**1700370 Critical Thinking/Study Skills.** 1/2 credit.

The purpose of this course is to provide an opportunity for students to learn and adopt methods to be successful in school.

**1700380 Career Research and Decision Making.** 1/2 credit.

The purpose of this course is to teach decision-making and self-assessment skills, help students develop self-esteem, and enable students to make career choices.

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## HIGH SCHOOL SCIENCE

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**2000310 Biology I.** 1 credit.

General exploratory experience and activities in the fundamental concepts of life will be covered in this course.

**2001310 Earth/Space Science.** 1 credit.

The purpose of this course is to develop concepts basic to the earth, its materials, processes, history and environment in space.

**2001340 Environmental Science.** 1 credit.

A study of man's interaction with the environment.

**2003310 Physical Science.** 1 credit.

This course is a quantitative investigative study of the introductory concepts of physics and chemistry.

**2003340 Chemistry I.** 1 credit.

**Prerequisite:** 2003310 or instructor approval. Students will study the composition, properties, and changes associated with matter.

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## HIGH SCHOOL SOCIAL STUDIES

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**2100310 American History.** 1 credit.

The purpose of this course is to acquire an understanding of the chronological development of the American people by examining the political, economic, social, religious, military, scientific, and cultural events that have effected the rise and growth of our nation.

**2102310 Economics.** 1/2 credit.

An understanding of the way in which society organizes its limited resources to satisfy unlimited wants. Students will be introduced to the major characteristics of the mixed market economic system in the United States and how the basic economic questions are answered. The intent is to provide the students with an understanding of the forces of the marketplace by examining the effect of their roles as producers, consumers, savers, investors, resource owners, voters, and taxpayers on the system.

**2103300 World Geography.** 1 credit.

This course introduces students to an understanding of the inter-relationships between people and their environment.

**2104320 Global Studies.** 1 credit.

A course to provide students with interdisciplinary knowledge, skills, and attitudes necessary to meet their responsibilities as citizens of their community, state, and nation in an increasingly interdependent and complex global society.

**2106310 American Government.** 1/2 credit.

An understanding of American government and political behavior.

**2106350 Law Studies.** 1/2 credit.

The purpose of this course is to acquire an understanding of the American legal process.

**2107300 Psychology I.** 1/2 credit.

This course provides students with opportunities to acquire an understanding of human behavior, behavioral interaction, and the progressive development of individuals.

**2108300 Sociology.** 1/2 credit.

An understanding of group interaction and its impact on individuals.

**2109310 World History.** 1 credit.

By examining the political, economic, social, religious, military, dynastic, scientific, and cultural events that have affected humanity, students will acquire an understanding of the chronological development of civilization.

## DEVELOPMENTAL STUDIES

The Developmental Studies department provides personal, individualized support to create a positive learning environment for students. This interdisciplinary department encompasses the Learning Enrichment Center, the SAIL Program, the Reading Lab, the Writing Lab, the Computer Lab, and the College Preparatory Classes.

Students who test into college preparatory instruction and subsequently enroll in college preparatory instruction must successfully complete the required college preparatory studies by the time they have accumulated 12 hours of college credit coursework or they must maintain continuous enrollment in college preparatory coursework each semester until the requirements are completed while performing satisfactorily in the degree earning coursework. College prep courses do not satisfy any requirements for graduation. Each college prep course is designated in the course descriptions to indicate the number of college prep (c.p.) credits awarded. For assistance in college credit course selection, or for additional information about this state requirement, contact a counselor.

Students may have two attempts on any college prep course while paying regular fees. A third attempt is permitted with additional fees charged. A fourth attempt is rarely approved.

In accordance with Florida law, students may use Adult Basic Education, Adult Secondary Education, or private provider instruction as an alternative to traditional college preparatory instruction. For information on these options, contact the Developmental Studies Department on the Pensacola Campus or the Student Affairs Office on either the Milton or Warrington campus.

### COLLEGE PREP

College prep courses are designed to develop the student's communication and computation skills to enhance the opportunity for success in regular college courses. College prep courses may be required for students not achieving minimum scores on PJC placement tests. Students should contact the Developmental Studies Department for additional information.

**ENC 0001C College Preparatory Writing I.** 4 hours, 3 c.p.

**Prerequisite:** Appropriate scores on Florida Entry-Level Placement Exam. This course is designed for students whose basic language skills need improvement. This course includes a review of basic grammar rules, sentence structure, punctuation, and capitalization. The writing component of the course focuses on effective sentence construction.

**ENC 0002C College Preparatory Writing II.** 4 hours, 3 c.p.

**Prerequisite:** Appropriate scores on Florida Entry-Level Placement Exam or ENC 0001C. This course is designed for students who need to improve their language skills. This course offers a review of grammar rules, language usage, sentence structure, and punctuation, and introduces effective paragraph composition.

**MAT 0002C College Preparatory Mathematics.** 4 hours, 3 c.p.

A mathematics skills course designed for the student who needs to develop basic arithmetic, geometry, and pre-algebra skills.

**MAT 0024C College Preparatory Algebra.** 4 hours, 3 c.p.

**Prerequisite:** Appropriate score on Florida Entry-Level Placement Exam or MAT 0002C. This course is designed for the student who has had no algebra or has very little knowledge of the subject. Topics to be covered will include simplifying and evaluating variable expressions; solving linear equations, inequalities and related word problems; operations with polynomials; factoring; some algebraic fractions; quadratic equations; radicals and introduction to graphing.

**REA 0001C College Preparatory Reading I.** 4 hours, 3 c.p.

This is a basic course designed to increase a student's reading comprehension and vocabulary. This course will provide basic skills in word usage, or vocabulary pronunciation, as well as application of these skills to reading comprehension.

**REA 0002C College Preparatory Reading II.** 4 hours, 323 c.p.

**Prerequisite:** Appropriate score on Florida Entry-Level Placement Exam or REA 0001C. A reading course required for students reading below the college level. This course provides instruction in vocabulary skills, listening skills, and comprehensive skills.

### VOCATIONAL PREP

**VPI 0100 Vocational Preparatory Reading.** 2 hours, 1 v.p.

**Prerequisite:** Must make application for a Vocational Certificate Program. Course is designed to develop reading skills, basic study skills and comprehension. Development of these skills is through individual lab activities, computer-assisted instruction, lab and home assignments, and pre/post evaluation. Two repeats allowed.

**VPI 0200 Vocational Preparatory Mathematics.** 2 hours, 1 v.p.

**Prerequisite:** Must make application for a Vocational Certificate Program. Course is designed for the student who needs to develop basic arithmetic skills focusing on relating math to the specific vocational training area. Emphasis is on individualized learning including lab activities, computer-assisted instruction, lab and home assignments and pre/post evaluation. Two repeats allowed.

**VPI 0311 Vocational Preparatory Language.** 2 hours, 1 v.p.

**Prerequisite:** Must make application for a Vocational Certificate Program. Course is designed for the student who needs to develop basic writing skills and language skills, including language mechanics, punctuation, and sentence and paragraph development. Individualized approaches include lab activities, computer-assisted instruction, lab and home assignments, and pre/post evaluation. Two repeats allowed.

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## COLLEGE AND VOCATIONAL CREDIT COURSES

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Courses are listed alphabetically and are organized by numerical order within each discipline. The index of course prefixes at the beginning of this section may be of additional help in finding a particular course description. Courses are either college credit, vocational credit, or preparatory credit.

Courses with numbers which begin with "0", such as COM 0101, are vocational credit (v.c.). Courses with numbers which begin with a "1" or a "2", such as APA 1111 and COP 2200, are college credit (c.c.). In general, vocational credit courses are not transferable to an upper division university; college credit courses, except those marked "A.S. Only", are usually transferable. College credit courses with the "A.S. Only" designation may be transferable to upper division schools with which PJC has developed special articulation agreements. Students with questions about these issues should consult with a counselor or departmental advisor, or contact the Registrar's Office. See also the section entitled "Florida's Statewide Course Numbering System" on page 120.

Selected courses may be offered by means of distance learning such as correspondence courses and telecourses. These courses may be located in the current Course Schedule Booklet. Correspondence courses are identified with a "Z" suffix following the course number and telecourses are identified with a "T" suffix following the course number. Not all courses are offered at all campuses or during all terms. Students should consult the current course schedule booklet to determine which courses are available.

**ACG 2001 Accounting I.** 3 hours, 3 c.c.

The study of accounting terminology, concepts, techniques, methods, principles, practices and procedures as applied to sole proprietorships. Typical financial transactions are analyzed in relation to the basic accounting equation and recorded in the books of the business. Business financial statements are prepared and interpreted by the student.

**ACG 2002 Computerized Accounting.** 3 hours, 3 c.c., A.S. only.

**Lab fee. Prerequisite:** ACG 2001 or ACG 2021. **Corequisite:** CGS 1570. This course is an introduction to computerized integrated accounting procedures found in microcomputer office environments. Software used by the student will handle the general ledger, accounts payable, accounts receivable, financial statement analysis, purchase order and sales order processing, voucher systems, inventory, fixed assets, payroll, and departmental accounting.

**ACG 2011 Accounting II.** 3 hours, 3 c.c.

**Prerequisite:** ACG 2001. Continuation of Accounting I including long-term assets, partnerships, corporations, long-term liabilities, the statement of cash flows, and financial statement analysis.

**ACG 2021 Financial Accounting Principles.** 3 hours, 3 c.c.

This course approaches accounting as an information or decision support system. Emphasis is placed on the analysis of business transactions and the evaluation of their effect on the operation of the enterprise. The method of instruction is shifted from "how to do it" to "why it is done and what it means." The basic logic and principles associated with preparation and/or critical evaluation of accounting information will also be addressed.

**ACG 2071 Introduction to Managerial Accounting.** 3 hours, 3 c.c.

**Prerequisite:** ACG 2011 or ACG 2021. Using accounting information for planning, control, and decision making. Includes principles of product costing, budgeting techniques, and capital decisions.

**ACG 2500 Governmental/Not-For-Profit Accounting.** 3 hours, 3 c.c. A.S. only.

**Prerequisite:** ACG 2011 or ACG 2021. This course covers the application of general accounting principles to governmental organizations. Special emphasis is placed upon auditing and financial reporting through budgetary accounting and its potential usefulness in planning and controlling revenues and expenditures.

**ACG 2630 Auditing.** 3 hours, 3 c.c. A.S. only.

**Prerequisite:** ACG 2011 or ACG 2021. This course provides an introduction to the concepts involved in auditing.

**ACG 2650 Introduction to Auditing Government and Non-Profit Agencies.** 3 hours, 3 c.c. A.S. only.

**Prerequisite:** ACG 2630. This course provides an introduction to the concepts involved in auditing governmental and nonprofit entities. Basic auditing standards applicable to governmental funds is the central focus of study.

**ACO 0101 Basic Accounting I.** 6 hours, 3 v.c.

This is an introductory accounting course designed to provide students with a basic understanding of accounting. Bookkeeping aspects of accounting are stressed by coverage of the structure and nature of accounting, recording business transactions, the accounting cycle, accounting for cash, sale of merchandise, purchases of merchandise, and payroll accounting.

**ACO 1806 Payroll Accounting.** 3 hours, 3 c.c., A.S. only.

**Prerequisite:** ACG 2001 or ACG 2021 or permission of instructor. The purpose of this course is to train the student to complete all payroll activities of any business. Topics covered are payroll and personnel records, federal payroll laws, payroll accounting systems, payroll operations, and preparation of payroll records such as payroll registers, individual earnings records and federal, state, and local payroll tax forms.

**ACO 2948 Accounting Work Experience.** 9 hours, 3 c.c., A.S. only.

**Prerequisite:** Permission of the department head. The student gains accounting related work experience in the offices of various employers in the Pensacola area. This course should be taken during the student's sophomore year.

**AER 1006C Automotive Fundamentals and Minor Services.**

6 hours, 4 c.c., A.S. only.

**Lab fee.** This course is designed to acquaint the student with tools, equipment and service procedures used in the modern automotive service facility. The student will learn all component parts by name, location, and function. The student will also learn the proper use of technical manuals, English, metric measurements, and safety rules and regulations as they relate to the service facility. Students will learn the different career opportunities available, various pay structures, and the importance of good employee work habits.

**AER 1230C Automotive Manual Transmissions and Drive**

**Systems.** 6 hours, 4 c.c., A.S. only.

**Lab fee. Prerequisite or corequisite:** AER 1006C. An introduction to the theory, principles, and operation of automotive transmission and drive systems, with emphasis on manual systems. Learned theory and principles will be applied to the diagnosis, maintenance, repair, and overhaul of manually-operated transmission systems, transaxles, and differentials. The course emphasizes inspection of systems and components, location of malfunctions, the performance of preventive and corrective maintenance, and the proper use of instruments, tools, and equipment.

**AER 1250C Automotive Transmissions and Transaxles.** 6 hours,

4 c.c., A.S. only.

**Lab fee. Prerequisite or corequisite:** AER 1006C. A continuation and expansion of the theory and principles included in AER 1230C, with emphasis on automatic transmission and drive systems. Learned theory and principles will be applied to the diagnosis, maintenance, repair, and overhaul of automatic transmission systems, transaxles, and differentials. The course emphasizes inspection of systems and components, location of malfunctions, and performance of preventive and corrective maintenance, and the proper use of instruments, tools, and equipment.

**AER 1410C Automotive Brake Systems.** 6 hours, 4 c.c., A.S. only.

**Lab fee. Prerequisite or corequisite:** AER 1006C. The theory, principles, and operation of automotive brake systems. The course includes the application of the principles of mechanical linkages, hydraulics, pneumatics, friction, heat transfer, and electricity to brake systems and related components. The course emphasizes inspection of systems and components, location of malfunctions, the performance of preventive and corrective maintenance, and the proper use of instruments and equipment.

- AER 1450C Automotive Steering and Suspension.** 6 hours, 4 c.c., A.S. only.  
**Lab fee. Prerequisite or corequisite:** AER 1006C or permission of department head. Introduction to suspension systems and shop safety. Steering and suspension components, diagnoses, steering geometry and wheel and tire balance will be covered. Alignment, repair and replacement of steering components including shocks, ball joints, steering linkages, rear suspensions and struts. Both two and four wheel alignment will be covered.
- AER 1610C Automotive Heating and Air Conditioning.** 6 hours, 4 c.c., A.S. only.  
**Lab fee. Prerequisite or corequisite:** AER 1006C or permission of the department head. Theory and operation of modern heating and air conditioning systems are studied in detail. Diagnosis and repair procedures are included.
- AER 2110C Automotive Engines.** 6 hours, 4 c.c., A.S. only.  
**Lab fee. Prerequisite or corequisite:** AER 1006C or permission of the department head. This course is a study of the principles of the internal combustion engine. The theory and operation of the various engines in use in modern vehicles is presented. Engines will be properly disassembled, parts identified, inspected, measured, and reassembled. Proper testing and break-in procedures along with diagnostic troubleshooting procedures will be emphasized.
- AER 2315C Automotive Electrical Systems I.** 6 hours, 4 c.c., A.S. only.  
**Lab fee. Prerequisite or corequisite:** AER 1006C or permission of department head. The student will be introduced to basic electrical and electronics theory, test equipment usage, schematic and wiring diagrams as used in the diagnosis and repair of modern vehicles. The student in this course will study various electrical systems, and the use of basic electrical skills in troubleshooting and repairing electrical systems. This course covers both chassis and engine electrical systems. Safety will be stressed.
- AER 2316C Automotive Electrical Systems II.** 6 hours, 4 c.c., A.S. only.  
**Lab fee. Prerequisite or corequisite:** AER 2315C, or permission of the department head. This course offers the student the opportunity to become proficient in the knowledge of electricity and electronics as applied to the modern vehicle. Students will learn circuit types and their equivalent automotive circuits, work with wiring schematics and apply knowledge of procedures to actual electronic systems. The hands-on lab projects will include, but not be limited to, starter and alternator overhauls, diagnosis and repair of power windows and seats, electrical switches, relays and lighting systems. Safety procedures will be strictly followed.
- AER 2520C Automotive Engine Performance.** 6 hours, 4 c.c., A.S. only.  
**Lab fee. Prerequisite or corequisite:** AER 2316C or permission of the department head. This course is designed for the second year student and will emphasize theory of operation, diagnoses and repair of electronic ignition systems, emission control systems, fuel systems and carburetion systems. The student will work with state of the art diagnostic equipment and will be introduced to the components used in electronic engine control systems.
- AER 2522C Automotive Driveability/Diagnosis.** 6 hours, 4 c.c., A.S. only.  
**Prerequisite or corequisite:** AER 1006C. This is a capstone course that treats the automobile as a total system comprised of the sub-systems addressed previously in other courses. Emphasis is on diagnostic procedures and fault isolation. Content includes a review of the theories and principles underlying the operation of automotive subsystems, the interrelationships of subsystems, and their combined effect on the driveability of the total automotive system. The course also covers specific application of computerized systems and sub-systems, and the application of computer technology to the diagnosis of the total automotive system.
- AER 2700 Automotive Service and Parts Management.** 4 hours, 4 c.c., A.S. only.  
**Prerequisite or corequisite:** AER 1006C. An introduction to the operation and management of automotive parts departments and automotive service departments that covers both the technical and business aspects of these departments. The course includes layout of parts and service facilities, and computer simulation of the operation of a parts department. The course also introduces the student to the concept of parts and service operations as small businesses, and addresses some of the financial and legal requirements associated with formation of small businesses.
- AMH 2010 American History to 1877.** 3 hours, 3 c.c.  
**Prerequisite:** Test score requirement the same as ENC 1101. A history of the American people 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. **Meets A.A. general education Category IV. A writing emphasis course.**
- AMH 2020 American History from 1877.** 3 hours, 3 c.c.  
**Prerequisite:** Test score requirement the same as ENC 1101. A history of the American experience in the post-Civil War years. This course will emphasize the growth of American industry and business and the social and economic reforms connected with that growth. The course will also emphasize the emergence of the United States as a world power during the 20th century and the ramifications that rise has had on foreign and domestic policy. **Meets A.A. general education Category IV. A writing emphasis course.**
- AMH 2035 U.S. History from 1945.** 3 hours, 3 c.c.  
 A study of the social, economic, and political development of the United States in the atomic age. The course emphasizes the continuation and expansion of the American reform tradition to minorities and economically disadvantaged; America's leadership of the free world; and the domestic and international impact of the Cold War and the Wars of Korea and Vietnam.
- AMH 2061 The New South.** 3 hours, 3 c.c.  
 The course will trace the social, intellectual, cultural, economic and political developments in the South from the Civil War to the present, covering such topics as agriculture, industry, transportation, finance, education, health, urban development, race relations, and the current status of the South.
- AMH 2091 African-American History and Culture.** 3 hours, 3 c.c.  
**Prerequisite:** Test score requirement the same as ENC 1101. A history of the African-American experience from 1619 to the present. This course will emphasize the growth of an African-American community from slavery to freedom. This course will also examine the socio-political, cultural and artistic aspects of American life for Blacks in America. **Meets A.A. general education Category IV. A writing emphasis course.**
- AML 2011 American Literature to 1870.** 3 hours, 3 c.c.  
**Prerequisite:** ENC 1102. Selected American literature from its beginnings to the mid-nineteenth century. **Meets A.A. general education Category II. A writing emphasis course.**
- AML 2021 American Literature from 1870.** 3 hours, 3 c.c.  
**Prerequisite:** ENC 1102. Selected American literature from the mid-nineteenth century to the present. **Meets A.A. general education Category II. A writing emphasis course.**
- ANT 2410 Introduction to Cultural Anthropology.** 3 hours, 3 c.c.  
**Prerequisite:** Test score requirement the same as ENC 1101. A course which focuses on non-Western cultures; specifically, the conditions that account for the different ways people organize their economic, religious, political, and family life. **Meets A.A. general education Category IV. A writing emphasis course.**
- APA 0260 Office Accounting.** 4 hours, 2 v.c.  
 The purpose of this course is to provide the students with a thorough knowledge of accounting procedures as applied in a medical setting. Students cover basic bookkeeping topics including accounting for accounts receivable, accounts payable, and payroll. After learning the accounting cycle and accounting principles, students complete an office accounting simulation case.
- APA 1111 Introduction to Accounting.** 3 hours, 3 c.c., A.S. only.  
 An introductory accounting course designed to provide students with a basic understanding of accounting. Emphasis is placed on the fundamentals of accounting. Bookkeeping aspects of accounting are stressed by covering the structure and nature of accounting recording business transactions, the accounting cycle, accounting for cash, sale of merchandise, purchases or merchandise, and payroll accounting.
- APB 1060 Food Microbiology.** 3 hours, 3 c.c.  
**Corequisite:** APB 1060L. This course offers detailed examination of the principles of food microbiology and their application to current food technology. Additional topics covered are food and enzymes produced by microorganisms, food in relation to disease, food sanitation control and inspection and the Food Additives Amendment of the Federal Food, Drug, and Cosmetic Act.

- APB 1060L Food Microbiology Laboratory.** 2 hours, 1 c.c.  
**Lab fee. Corequisite:** APB 1060. This course is designed to accompany APB 1060. Aseptic technique and the culturing of microorganisms are presented. Various techniques for culturing foods, performing food counts, preparing food using microorganisms, and sampling the environment for microorganisms are presented.
- ARH 1050 Art History I.** 3 hours, 3 c.c.  
 A chronological study of art history (to and including the Middle Ages). **Meets A.A. general education Category V.**
- ARH 1051 Art History II.** 3 hours, 3 c.c.  
 A continuation of ARH 1050 in sequence from the Middle Ages to the present day. May be taken prior to ARH 1050. **Meets A.A. general education Category V.**
- ARH 1831 Art For Non-Majors.** 3 hours, 3 c.c.  
 A study of the creative process for non art majors. Course is meant to develop an understanding of the contexts within which artists work, modern and historical, the technical processes they use, and the means by which art is evaluated. May include lectures, films, videos, gallery and studio visits, class discussions. No Artistic Skill Required. **Meets A.A. general education Category V.**
- ARH 2000 Humanities Art.** 3 hours, 3 c.c.  
 A survey of painting, sculpture, architecture, and the arts of Western civilization from antiquity to the present. **Meets A.A. general education Category V.**
- ART 110C Ceramics I.** 6 hours, 3 c.c.  
**Lab fee.** Methods and techniques of making pottery using both the potter's wheel and hand-built procedures. Lectures in theory and practical experience in the use of clay and glazes.
- ART 111C Ceramics II.** 6 hours, 3 c.c.  
**Lab fee. Prerequisite:** ART 110C. Further exploration of techniques of pottery making.
- ART 112C Raku Ceramics.** 6 hours, 3 c.c.  
**Lab fee. Prerequisite:** ART 111C. An exploration of the raku process stressing firing techniques, glaze experimentation, and innovation.
- ART 1150C Jewelry I.** 6 hours, 3 c.c.  
**Lab fee.** A basic course involving the fundamentals of jewelry construction. Projects will be assigned that cover fabrication, cutting, soldering, lost wax casting, and stone setting, using silver and nonferrous metals.
- ART 1151C Jewelry II.** 6 hours, 3 c.c.  
**Lab fee. Prerequisite:** ART 1150C. Advanced jewelry making techniques building on those learned in Jewelry I. Processes will include enameling, raising, and forging.
- ART 1202C Two-Dimensional Design.** 6 hours, 3 c.c.  
 The elements of design; line, texture, shape, value and color are used to give substance to visual expression on the two-dimensional plane. Basic course for art majors.
- ART 1203C Three-Dimensional Design.** 6 hours, 3 c.c.  
**Lab fee.** Basic problems in integrating line, form, color, and texture with actual space and volume. Various materials are used to construct three-dimensional forms. Serves as an introduction to sculpture.
- ART 1300C Drawing I.** 6 hours, 3 c.c.  
**Lab fee.** A beginning studio class covering the drawing process and pictorial composition. Basic analytical and expressive approaches are applied to still life, interiors, landscape and the figure based on works from the Renaissance throughout the 20th century.
- ART 1301C Drawing II.** 6 hours, 3 c.c.  
**Lab fee. Prerequisite:** ART 1300C. A continuation of ART 1300C in the study of drawing with emphasis on color.
- ART 1330C Figure Drawing I.** 6 hours, 3 c.c.  
**Lab fee. Prerequisite:** ART 1300C or permission of the instructor. A study in drawing human form. Classic male and female structures are compared; balance and proportion are stressed. Figure composition is also studied.
- ART 2230C Graphic Design I.** 6 hours, 3 c.c.  
**Lab fee. Prerequisites:** ART 1202C, ART 2600C. Basic experience in the creative and technical processes of visual communication. Concept development, layout skills, uses of type, illustration, and computer-aided design with the Macintosh will be covered.
- ART 2231C Graphic Design II.** 6 hours, 3 c.c.  
**Lab fee. Prerequisite:** ART 2230C. 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.
- ART 2253C Illustration I.** 6 hours, 3 c.c., A.S. only.  
**Lab fee. Prerequisites:** ART 1301C, ART 2230C. Principles of commercial illustration and the application of these principles as they apply to visual communication. A variety of media is used.
- ART 2282C Graphic Processes I.** 6 hours, 3 c.c.  
**Lab fee. Prerequisite:** PGY 2401C. An introduction to the graphic processes used in commercial advertising. Printing techniques are stressed through the use of the offset presses, computer preparation, and copy camera.
- ART 2285C Graphic Processes II.** 6 hours, 3 c.c.  
**Lab fee. Prerequisite:** ART 2282C. Extension of ART 2282C. Further explanation of techniques of graphic principles.
- ART 2430C Screen Printing.** 6 hours, 3 c.c.  
**Lab fee. Prerequisite:** ART 2282C or PGY 2401C. Fundamental principles and techniques involved in silkscreen printing as applied to fine or commercial art.
- ART 2510C Painting I.** 6 hours, 3 c.c.  
**Lab fee. Prerequisites:** ART 1202C, ART 1300C, or permission of instructor. The student is instructed in the academic methods of painting and then encouraged to explore other methods.
- ART 2520C Painting II.** 6 hours, 3 c.c.  
**Lab fee. Prerequisite:** ART 2510C or permission of the instructor. A continuation of ART 2510C in the exploration of traditional painting methods with an emphasis on mixed media and current development.
- ART 2600C Computer Graphics I.** 6 hours, 3 c.c., A.S. only.  
**Lab fee.** Explores the Macintosh computer's capabilities as a tool for artists and graphic designers. Students will use a variety of word and image-processing programs, digital scanning, and video images in assignments that stress creativity and technical proficiency. **Meets A.S. computer competence requirement for Graphic Design Technology and Multimedia Technology programs.**
- ART 2601C Computer Graphics II.** 6 hours, 3 c.c., A.S. only.  
**Lab fee. Prerequisite:** ART 2600C. A continuation of ART 2600C using advanced software and programs on the user-friendly Macintosh. Directed at artists and graphics designers.
- ART 2701C Sculpture I.** 6 hours, 3 c.c.  
**Lab fee. Prerequisite:** ART 1203C or permission of the instructor. Investigation and employment of various materials, methods, and concepts available to the sculptor today. Exploration of metal, wood, clay, stone, and plaster techniques; lost wax bronze casting.
- ART 2702C Sculpture II.** 6 hours, 3 c.c.  
**Lab fee. Prerequisite:** ART 2701C or permission of the instructor. This course is a continuation of ART 2701C. Further investigation of sculptural media with major emphasis on advanced theories and techniques. Individual interests and personalized projects will be encouraged.
- ART 2900 Independent Study.** 6 hours, 3 c.c.  
**Lab fee. Prerequisite:** Permission of instructor. Independent study courses are available for most studio offerings. Contact the department head for information about repeating this course for credit.
- ART 2905 Portfolio.** 6 hours, 3 c.c.  
 The course will enable each student to present his prospective employer with a professional portfolio in the commercial field and proof of experience in studio art courses for transfer students.
- ART 2941 Arts Internship.** 9 hours, 3 c.c.  
 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.
- AST 1005 Descriptive Astronomy.** 3 hours, 3 c.c.  
 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. **Meets A.A. general education Category VII.**
- AST 1005L Descriptive Astronomy Laboratory.** 3 hours, 1 c.c.  
**Lab fee. Corequisite:** AST 1005. An optional laboratory course designed to illustrate the laws and principles presented in AST 1005. Includes computer simulations, Internet astronomy, and calculations using the latest research. A working knowledge of arithmetic and simple algebra is required. **Meets A.A. general education Category VII.**
- BAN 1004 Principles of Banking.** 3 hours, 3 c.c., A.S. only.  
 The course presents the fundamentals of bank functions in a descriptive fashion so that a prospective banker may view his chosen profession in a broad and operational perspective. The descriptive orientation is intentional. Banking is increasingly dependent upon personnel who have the perspective necessary for career advancement.

- BAN 1240 Consumer Lending.** 3 hours, 3 c.c., A.S. only.  
Emphasizes installment lending techniques in commercial banks including the development of credit information, credit investigation, inventory financing, collection procedures, special loan programs, and advertising and business development.
- BAN 1800 Law and Banking: Principles.** 3 hours, 3 c.c., A.S. only.  
An introduction to basic American law, presenting the rules of law which underlie banking. Topics include jurisprudence, the court system and civil procedure, contracts, quasi-contracts, property, torts and crimes, agencies, partnerships, corporations, documents of title. Emphasis is on the uniform commercial code.
- BCN 1001 Building Construction.** 3 hours, 3 c.c., A.S. only.  
A course planned to acquaint the student with the terminology, methods, procedures, materials, sequences of operations, and types of construction.
- BCN 1251C Drafting Fundamentals.** 4 hours, 3 c.c., A.S. only.  
**Lab fee.** An introductory combined lecture and laboratory course covering basic drafting methods and conventions including multiview drawings, dimensions, sections, and isometrics. The lab course gives practical exercise on the project assigned on the above. Students will learn proper use of equipment, sheet layout, line work, and lettering. Manual drafting skills are emphasized.
- BCN 1253C Residential House Drafting.** 4 hours, 3 c.c., A.S. only.  
**Corequisite:** BCN 1251C. This manual drafting course enables the student to study residential planning concepts and to design either a one- or two-story home. The student will complete a construction drawing which will include foundation, floor plan, elevations, floor and roof framing, and all interior and exterior details. Obtaining these skills will assist the student in joining the work force in home design.
- BCN 2213 Concrete Construction.** 3 hours, 3 c.c., A.S. only.  
**Corequisite:** MAC 1105 or higher math. 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. Study of the capability of reinforced concrete to resist stress in the design of columns, beams, slabs, and other structures.
- BCN 2405C Construction Mechanics.** 6 hours, 4 c.c., A.S. only.  
**Corequisite:** MAC 1105 or higher math or permission of instructor. A beginning course in structural design for building construction and architecture students which does not require a rigorous mathematical treatment. Emphasis is on problem solving. Includes resultants and equilibrium of force systems—beams, trusses, frames; friction; centroids; shear and moment diagrams. (May not transfer to all upper division schools.)
- BCT 2600 Construction Estimating.** 3 hours, 3 c.c., A.S. only.  
**Prerequisite:** BCN 1001. **Corequisite:** MAC 1105 or higher math. A course involving systems of accounting, material inventory, and the critical path method of planning and scheduling. This course is designed specifically for cost estimating in heavy construction but those who complete it should have no trouble doing light construction or commercial estimating. Completion of, or simultaneous enrollment in, ETD 1100C or the ability to read blueprints will aid the student in this class. Some computer assisted estimating is used.
- BCT 2706 Construction Documents.** 3 hours, 3 c.c., A.S. only.  
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, extra specifications, insurance, and bid bonds.
- BCT 2760 Standard Building Code.** 3 hours, 3 c.c., A.S. only.  
**Prerequisite:** BCN 1001. A study of the Standard Building Code designed to acquaint the student with the requirements for commercial construction based on occupancy classification and construction type.
- BOT 1010 General Botany.** 3 hours, 3 c.c.  
**Corequisite:** BOT 1010L. Morphological, physiological, and taxonomic aspects of plants are studied. Significant plant groups are surveyed to illustrate basic biological principles. **Meets A.A. general education Category VI.**
- BOT 1010L General Botany Laboratory.** 2 hours, 1 c.c.  
**Lab fee. Corequisite:** BOT 1010. An introductory laboratory course with the appropriate microscope, dissection, and experimental exercises to accompany BOT 1010. **Meets A.A. general education Category VI.**
- BSC 1005 Biological Principles for Non-Majors.** 3 hours, 3 c.c.  
A study of the principles of biology (cell theory, cellular process, theories of heredity and evolutionary theory) and a survey of the diversity of organisms. A course for non-majors; not recommended for biology majors. **Meets A.A. general education Category VI.**
- BSC 1005L Biological Principles for Non-Majors Laboratory.** 2 hours, 1 c.c.  
**Lab fee. Prerequisite or corequisite:** BSC 1005. A laboratory course providing exercises and experiments to demonstrate the principles of biology and the diversity of life. A course for non-majors; not recommended for biology majors. **Meets A.A. general education Category VI.**
- BSC 1080 Essentials of Anatomy and Physiology.** 3 hours, 3 c.c.  
**Corequisite:** BSC 1080L. 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.
- BSC 1080L Essentials of Anatomy and Physiology Laboratory.** 2 hours, 1 c.c.  
**Lab fee. Corequisite:** BSC 1080. 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.
- BSC 1093 Anatomy and Physiology I.** 3 hours, 3 c.c.  
**Prerequisite:** Biology (high school or equivalent). **Corequisite:** BSC 1093L. This course is a survey of human anatomy with emphasis on normal physiology and disease states that result when homeostatic mechanisms are compromised. Topics covered include basic cellular function, genetics, tissue components of the body, cellular metabolism, skeletal, muscular, nervous, and the endocrine systems.
- BSC 1093L Anatomy and Physiology I Laboratory.** 2 hours, 1 c.c.  
**Lab fee. Corequisite:** BSC 1093. 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 integumentary, skeletal, muscular, and nervous systems.
- BSC 1094 Anatomy and Physiology II.** 3 hours, 3 c.c.  
**Prerequisite:** BSC 1093. **Corequisite:** BSC 1094L. This course is a continuation of BSC 1093. Topics covered include the cardiovascular, lymphatic, immune, respiratory, digestive, urinary and reproductive systems. Normal and pathological conditions of fluid, acid base, and electrolyte balance are also surveyed.
- BSC 1094L Anatomy and Physiology II Laboratory.** 2 hours, 1 c.c.  
**Lab fee. Prerequisite:** BSC 1093L. **Corequisite:** BSC 1094. Continuation of BSC 1093L. 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, cardiovascular, respiratory, digestive, urinary and reproductive systems.
- BSC 1930 Special Topics in Biological Sciences.** 1-3 hours, 1-3 c.c.  
Some sections may require lab fees. This course is designed to allow flexibility for presenting a variety of topics in biological sciences, such as biotechnology, environment, and natural history. The course may be repeated for credit when content varies.
- BSC 2010 Integrated Principles of Biology.** 3 hours, 3 c.c.  
**Prerequisite:** High school biology and chemistry or permission of department head. **Corequisite:** BSC 2010L. Study of the cellular, genetic, and evolutionary principles which form the foundation of biology. Emphasis on biomolecules, cell structure and function, protein synthesis, genetics and organic evolution. The first course for biology majors. **Meets A.A. general education Category VI.**
- BSC 2010L Integrated Principles of Biology Laboratory.** 2 hours, 1 c.c.  
**Lab fee. Prerequisite:** High school biology and chemistry or permission of department head. **Corequisite:** BSC 2010. A laboratory course which provides hands on exercises to complement the material in lecture course BSC 2010. Required for biology majors. **Meets A.A. general education Category VI.**
- BUL 2241 Business Law.** 3 hours, 3 c.c.  
This is a general introduction to law which includes a study of the foundations of legal systems and the role of law in society, fundamental principles of the law of crimes, torts, contracts, sales, and commercial paper. Emphasis is placed on logical reasoning and the application of rules of law to everyday business affairs.
- CCJ 1020 Introduction to Criminal Justice.** 3 hours, 3 c.c.  
An introductory course designed to familiarize students with the criminal justice system. Emphasis is placed on understanding the nature, functions and limits of law. Special attention will be given to the criminal justice process from arrest to final disposition. The course will prepare the student for succeeding courses in the criminal justice program. Course is highly recommended for non-majors.

**CCJ 1210 Criminal Law.** 3 hours, 3 c.c.

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.

**CCJ 1230 Rules of Evidence.** 3 hours, 3 c.c.

Instruction in the Basic Rules of Evidence, including classification of various kinds of evidence. Rules governing privileged communication, hearsay, test of admissibility and the application of these rules to the criminal justice process, emphasizing the study of pertinent case law.

**CCJ 1300 Theory and Practice of Corrections.** 3 hours, 3 c.c.

A comprehensive view of the history and philosophy of corrections at the federal, state and local levels. The present types and classifications of correctional facilities; temporary problems in corrections; and a career orientation.

**CCJ 1401 Police Operations.** 3 hours, 3 c.c., A.S. only.

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.

**CCJ 1452 Criminal Justice Administration.** 3 hours, 3 c.c.

Theory and practice of organizational and administrative principles as they apply to criminal agencies at federal, state and local levels of government.

**CCJ 2010 Criminology.** 3 hours, 3 c.c.

This course is designed to give students an opportunity to study the nature of criminal and delinquent behavior. The course will present the many diverse views that characterize criminology, the study of crime and delinquency, and reflect the interdisciplinary nature of this field.

**CCJ 2250 Constitutional Law for Criminal Justice.** 3 hours, 3 c.c.

The study of constitutional doctrine as a series of controls on the Administration of Criminal Justice, utilizing the opinions of the United States Supreme Court as a basis of study. Emphasis will be placed on the Bill of Rights Amendments having relationships to Criminal Justice.

**CCJ 2330 Probation and Parole.** 3 hours, 3 c.c.

This is a course designed to explore the theories and practices of correcting behavior in the community setting. The difference between the two is discussed along with the range of restrictions that can be placed on the parolee or probationer in attempts to guide his behavioral modification.

**CCJ 2500 Juvenile Justice.** 3 hours, 3 c.c.

The influence of political, economic, and environmental factors pertaining to adolescent and treatment of delinquent children are presented in this course. The course surveys youth crimes and the police role in programs of prevention and control.

**CET 1112C Digital Fundamentals.** 4 hours, 3 c.c., A.S. only.

**Lab fee. Prerequisite or corequisite:** CET 1462C or CGS 1570. A theory-lab course covering introductory concepts of digital circuits. Material covered in theory and lab includes number systems, digital codes, logic circuits, Boolean algebra, Karnagh mapping, Demorgan's Theorem, arithmetic circuits, code converters, multiplexers, and demultiplexers.

**CET 1171C PC Hardware (A+).** 4 hours, 3 c.c., A.S. only.

**Lab fee. Prerequisite:** CET 1462C or CGS 1570. **Corequisite:** CET 1173. 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.

**CET 1173 PC Operating Systems (A+).** 3 hours, 3 c.c. A.S. only.

**Lab fee. Prerequisite:** CET 1462C or CGS 1570. 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 3.X, and Win 95/98. 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.

**CET 1319C Computer Applications for Electronics.** 4 hours, 3 c.c., A.S. only.

**Lab fee. Prerequisite:** CET 1462C. The second level computer course, geared to providing technology students with a working knowledge of computer hardware and software related to their vocation. This course focuses on three concepts: the essentials of AutoCad, basic programming concepts i.e., relay logic, ladder logic, PLC and robotics applications.

**CET 1462C Introduction to Computers in Technology.** 4 hours, 3 c.c. A.S. only.

A first course, geared to providing technology students with the 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. **Meets A.S. computer competence and A.S. oral communications requirements.**

**CET 1600C Networking Fundamentals.** 4 hours, 3 c.c. A.S. only.

**Lab fee. Prerequisite:** CET 1462C or CGS 1570. This course introduces the student to the basics of internetworking technology. This is also the first of four courses designed to prepare a student to take the Cisco Certified Network Associate Exam. The student will study networks and layers, networking devices, IP addressing, ARP and RARP, media and design, topology, structured cabling, electricity and electronics, and network management.

**CET 1610C Router Theory and Router Technologies.** 4 hours, 3 c.c. A.S. only.

**Lab fee.** This course introduces the student to the basics of router configurations. This is also the second of four courses designed to prepare a student to take the Cisco Certified Network Associate Exam. The student will study router components, router configuration, IOS, TCP/IP addressing, and router protocols.

**CET 1630C Network Cabling Copper Medium.** 3 hours, 2 c.c. A.S. only.

**Lab fee.** This course is designed to meet the needs of computer repair and network technicians. This course is designed to provide the students with the knowledge and skills necessary to become entry-level technicians in the Network Cabling Industry. The focus of the course is on tool use and construction techniques; the characteristics of various industry standards; and troubleshooting and repair.

**CET 1632C Network Cabling Fiber Optic Medium.** 3 hours, 2 c.c. A.S. only.

**Lab fee. Prerequisite:** CET 1631C. This course is designed to meet the needs of computer repair and network technicians. This course is designed to provide the student with the knowledge and skills necessary to become entry-level technicians in the Network Cabling Industry. The focus of the course is on tool use and construction techniques; the characteristics of various industry standards; and troubleshooting and repair, as it applies to fiber optic cable.

**CET 2113C Digital Circuits.** 4 hours, 3 c.c., A.S. only.

**Lab fee. Prerequisite:** CET 1112C. A theory-lab course which covers additional digital electronics circuits and concepts. Circuits included are latches, flip-flops, counters, registers, multivibrators, timers, digital-to-analog converters (DAC), analog to-digital converters (ADC), and common memory technologies (R/WR and ROM).

**CET 2123C Microprocessor Fundamentals.** 4 hours, 3 c.c., A.S. only.

**Lab fee. Prerequisite:** CET 2113C. A theory-lab course which teaches the fundamentals of the microprocessor, including MPU architecture, bus concepts, and memory mapping. Assembly language programming is emphasized with specific applications for interrupt routines.

**CET 2131C Microprocessor Interfacing.** 6 hours, 4 c.c., A.S. only.

**Lab fee. Prerequisite:** CET 2123C. A MPU interfacing course using specific programming routines in MPU assembler. Support chips for the MPU are taught as applied for memory interfacing, timing, interrupts, and DMA. Additional hardware and software interfacing for video, communications, keyboards, printers, and disk drives are covered. MPU upgrade technologies and various bus types are reviewed.

**CET 2364C "C" Programming for Technology.** 6 hours, 4 c.c., A.S. only.

**Lab fee. Prerequisite:** CET 1319C. A course designed specifically to instruct technical students problem solution and programming procedures using the "C" Programming language.

**CET 2484C Network Communications Using NOVELL.** 4 hours, 3 c.c., A.S. only.

**Lab fee. Prerequisite:** CET 1462C or CGS 1570. A course designed to teach students the basics of microcomputer networking including, installation of software and hardware, and managing and troubleshooting a typical PC based computer network.

**CET 2615C Advanced Routing and Switching.** 4 hours, 3 c.c. A.S. only.

**Lab fee. Prerequisite:** CET 1610C. This course introduces the student to fundamentals of LAN configurations. This is also the third of four courses designed to prepare a student to take the Cisco Certified Network Associate Exam. The student will study LAN switching, VLANs, LAN design, IGRP, access list, and IPX.

**CET 2620C Advanced Network Design and Management Projects.** 4 hours, 3 c.c. A.S. only.

**Lab fee. Prerequisite:** CET 2615C. This course introduces the student to advanced router configurations. This is also the fourth of four courses designed to prepare a student to take the Cisco Certified Network Associate Exam. The student will study LAN switching, VLANs, LAN design, IGRP, access list, and IPX.

**CGS 0040 Introduction to Computers.** 6 hours, 3 v.c.

**Lab fee.** This course will cover basic terminology of data processing, general characteristics of various computers, word processing, spreadsheets, database, graphics, and programming. It includes a discussion of uses of the computer for a variety of areas such as business, science, music, history, art, etc. Course requires computer use outside of class time. (Course cannot be taken for credit if student has earned credit in CGS 1570.)

**CGS 1000 Introduction to Computers.** 1 hour, 1 c.c., AS. only.

**Lab fee.** This is a short introductory course in computer-based information processing, with emphasis on the use of microcomputers for professional and personal use. The following topics will be discussed: (a) the influence of computers on our lives; (b) systems; (c) telecommunications; and (d) professional and personal applications of word processors and Internet resources. Participants will use microcomputers for practical applications.

**CGS 1050 Electronic Access to Information.** 1 hour, 1 c.c.

This course is designed to provide students with an introduction to the concept of information retrieval in an electronic environment. Students will access information on databases (both online and on compact disks) that contain book, journal and newspaper information, as well as connect to the Internet for data retrieval.

**CGS 1540 Database with Microsoft Access.** 3 hours, 3 c.c., A.S. only.

**Lab fee. Prerequisite:** CGS 1570. This course covers theory and application of database management systems with emphasis on relational DBMS.

**CGS 1560 Microcomputer Operating Systems.** 3 hours, 3 c.c.

**Lab fee. Prerequisite:** CGS 1570. This course will cover basic terminology and techniques of several important microcomputer operating systems. Students will learn advanced methods of organizing data, creating batch files, managing hard and floppy disk file systems, and configuring systems for maximum use. Operating systems covered will be Windows, UNIX and OS/2.

**CGS 1570 Computer Concepts and Applications.** 3 hours, 3 c.c.

**Lab fee.** This course will cover computer and networking concepts, computer applications, and productivity software (word processing, spreadsheet, graphics, and database). Course requires use of computers outside of class time.

**CGS 1584 Multimedia Presentations for Business.** 3 hours, 3 c.c.

**Lab fee. Prerequisite:** CGS 1570. A projects-based course in multimedia presentation tools with emphasis on the use of microcomputers for professional and academic use. Topics include presentation planning, ergonomic design, and integration of several different types of multimedia. Participants will become familiar with integrating text, clip art, digital pictures, ole objects, and animation with the Microsoft Power Point program.

**CGS 2510 Spreadsheet.** 3 hours, 3 c.c.

**Lab fee. Prerequisite:** CGS 1570. Spreadsheet applications will be taught by a combination of lecture and hands-on experience. Electronic spreadsheet and data management applications will be covered.

**CGS 2552 Network Systems.** 3 hours, 3 c.c., A.S. only.

**Lab fee. Prerequisite:** CET 2484C. Concepts of local area networks including topologies, hardware, software, security, installation, and management of hardware, software, and users. Introduction to wide area networks and relationships to local area networks.

**CGS 2555 Internet Literacy.** 3 hours, 3 c.c.

**Lab fee.** This course will cover use of Windows based software, Internet concepts, connectivity, communication, search engines, Web page creation, Internet multimedia, and the origin, current impact on society, and future of the Internet.

**CGS 2564 Windows.** 3 hours, 3 c.c.

**Lab fee. Prerequisite:** CGS 1570. This course is designed to cover Windows, starting with an overview to the basic interface and leading into advanced topics.

**CGS 2820 Web Site Design and Development.** 3 hours, 3 c.c., A.S. only.

**Lab fee. Prerequisite:** CGS 1570. This projects-based course introduces students to a variety of tools used to access, design, and develop web sites that provide information through the World Wide Web (WWW) interface. Course content includes an overview and review of Internet concepts and vocabulary, usage of various tools to actively search and access information. The participant will also be trained in techniques for the implementation of well-designed Web sites using HTML coding. The course concludes with the participant's introduction to various advanced techniques including plug-ins, CGI, JAVA applets, and Active-X components. (This course is intended for computing-related majors.)

**CGS 2930 Special Topics.** 1-3 hours, 1-3 c.c.

**Lab fee.** A course designed to allow flexibility to present a wide variety of topics related to the application of microcomputer software to business, economics, and managerial decision-making in rapidly changing environments.

**CHD 1104 Introduction to Child Care.** 3 hours, 3 c.c.

This is an introductory course to acquaint students with the many facets of child care programs; center-based, family, in-home, nursery, after-school. This course provides the 20 hours of training required by the state to be certified as a care giver in a child care program. It also includes a 10 hour training module on Infants and Toddlers, one of several modules which meet HRS requirements for child care certification.

**CHD 1222 Emotional Development.** 3 hours, 3 c.c.

This course covers the stage of personality development, the role of the self concept, the value of autonomy for the individual and discipline. The student explores activities and materials to be used with children which foster sound emotional development.

**CHD 1225 Infancy.** 3 hours, 3 c.c.

The infant's development and special needs are explored in this course. The parents' and teachers' role in promoting optimum development of the infant both in the home and child care are analyzed.

**CHD 1332 Creative Experiences for Children.** 3 hours, 3 c.c.

This course emphasizes the importance of creativity and play for the intellectual development of the child. Areas covered are the curriculum areas in children's programs, the value of the learning environment, and the need to match materials and activities to developmental levels of children. The student prepares materials and activities to use with children.

**CHD 1340 Language Development.** 3 hours, 3 c.c.

This course analyzes how the child learns to use both oral and written language. The student explores and makes materials to promote language development and is introduced to the realm of children's literature. The student assesses language development in children and presents a language arts lesson as a portion of the course requirements.

**Meets A.S. oral communications requirement for the Instructional Services Technology program.**

**CHD 1800 Management in Child Care.** 3 hours, 3 c.c.

This course explores the role of the administrative process in child care and the laws that affect the operation of a center. Facility, program, budget, schedule, and food service management are emphasized.

**CHD 1820 Physical Needs of Children.** 3 hours, 3 c.c.

Topics covered in this course are physical development, health, safety, and nutrition needs of children and selection of materials, and arrangement of environment for children.

**CHD 1930 Early Childhood Seminar.** 2 hours, 2 c.c.

This course explores current topics as they affect the child in the family, the child's development, and the child in programs such as child care and preschool and primary education.

**CHD 1940 School Age Practicum.** 12 hours, 4 c.c.

**Corequisite:** CHD 2380. A course combining classroom learning and public school-based experiences. Students will learn teaching behaviors that promote learning for school age children and will observe and demonstrate these behaviors in a practicum setting. Learning activities will be prepared and presented in the public school placement.

**CHD 2380 Teaching Young Children.** 3 hours, 3 c.c.

This course is based on the High/Scope Learning Processes and the Perry School Research model that provides for students an in-depth study of how to set up learning environments, interaction strategies and the problem solving approach to discipline. This course also provides an opportunity for students to develop a philosophy of how children learn.



- CHD 2432C Early Childhood Practicum.** 6 hours, 4 c.c.  
**Prerequisites:** Six credit hours in CHD courses or permission of instructor. The student plans and carries out specific activities with small groups of children. The student reads professional materials, learns to arrange materials appropriately in a learning environment, and to identify some teaching behaviors that promote learning. This course will include field-based observation and participation components.
- CHD 2941 Educational Staff Internship.** 12 hours, 4 c.c.  
**Prerequisite:** CHD 2432C. A combination course including classroom instruction and field-based training in public school settings. This on-the-job experience is designed to give students practical training as Teacher Aides and to help them understand the duties and responsibilities in this position.
- CHM 1020 Chemistry in Society.** 3 hours, 3 c.c.  
**Corequisite:** CHM 1020L. Chemistry for the non-science major. A study of chemistry and its impact on society from a contemporary viewpoint with emphasis on some selected chemical principles, chemistry in resources and environment, chemistry and the consumer, and chemistry and health. **Meets A.A. general education Category VII.**
- CHM 1020L Chemistry in Society Laboratory.** 2 hours, 1 c.c.  
**Lab fee. Corequisite:** CHM 1020. Laboratory experiments to accompany CHM 1020. Lab safety test required. **Meets A.A. general education Category VII.**
- CHM 1025 Introduction to College Chemistry.** 3 hours, 3 c.c.  
 An introductory course primarily designed to prepare students for General Chemistry CHM 1045-1046. Emphasis is on the language, fundamental concepts and mathematics used in chemistry. This course is offered primarily for students whose programs call for General Chemistry but who have had little or no prior exposure to the subject. Students who wish to take chemistry as a general education elective should enroll in CHM 1020, Chemistry in Society.
- CHM 1033 Elements of Biochemistry.** 3 hours, 3 c.c., A.S. only.  
 An introduction to fundamental concepts in biochemistry and basic chemical concepts relevant to the subject. This course is offered for credit only to dental hygiene majors. Successful completion of high school biology and high school chemistry is recommended for this course. Does not meet general education requirements.
- CHM 1045 General Chemistry I.** 3 hours, 3 c.c.  
**Prerequisite:** CHM 1025 or high school chemistry. **Corequisites:** CHM 1045L, MAC 1105. A modern survey of basic principles in chemistry with emphasis on scientific measurement, atomic and molecular structure, periodic properties, chemical reactions, stoichiometry, and kinetic molecular theory of gases. Mastery of basic algebra skills is essential for successful completion of this course. **Meets A.A. general education Category VII.**
- CHM 1045L General Chemistry I Laboratory.** 3 hours, 1 c.c.  
**Lab fee. Corequisite:** CHM 1045. A laboratory course to accompany CHM 1045, with emphasis on the development of laboratory skills in chemistry which are fundamental to students of science. Experiments performed by the student in CHM 1045L will both complement and supplement the concepts presented in CHM 1045. Lab safety exam is required. **Meets A.A. general education Category VII.**
- CHM 1046 General Chemistry II.** 3 hours, 3 c.c.  
**Prerequisite:** CHM 1045. **Corequisite:** CHM 1046L. Topics treated include physical states of matter, the nature and physical properties of solutions, acids and bases, kinetics, chemical equilibrium, thermodynamics, electrochemistry, coordination compounds, and nuclear chemistry. **Meets A.A. general education Category VII.**
- CHM 1046L General Chemistry II Laboratory.** 3 hours, 1 c.c.  
**Lab fee. Prerequisite:** CHM 1045L. **Corequisite:** CHM 1046. A laboratory course to accompany CHM 1046, with emphasis on the development of laboratory skills in chemistry which are fundamental to students of science. Experiments performed by the student in CHM 1046L will both complement and supplement the concepts presented in CHM 1046. Lab safety test required. **Meets A.A. general education Category VII.**
- CHM 1200 Introduction to Organic Chemistry.** 3 hours, 3 c.c.  
**Prerequisite:** CHM 1020 or CHM 1025 or CHM 1045. An elementary course in organic chemistry designed to meet the requirement of certain programs or to help prepare students for mainstream organic chemistry CHM 2210 and CHM 2211. Topics covered include a brief review of general chemistry concepts, an overview of organic chemistry, and selected topics in biochemistry. Emphasis will be placed on organic chemical structure and nomenclature.
- CHM 1200L Introduction to Organic Chemistry Laboratory.** 3 hours, 1 c.c.  
**Lab fee. Corequisite:** CHM 1200. A laboratory course designed to provide hands-on experience to reinforce topics covered in the lecture course. Lab safety test required.
- CHM 1274 Polymer Science.** 3 hours, 3 c.c., A.S. only.  
**Prerequisite:** CHM 1200. **Corequisite:** CHM 1046. An introduction to organic polymers and the basic concepts in polymer science. This course will explore the chemical structure, bonding, and physical properties of polymers; the process of polymerization and molecular weight distribution; industrial production, fabrication and testing; polymer nomenclature and a brief history of the subject.
- CHM 2120 Quantitative Analysis.** 2 hours, 2 c.c.  
**Prerequisite:** CHM 1046. **Corequisite:** CHM 2120L. A study and practice of principles of volumetric and gravimetric analysis, and of technical analysis including analytic calculations.
- CHM 2120L Quantitative Analysis Laboratory.** 4 hours, 2 c.c.  
**Lab fee. Prerequisite:** CHM 1046L. **Corequisite:** CHM 2120. Laboratory determinations of common metals, nonmetals, acids, and bases. Lab safety test required.
- CHM 2132C Chemical Instrumentation.** 8 hours, 4 c.c., A.S. only.  
**Lab fee. Prerequisites:** CHM 1046, CHM 1200. **Corequisite:** CHM 2120. An introduction to a variety of chemical analysis methods and corresponding instrumentation commonly employed in a chemical industry setting. The course will combine lecture/discussion with chemical laboratory experiences to give both a foundation in the principles behind the methods and extensive hands-on laboratory experience geared to the chemical industry workplace. In order to achieve the desired level of student exposure to a wide variety of instrumentation, this course will utilize equipment resources at multiple sites both at college campuses and area industrial plants. Students will be required to meet at these multiple locations during the term as scheduled by the instructor in cooperation with the participating college departments and off-campus laboratories. A lab safety test is required.
- CHM 2210 Organic Chemistry I.** 3 hours, 3 c.c.  
**Prerequisite:** CHM 1046. **Corequisite:** CHM 2210L. A study of carbon compounds with emphasis placed on reaction mechanisms, functional group behavior, synthesis, and structure determination.
- CHM 2210L Organic Chemistry I Laboratory.** 3 hours, 1 c.c.  
**Lab fee. Prerequisite:** CHM 1046L. **Corequisite:** CHM 2210. Experiments designed to provide hands-on experience to reinforce topics covered in the lecture course. Lab safety test required.
- CHM 2211 Organic Chemistry II.** 3 hours, 3 c.c.  
**Prerequisite:** CHM 2210. **Corequisite:** CHM 2211L. A continuation of CHM 2210.
- CHM 2211L Organic Chemistry II Laboratory.** 3 hours, 1 c.c.  
**Lab fee. Prerequisite:** CHM 2210L. **Corequisite:** CHM 2211. A continuation of CHM 2210L. Lab safety test required.
- CHS 0401 Basic Biochemistry for Pharmacy Technicians.** 4 hours, 2 v.c.  
 Course will introduce the participants to the fundamental concepts of chemistry, including an introduction to organic chemistry and biochemistry. Course content will include atomic and molecular structure, and common substances and reactions.
- CIS 2930 Special Topics in Computer Science.** 1-3 hours, 1-3 c.c.  
**Lab fee. Prerequisites:** CGS 1570, knowledge of one programming language. This course is designed to allow flexibility for presenting a variety of topics relating to computer applications development, programming languages, and operating systems. The course may be repeated for credit when the content varies.
- CJT 1100 Criminal Investigation.** 3 hours, 3 c.c., A.S. only.  
 This course is a survey of the methods and techniques employed by law enforcement officers in the detection and investigation of crime.
- CJT 1140 Introduction to Criminalistics.** 3 hours, 3 c.c., A.S. only.  
 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.
- CJT 1430 Traffic Administration.** 3 hours, 3 c.c., A.S. only.  
 Police responsibilities, and methods for traffic control and facilitation; techniques of traffic enforcement; and principles and practices of accident investigation are the essentials of this course.

**CLP 2140 Basic Psychopathology.** 3 hours, 3 c.c.

**Prerequisite:** PSY 1000 or PSY 2012. A course surveying abnormal behavior and mental conditions and their treatment. Major topics include: an historical perspective on mental disorder; current theories on the causes of mental disorder, including the psychodynamic, humanistic-existential, and neuroscience perspectives; a detailed overview of many of the disorders listed in DSM-IV and an examination of psychological and biological treatment methods.

**CLT 1500 Classical Mythology.** 3 hours, 3 c.c.

**Prerequisite:** Test score requirement the same as ENC 1101. The first third of this course is spent learning the major deities and heroes of Greco-Roman mythology, including Greco-Roman literature involving the deities and heroes. 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. **Meets A.A. general education Category V. A writing emphasis course.**

**COM 0101 Business Communications.** 6 hours, 3 v.c.

A comprehensive course designed to provide basic mechanics for grammar usage and punctuation for acceptable written communication with emphasis on clarity and simplicity necessary in business communications.

**COM 2101 Business Communications.** 3 hours, 3 c.c., A.S. only.

**Prerequisites:** OST 1100 or one year high school typewriting, ENC 1101 or ENC 1153. 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. **Meets A.S. oral communications requirement for the Accounting Technology, Business Administration and Management, Customer Service Technology and Office Systems Technology programs.**

**COP 1510 Programming Concepts I.** 3 hours, 3 c.c.

**Lab fee. Prerequisites:** CGS 1570 and appropriate score on Florida Entry-Level Placement Exam or MAT 1033. Introduction to programming in Pascal with an emphasis on problem solving and programming techniques. Covers basic concepts of data representation, procedures, functions, program control structures and files.

**COP 2120 COBOL.** 3 hours, 3 c.c.

**Lab fee. Prerequisites:** COP 1510, MAC 1105. **Corequisite:** ACG 2001 or ACG 2021. This is a course in structured COBOL programming. It includes an introduction to file processing and appropriate documentation. Programming assignments focus on business applications.

**COP 2121 Advanced COBOL.** 3 hours, 3 c.c., A.S. only.

**Lab fee. Prerequisite:** COP 2120. This course covers COBOL Sort, Search, Report Generator, and Sequential, Index and Relative file processing. An introduction to data base management systems is included. Structured programming techniques are stressed.

**COP 2200 FORTRAN Programming.** 3 hours, 3 c.c.

**Lab fee. Prerequisite:** MAC 1105. Introduction to computers and programming in FORTRAN 77. Emphasis on solving problems arising in mathematics and science. Primarily for students majoring in science, engineering, and math.

**COP 2220 "C" Programming.** 3 hours, 3 c.c.

**Lab fee. Prerequisites:** COP 1510, MAC 1105. This is a course in "C" programming. It includes emphasis on basic programming logic, structured programming, documentation, and utilization of the unique capabilities of "C."

**COP 2332 Visual Basic.** 3 hours, 3 c.c.

**Lab fee. Prerequisites:** COP 1510, MAC 1105. Introduction to object-based, event-driven programming in Microsoft Visual Basic. Use of controls, objects, events, methods, procedures, functions, statements, properties, and data types. Development of business-related applications.

**COP 2403 Microcomputer Assembler.** 3 hours, 3 c.c., A.S. only.

**Lab fee. Prerequisites:** MAC 1105, knowledge of one high level programming language. This is a course in Micro Assembler language. Topics include number bases, symbolic code translation, machine language instructions, input/output techniques, and dump analyses.

**COP 2511 Programming Concepts II.** 3 hours, 3 c.c.

**Lab fee. Prerequisites:** COP 1510, MAC 1105. Continuation of Programming Concepts I. Course covers additional features of Pascal with an emphasis on program design and problem solving. Includes all data types supported by Pascal, arrays, sets, strings, records, files, pointers, and objects. Programming applications in the areas of mathematics, graphics, data structures, and data processing.

**COS 0001 Introduction to Cosmetology.** 2 hours, 1 v.c.

This course helps students to develop awareness, appreciation, and understanding of the theoretical principles of cosmetology and procedures for cosmetology licensure.

**COS 0020 Consumer Relations/Salon Management.** 2 hours, 1 v.c.

This course helps students to develop the ability to communicate effectively with the client and to understand the business aspect of effective salon management.

**COS 0064 Trichology.** 2 hours, 1 v.c.

This course is designed to give the student a thorough understanding of basic chemistry in hair structure, chemicals, and products used in the beauty salon.

**COS 0080L Design Clinic I.** 10 hours, 5 v.c.

This course is designed to provide the student with hairdressing techniques with emphasis on proper procedures and safety precautions.

**COS 0081L Design Clinic II.** 8 hours, 4 v.c.

This course is a continuation of Design Clinic I which provides practical application of design services targeted to increase the student's salon proficiency with good habits of workmanship, safety, and sanitation.

**COS 0082L Design Clinic III.** 8 hours, 4 v.c.

This course is a continuation of Design Clinics I and II which provides practical application of design services targeted to increase the student's salon proficiency with good habits of workmanship, safety, and sanitation.

**COS 0301 Haircutting.** 2 hours, 1 v.c.

This course is to develop skills in all phases of hair shaping utilizing correct use of shears, razor, and clippers.

**COS 0401 Hairstyling I.** 4 hours, 2 v.c.

This course helps the student to develop awareness of cosmetology principles of design in regard to facial shape and body composition, and to develop skills in the execution of hair design with proper use of styling implements.

**COS 0402 Hairstyling II.** 2 hours, 1 v.c.

This course is a continuation of COS 0401 with emphasis on manual skills.

**COS 0500C Barber-Styling I.** 8 hours, 4 v.c.

This course provides students with beginning theoretical and practical procedures of barbering. The basic topics and tasks to be performed are: history of barbering; professional image and ethics; bacteriology; sterilization and sanitation, safe and efficient work practices; and implements, tools and equipment. In addition, skin, scalp and hair structure; disorders and treatments of hair and skin and manipulations and facial treatments will be addressed in this course.

**COS 0510C Barber-Styling II.** 8 hours, 4 v.c.

This course provides students with beginning theoretical and practical procedures of barbering. The basic topics and tasks to be performed are: draping; shampooing/rinsing men's haircutting and hairstyling, beard and mustache trims; and women's haircutting and hairstyling.

**COS 0520C Barber-Styling III.** 8 hours, 4 v.c.

This course provides students with beginning theoretical and practical procedures of barbering. The basic topics and tasks to be introduced are non-chemical and chemical hair processing as the students expand their skill base in both men's and women's hair design techniques.

**COS 0530C Barber-Styling IV.** 8 hours, 4 v.c.

This course provides students with beginning theoretical and practical procedures of barbering. The basic topics and tasks to be introduced are non-chemical and chemical hair processing as the students expand their skill base in both men's and women's hair techniques.

**COS 0540C Barber-Styling V.** 8 hours, 4 v.c.

This course provides students with additional theoretical and practical procedures in barbering. The student will follow clinic floor procedures by performing reception desk and sanitation duties and preform assigned barbering services under instructor supervision.

**COS 0550C Barber-Styling VI.** 8 hours, 4 v.c.

This course provides students with a continuation of proper barbering techniques as assigned in the supervised clinical classroom. All services will be monitored with individualized instruction and approval by the clinic instructor. In addition hair piece and wig fitting and care will be covered along with thinning hair care.

**COS 0551C Barber-Styling VII.** 8 hours, 4 v.c.

This course provides students with a continuation of proper barbering techniques as assigned in the supervised clinical classroom. All services will be monitored with individualized instruction and approval by the clinic instructor. In addition the development of barber management skills, employability skills and a knowledge of State Board requirements, rules, and regulations will be covered.

**COS 0552C Barber-Styling VIII.** 8 hours, 4 v.c.

This course provides students with a continuation of proper barbering techniques as assigned in the supervised clinical classroom. All services will be monitored with individualized instruction and approval by the clinic instructor. In addition the development of shop management and communication skills will be emphasized in consumer relations.

**COS 0590–0593 Professional Barber.** 2 hours, 1 v.c.

This course provides students with a continuation of proper barbering techniques as assigned in the supervised clinical classroom. All services will be monitored with individualized instruction and approval by the clinic instructor. In addition the student will address professional image.

**COS 0594C Professional Barber.** 8 hours, 4 v.c.

This course provides students with a continuation of proper barbering techniques as assigned in the supervised clinical classroom. All services will be monitored with individualized instruction and approval by the clinic instructor. In addition the student will address professional image and prepare for the State board Examination for Barbering practical segment.

**COS 0600 Permanent Waving/Clinical Relaxing.** 2 hours, 1 v.c.

This course helps the student to develop competence and understanding in the process of chemical reformation with emphasis on safety precaution and manual execution.

**COS 0641L Chemical Reformation Clinic I.** 2 hours, 1 v.c.

This course is designed to help the student to develop competence and understanding in the process of curl reduction and chemical reformation with emphasis on safety precaution and manual execution.

**COS 0642L Chemical Reformation Clinic II.** 8 hours, 4 v.c.

This course provides the student with the knowledge in the principles of understanding of decolorization in hair structure with proper safety procedures. Emphasis is stressed on proper use of chemicals and manual execution.

**COS 0643L Chemical Reformation Clinic III.** 8 hours, 4 v.c.

This course is a continuation of Chemical Reformation Clinic II which provides the student with the knowledge in the principles of understanding of decolorization in hair structure with proper safety procedures. Emphasis is stressed on proper use of chemicals and manual execution.

**COS 0700 Haircoloring.** 4 hours, 2 v.c.

This course helps the student to develop theoretical knowledge in the principles of hairdressing techniques and products to alter the client's haircolor. Emphasis is placed on proper procedures and safety precautions.

**COS 0963 State Board Preparation.** 2 hours, 1 v.c.

This course is designed to review pertinent areas in cosmetology in order to prepare the student for the State Board examination for licensure. This review course focuses on and highlights the learning materials for both theory and practical examinations questions and provides the student with a practice in evaluating and answering State Board situational problems.

**CRW 2100 Creative Writing: Fiction.** 3 hours, 3 c.c.

**Prerequisite:** Test score requirement same as ENC 1101. A course 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. Suggested field trips will serve as sources for personal observation. Elective only. **A writing emphasis course.**

**CRW 2300 Creative Writing: Poetry.** 3 hours, 3 c.c.

**Prerequisite:** Test score requirement same as ENC 1101. 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. Suggested field trips will serve as sources for personal observation. Elective only. **A writing emphasis course.**

**CSP 0002 Specialty Services.** 2 hours, 1 v.c.

This course provides information and knowledge about a facial massage treatment and the proper use of professional manicuring implements and procedures in shaping and polishing of the nails.

**CSP 0006 Specialty Services Clinic I.** 4 hours, 2 v.c.

This course provides practical application of manicure, pedicure, and facial content exercised in a clinic setting.

**CSP 0007L Specialty Services Clinic II.** 4 hours, 2 v.c.

This course is a continuation of Specialty Services Clinic I and provides practical application of manicure, pedicure, and facial content in a clinic setting.

**CSP 0011L Advanced Nail Techniques.** 12 hours, 6 v.c.

This course provides the manicure, pedicure, nail specialist with advanced nail extension techniques and continued practice in basic nail care.

**CSP 0201 Introduction to Skin Care.** 2 hours, 1 v.c.

This course is designed to provide instruction in safety, rules, and procedures for the classroom/laboratory setting. In addition it will provide competencies in facials and facial manipulations, procedures and techniques.

**CSP 0300L Facials/Make-up Clinic.** 10 hours, 5 v.c.

**Prerequisite or corequisite:** CSP 0331. This course is designed to provide supervised clinical instruction in the hands-on application of facials and make-up utilizing consultation, anatomy and physiology, salon management and proper sanitation.

**CSP 0331 Make-up/Salon Management.** 2 hours, 1 v.c.

This course is designed to provide instruction in proper make-up application and encompassing color analysis, facial balance and corrective make-up. This course also focuses on the successful role of the esthetician in the cosmetology or specialty salon.

**CTE 1401 Introduction to Fiber Technology.** 3 hours, 3 c.c., A.S. only.

A survey of textiles and the industry to include technical and economic history of the industry; physical and chemical properties of textiles and how these properties relate to raw materials and production processes; the influence of textile materials on their utilization and performance. This course is designed to provide a basic course in textiles for students enrolled in the A.S. Chemical Technology program as well as non-degree seeking students who may be interested in an overview of the subject.

**DAA 1100 Beginning Modern Dance.** 2 hours, 1 c.c.

This course includes a brief history of the dance; and instruction and practice in basic dance techniques, improvisation, and dance form.

**DAA 1200 Beginning Ballet.** 2 hours, 1 c.c.

This course includes a brief history of the dance; and instruction and practice in basic dance technique with emphasis on placement and terminology.

**DAA 1500 Beginning Jazz Dance.** 2 hours, 1 c.c.

This course includes a brief history of the dance; and instruction and practice in basic dance techniques exploring all movement possibilities.

**DAA 1681 Theatre Dance Performance.** 2 hours, 1 c.c.

This credit hour is restricted to the students who are performing with PJC Dance Theatre and dancing in Musical Theatre Production or dancing in the Summer Opera. Hours to be arranged. May be repeated three times for credit.

**DAA 2101 Intermediate Modern Dance.** 2 hours, 1 c.c.

**Prerequisite:** DAA 1100 or permission of instructor. This course includes instruction and practice in intermediate modern technique, involvement in dance composition, and analysis of basic dance movement. May be repeated once for credit.

**DAA 2201 Intermediate Ballet.** 2 hours, 1 c.c.

**Prerequisite:** DAA 1200 or permission of instructor. This course includes instruction and practice in intermediate ballet technique, involvement in dance composition, and a basic study of anatomical movement. May be repeated once for credit.

**DAA 2501 Intermediate Jazz Dance.** 2 hours, 1 c.c.

**Prerequisite:** DAA 1500 or permission of instructor. This course includes instruction and practice in intermediate jazz technique, involvement in dance composition, and a brief study of the different forms of jazz dance. May be repeated once for credit.

**DAA 2531 Musical Theatre Dance.** 2 hours, 1 c.c.

**Prerequisites:** DAA 1100, DAA 1500, or permission of the instructor. This course includes a brief history of the dance and the choreographers who have made significant contributions to this art form; and instruction and practice in the Theatre Dance technique and dance composition. May be repeated for credit.

**DAA 2680 Concert Dance Performance.** 2 hours, 1 c.c.

This credit hour is restricted to the students who are performing with PJC Dance Theatre. It involves rehearsals for, and performing in Dance Theatre's Annual Concert. Hours to be arranged. Corequisite is enrollment in a dance class (on or off campus). May be repeated once for credit.

**DAA 2920 Dance Techniques Workshop.** 1 hour, 1 c.c.

**Lab fee. Prerequisite:** Permission of instructor. This summer dance workshop includes techniques in ballet, jazz, modern and tap dance and seminars for dancers. May be repeated once for credit.

**DEA 0020C Dental Assisting Pre-Clinic.** 10 hours, 5 v.c.

**Lab fee.** This course is designed to instruct the student in basic fundamentals of chairside assisting. This course includes both didactic and clinical applications. Subject areas are arranged in a clinical competency program which is a method of study that helps the student master each skill in a module before advancing to the next module. Each module contains the information that the student needs to learn through the use of general and specific behavioral objectives.

**DEA 0029 Dental Specialities.** 2 hours, 1 v.c.

**Prerequisite:** DEA 0020C. This course will introduce the dental assisting student to the area of dental speciality practice. It will include, but not be restricted to, Periodontics, Pediatric Dentistry, Prosthodontics, Endodontics, Oral Surgery, Orthodontics, Dental Public Health, Forensic Dentistry and Dental Oncology.

**DEA 0130 Allied Dental Theory.** 4 hours, 2 v.c.

**Prerequisites:** DEA 0020C, DES 0000. **Corequisites:** DEA 0800C, DES 0831C. Designed to acquaint the student with basic body structures, functions and diseases which affect dental treatment. Basic concepts of microbiology and their relevance to sterilization. General aspects of oral pathology including common pathological conditions of the mouth, teeth, and their supporting structures will be covered. Additional consideration will be given to the pharmacological properties, therapeutic applications and any toxicities or contraindications of drugs and medicaments commonly used in dentistry. Essential material on the symptoms, treatment and equipment required to render adequate care for the common office emergencies will be included.

**DEA 0800C Dental Assisting Clinic I.** 18 hours, 9 v.c.

**Lab fee. Prerequisites:** DEA 0020C, DES 0840, DES 0830C, DES 0000, DES 0100C, DES 0210C. This course is designed to provide the dental assisting student with clinical chairside assisting experience in all areas of dentistry. This course will prepare students to perform in all dental specialty areas. This course includes both didactic and clinical applications. Subject areas are arranged in a clinical competency program which is a method of study that helps the student master each skill in a module before advancing to the next module. Each module contains the information that the student needs to learn through the use of general and specific behavioral objectives.

**DEA 0850L Dental Assisting Clinic II.** 14 hours, 7 v.c.

**Prerequisites:** DEA 0800C and successful completion of Terms I and II. The course is designed to allow students the opportunity to assist dentists and their staff in a variety of private practice offices in the community. Assignments are three weeks in a specialty office and three weeks in a general practice office.

**DEH 1003 Fundamentals of Dental Hygiene.** 3 hours, 3 c.c., A.S. only.

**Corequisite:** DEH 1003L. A series of lectures designed to introduce the students to basic principles and skills required in providing comprehensive preventive dental health services for patients. Topics include instrument design and adaptation, gingival characteristics, oral inspection, preventive services and comprehensive medical history analysis.

**DEH 1003L Dental Hygiene Pre-Clinic.** 9 hours, 3 c.c., A.S. only.

**Lab fee. Corequisite:** DEH 1003. A clinical practice course designed for the clinical application of principles and concepts developed in DEH 1003. Students master basic instrumentation skills through practice on mannequin models prior to performing preventive dental hygiene services for clinical patients.

**DEH 1130 Oral Embryology and Histology.** 1 hour, 1 c.c., A.S. only.

**Prerequisite:** DES 1020. The study of histologic and embryonic development with emphasis on the face and oral cavity. Comprehensive course content includes instruction in early facial and tooth development.

**DEH 1400 Oral Pathology.** 2 hours, 2 c.c., A.S. only.

**Prerequisite:** DES 1020. A study of general and oral pathological diseases with emphasis on those related to the oral cavity. Students will apply pathological principles to the clinical practice of dental hygiene and dental assisting. Recognition of normal and abnormal conditions of the oral cavity and surrounding tissues will be cultivated through case presentations and slide series.

**DEH 1800 Dental Hygiene I.** 2 hours, 2 c.c., A.S. only.

**Prerequisite:** DEH 1003. **Corequisite:** DEH 1800L. A continuation of DEH 1003 with an emphasis on preventive oral hygiene techniques and procedures. Topics will include treatment planning for patients, nutritional counseling, patient management, and ultrasonic instrumentation techniques. A study of medical and dental emergencies is an important component of this course.

**DEH 1800L Dental Hygiene Clinic I.** 15 hours, 5 c.c., A.S. only.

**Lab fee. Corequisite:** DEH 1800. Clinical experiences designed to incorporate the basic principles and concepts of current preventive dental hygiene services. Clinical application and refinement of pre-clinic instrumentation skills and procedures with increased emphasis on entry-level dental hygiene services. Medical/Dental Health Surveys, Data Collection, Patient Assessment, Vital Signs, Treatment Planning, Appointment Control, Preventive Oral Prophylactic Procedures, Oral Hygiene Education, Asepsis Standards and Optimum Oral Maintenance Therapy are clinical competencies cultivated through supervised practice. An introduction to the clinical management of dental/medical emergencies is an important component of clinical practice. **Meets A.S. oral communications requirement for the Dental Hygiene program.**

**DEH 1802 Dental Hygiene II.** 1 hour, 1 c.c., A.S. only.

**Prerequisite:** DEH 1800. **Corequisite:** DEH 1802L. Didactic instruction will be presented with an emphasis on advanced functions which are delegable in the state of Florida. Lecture topics will include: Rubber Dam, Debonding, Alginate Impressions, Periodontal Dressings, Matrices, Liners, Bases, Manipulation of Amalgam, Polishing Amalgam Restorations, Instrument Identification & Exchange, Temporary Restorations, Sealants, Dry Socket Treatment, Suture Removal, Periodontal Charting, Treatment Planning and Advanced Instrumentation Techniques.

**DEH 1802L Dental Hygiene Clinic II.** 6 hours, 2 c.c., A.S. only.

**Lab fee. Corequisite:** DEH 1802. Didactic and clinical/laboratory instruction will be presented with an emphasis on advanced functions which are delegable in the state of Florida. Clinical practice will be coordinated with didactic instruction to develop essential skills in the techniques of: Rubber Dam, Debonding, Alginate Impressions, Periodontal Dressings, Matrices, Liners, Bases, Manipulation of Amalgam, Polishing Amalgam Restorations, Instrument Identification & Exchange, Temporary Restorations, Sealants, Dry Socket Treatment, Suture Removal, Periodontal Charting, Treatment Planning and Advanced Instrumentation Techniques.

**DEH 2300 Pharmacology/Dental Office Emergencies.** 2 hours, 2 c.c., A.S. only.

**Prerequisite:** BSC 1094. A study of drugs and anesthetics used in dentistry. The origin, physical and chemical properties, preparation, modes of administration and effects upon the body systems will be presented. Management of various dental office emergencies will be an important component of this study.

**DEH 2602 Periodontics.** 2 hours, 2 c.c., A.S. only.

**Prerequisites:** DEH 1130, MCB 1000. An intensive comprehensive study of chronic inflammatory periodontal disease. An analysis and correlation of etiology, immunology, clinical and radiographic diagnosis, treatment planning, prognosis and oral therapy are presented. A special emphasis is placed on the role of the dental hygienist in preventive oral therapy. Clinical and laboratory experiences are coordinated with DEH 1802 Periodontal procedures included in this study are within the legal scope of practice of the dental hygienist.

**DEH 2702C Dental Public Health.** 3 hours, 2 c.c., A.S. only.

This course will enable the student to assess, plan, implement and evaluate community oral health programs and their needs. The educational aspects of dental health will also be a primary objective. Epidemiological surveys and fundamental concepts in biostatistics will be introduced in order to permit the student to evaluate programs and research literature.

**DEH 2804 Dental Hygiene III.** 2 hours, 2 c.c., A.S. only.

**Prerequisite:** DEH 1802. **Corequisite:** DEH 2804L. A continuation of DEH 1802 preventive dental hygiene services progressing to the use of ultrasonic instrumentation techniques. Case presentations for comprehensive dental hygiene services will be presented. A study of the various dental specialties is a significant component of this study.

**DEH 2804L Dental Hygiene Clinic III.** 15 hours, 5 c.c., A.S. only.

**Lab fee. Corequisite:** DEH 2804. A clinical practice course designed to cultivate the student's progress to critical thinking, professional judgement and decision making, clinical analysis of patients presenting with various medical/dental histories and various patient management strategies. Clinical application of concepts presented in DEH 2804 will be supervised learning experiences in this course.

**DEH 2806 Dental Hygiene IV.** 2 hour, 2 c.c., A.S. only.

**Prerequisite:** DEH 2804. **Corequisite:** DEH 2806L. Proficient management of total patient dental health services is emphasized. A comprehensive literature review on current concepts in dental hygiene practice is conducted for student analysis and presentation. The student has mastered basic concepts and is prepared for advanced treatment strategies and services.

**DEH 2806L Dental Hygiene Clinic IV.** 15 hours, 5 c.c., A.S. only.

**Lab fee. Prerequisite:** DEH 2804L. **Corequisite:** DEH 2806. Clinical application of current concepts mastered in DEH 2804. Students progress to advanced treatment strategies, efficient clinical competency, effective patient management and efficient time utilization. Professional judgement and decision making is a significant component of this clinical practice experience.

**DEP 2001 Child Development.** 3 hours, 3 c.c.

This course focuses on the physical, cognitive, emotional and social theories of how children grow and develop. This course examines the role of adults in promoting optimum development of children and is of special interest to parents, educators, nurses, social workers and counselors. This course fulfills a portion of the required 120 hours of training for the C.D.A. credential.

**DEP 2003 Human Growth and Development.** 3 hours, 3 c.c.

**Prerequisite:** Test score requirement the same as ENC 1101. A study of the human life span. The course is designed to provide the foundation for understanding the life cycle from birth to death. The approach throughout the course is multidisciplinary including biological, sociological, anthropological, and psychological perspectives with emphasis on basic psychological principles. Concepts are related to everyday life situations and to current social issues. **Meets A.A. general education Category IV. A writing emphasis course.**

**DEP 2302 Adolescent Psychology.** 3 hours, 3 c.c.

**Prerequisite:** PSY 1000 or PSY 2012. An introduction to concepts and research literature related to adolescence and young adulthood. Emphasis will be on the causation and prevention of daily problems that adolescents face in America today.

**DES 0000 Dental Anatomy.** 4 hours, 2 v.c.

This course provides the basic information on the anatomy and tooth morphology of the head and neck. Emphasis will be placed on terminology, permanent and deciduous dentition, histology, embryology, function and importance in the field of dentistry.

**DES 0053C Nitrous Oxide Monitoring.** 2 hours, 1 v.c.

**Lab fee.** This course is designed to certify dental auxiliaries in monitoring Nitrous Oxide Analgesia in the dental office. A great deal of emphasis will be devoted to the advantages and disadvantages of the use of nitrous oxide in the dental office. This course will contain didactic and clinical experience.

**DES 0100C Dental Materials.** 4 hours, 2 v.c.

**Lab fee.** This course is designed to familiarize the student with: the various types of dental materials, their physical properties and characteristics, proper manipulation and application in the field of dentistry, and the necessary safety precautions that must be taken to protect the patient, doctor and assistant when using these materials.

**DES 0210C Dental Radiography.** 6 hours, 3 v.c.

**Lab fee.** This course will provide the student with an orientation to the practice of clinical dental radiology. Lecture sessions will include a study of theories, techniques and principles of dental radiology. The lab sessions will provide an opportunity for the application and development of the skills involved in exposing, processing, mounting and interpreting dental radiographs.

**DES 0502 Dental Office Practice.** 2 hours, 1 v.c.

This course is designed to provide the dental assisting student with basic knowledge in practice management, patient record keeping, filing systems, appointment scheduling, bookkeeping and telephone technique. Included will be an introduction to the IBM computer keyboard and hands-on experience using the computer with management forms designed for a private dental practice.

**DES 0830C Expanded Duties I.** 4 hours, 2 v.c.

**Lab fee.** The course provides the instruction and application of the first portion of the expanded functions legally delegable to dental assistants in the state of Florida.

**DES 0831C Expanded Duties II.** 4 hours, 2 v.c.

**Lab fee. Prerequisite:** DES 0830C. This course provides the instruction and application of the second portion of the expanded functions legally delegable to dental assistants in the state of Florida.

**DES 0840 Preventive Dentistry.** 2 hours, 1 v.c.

This course is designed to assist students in prescribing oral hygiene regimens based on the uniqueness of each patient presented. Emphasis will be placed on developing preventive programs for the dental office and community.

**DES 1010 Head and Neck Anatomy.** 2 hours, 2 c.c., A.S. only.

**Prerequisite:** BSC 1093. **Corequisite:** DES 1020. 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, Dental Anatomy.

**DES 1020 Dental Anatomy.** 2 hours, 2 c.c., A.S. only.

This course will provide the student with comprehensive instruction in macroscopic anatomy of the human dentition. The teeth are studied individually and collectively in terms of shape, function and relation to each other. The course content will provide the student with essential dental terminology to facilitate communication among dental professionals. This course will also address the eruption patterns of both deciduous and permanent dentitions.

**DES 1052 Nitrous Oxide Monitoring.** 1 hour, 1 c.c.

**Lab fee.** A sixteen-hour certification course for dental auxiliaries in the legal monitoring of nitrous oxide conscious sedation.

**DES 1120C Dental Materials.** 4 hours, 3 c.c., A.S. only.

**Lab fee.** A study of the basic chemical, physical and biological properties of the commonly used dental materials. Compositions, methods, manufacturer, and proper handling will be presented.

**DES 1200C Dental Hygiene Radiology I.** 4 hours, 3 c.c., A.S. only.

**Lab fee. Corequisites:** DES 1010, DES 1020. This competency based course is structured as a method of study of the student to master, through interpretation and recognition, each module before advancing to the next module. Dental radiography is a clinical discipline encompassing the techniques of exposing, processing, mounting dental radiographs and includes interpretation of the films to aid in obtaining a diagnosis. Radiation safety is a crucial component of this study. The history and theory of the use of ionizing radiation as applied to dentistry will be presented.

**DES 1201C Dental Hygiene Radiology II.** 3 hours, 2 c.c., A.S. only.

**Lab fee. Prerequisite:** DES 1200C. Advanced course in dental radiographic interpretation, surveys and techniques. In addition, information will be presented on the following subjects: quality control, radiologic physics, health physics.

**DIE 1270C Introduction to Clinical Experiences for Dietetic Technicians.** 5 hours, 3 c.c.

**Lab fee. Corequisites:** FSS 2100, HUN 1201. Introduction to the clinical aspects of the dietetic technician program. Students will have the opportunity to apply the principles of menu planning and nutritional assessment and therapy in food service operations in health care facilities.

**DIE 2201 Modified Diets.** 3 hours, 3 c.c.

**Prerequisite:** HUN 1290. The study of diet and disease states. Includes nutritional assessment, medical abbreviations, documentation of nutritional care and the development of menus for specified health problems.

**DIE 2350 Clinical Experiences in Applied Nutrition.** 6 hours, 3 c.c.

**Prerequisite:** DIE 1270C. Supervised clinical experiences will be scheduled which provide the demonstration of the principles and knowledge of nutrition in the life cycle. Students will be assigned to the Public Health Department, School Food Service, area hospitals, nursing homes and elderly feeding sites. Additional experiences may be obtained in chemical dependency treatment centers, fitness centers and weight control programs.

**DIE 2531 Clinical Experiences in Modified Diets.** 10 hours, 5 c.c.

**Prerequisites:** DIE 2350, FSS 2945. **Corequisite:** DIE 2201. Internship is 160 hours of supervised clinical experiences in a hospital. Experiences demonstrate nutrition care in an acute care setting and include nutrition screenings and quality assurance.

**ECH 2022 Elementary Chemical Engineering.** 3 hours, 3 c.c., A.S. only.

**Prerequisite:** CHM 1046. This course is an introduction to the fundamental principals of chemical engineering and how they apply to the experimental process equipment that is designed, selected and used in an industrial R & D environment. The concepts of mass balance, thermodynamics and energy balances are used to illustrate reactor design, process control, product separation and purification options.

**ECO 1000 Introduction to the American Economy.** 3 hours, 3 c.c.

This introductory course describes the nature of the American economy as a whole and offers the basic tools of analysis necessary for the economic literacy of citizens. It examines public policies that may be used to maintain relative stability in the level of economic activity. (Business administration and computer science students should enroll in ECO 2013 and ECO 2023.)

**ECO 2013 Economics I.** 3 hours, 3 c.c.

This is a basic survey of economic principles, concepts and institutions. The course describes the basic mechanism of the American economic system, examines how well the system operates, shows how to develop economic measuring devices, and outlines potential policies to keep the economy operating effectively. It offers some consideration to the development of economic concepts that treat mainly macro theory. **Meets A.A. general education Category IV.**

**ECO 2023 Economics II.** 3 hours, 3 c.c.

The course treats mainly micro theory. It gives much attention to model building and analysis of product and resource markets. The course especially emphasizes topics such as the economics of the firm under the four major market conditions, resources allocation, the monopoly problem and legislation associated therewith, agriculture, unionism, international trade and finance, and the institutions of the command economy.

**ECO 2220 Money and Banking.** 3 hours, 3 c.c., A.S. only.

This course stresses the practical aspects of money and banking and emphasizes the basic monetary theory needed by the banking student to apply his knowledge to his particular job. Historical treatment has been kept to a minimum. Emphasis is also placed on problems such as economic stabilization, types of spending, the role of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussions on the banking industry in affecting yield curves and the structuring of portfolios.

**EDF 1005 Introduction to Education.** 3 hours, 3 c.c.

This course is a first course for prospective teachers and, thus, is of an exploratory nature. Topics to be considered include: the role of the contemporary teacher, prospects for future teachers, and an overview of the historical, philosophical, sociological, and cultural bases of the American educational enterprise. The course will include a 15 hour field-based observation and assistance components.

**EDF 1930 Special Topics in Education.** 1 hour, 1 c.c.

A course designed to allow flexibility in presenting a wide variety of topics related to the rapid changes taking place in education.

**EDG 2701 Teaching Diverse Populations.** 3 hours, 3 c.c.

This course will provide the student with the opportunity to explore personal values and attitudes towards cultural diversity. Designed for the prospective educator, the theoretical component will examine the issues of teaching in culturally diverse classrooms. Attention will be given to teaching all children about ethnicity in a pluralistic society. Thirty hours of field experience and examination of educational materials will enhance the student's understanding of multiculturalism.

**EDP 2002 Educational Psychology.** 3 hours, 3 c.c.

**Prerequisite:** PSY 1000 or PSY 2012. A course investigating the application of psychology to educational settings with emphasis on learning, motivation, tests and measurement, and personality development. Designed for prospective teachers, it encourages experiences in a school setting that can help the student understand what is involved in teaching.

**EET 1005C Fundamentals of Electricity.** 6 hours, 4 c.c., A.S. only.

**Lab fee. Corequisite:** MAC 1105. An electronics course for the non-engineering technology major. This is a combined theory/lab course which provides a survey of electrical theory as it relates to DC/AC circuits, AC and DC machinery and solid state control circuits.

**EET 1015C Direct Current Circuits.** 4 hours, 3 c.c., A.S. only.

**Lab fee. Corequisite:** MAC 1105. 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.

**EET 1025C Alternating Current Circuits.** 4 hours, 3 c.c., A.S. only.

**Lab fee. Prerequisite:** EET 1015C. **Corequisite:** MAC 1114. 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.

**EET 1141C Electronic Devices and Circuits I.** 4 hours, 3 c.c., A.S. only.

**Lab fee. Corequisite:** EET 1025C. 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.

**EET 1142C Electronic Devices and Circuits II.** 4 hours, 3 c.c.,

A.S. only.

**Lab fee. Prerequisite:** EET 1141C. **Corequisite:** CET 1319C. 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. Principles of amplitude and frequency modulation are included. Laboratory experiences are provided to use test instruments to measure and determine various operational characteristics of solid state devices and circuits.

**EET 1351 Introduction to Data Communications Systems.**

3 hours, 3 c.c.

**Lab fee. Prerequisite:** CGS 1570. Introduction to computer data communications and networks. Includes communications concepts, media, protocols, principles of networking, and common standards. Emphasizes the ISO OSI layered communications model.

**EET 1930 Special Topics in Electronics.** 1-3 hours, 1-3 c.c., A.S. only.

This course is designed for topics of current interest in electronics especially areas such as industrial control technologies. Further application includes coursework to provide a survey study of specific electronics material.

**EET 2215C Instrumentation Electronics.** 4 hours, 3 c.c., A.S. only.

**Lab fee. Prerequisites:** CET 2123C, EET 1142C. 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 in an integral part of this course.

**EET 2326C Communications Electronics.** 4 hours, 3 c.c., A.S. only.

**Lab fee. Prerequisite:** EET 1142C. An introductory communications course dealing with electronics circuits utilized with amplitude modulations, frequency modulation, single sideband, and other radio communications techniques. The study of transmission lines, antennas, and propagation of electromagnetic waves are also considered.

**EET 2343C Microwave Circuits.** 4 hours, 3 c.c., A.S. only.

**Lab fee. Prerequisite:** EET 1142C. A study of analog and digital communications as it exists in the microwave radio frequency bands, including the theory of operation related to klystrons, magnetrons, and travel-wave tubes as microwave oscillators. Modulation and demodulation techniques, multiplexing, and microwave communications systems operation are also treated in a lecture and laboratory environment.

**EET 2365C Digital Communications.** 4 hours, 3 c.c., A.S. only.

**Lab fee. Prerequisites:** CET 2113C, EET 1142C. An electronics course including a review of analog communications with special emphasis on an introduction to digital communications techniques, problems, and system requirements. Discussion of various interfacing standards, telephone system modems, networking, error detection, data security, and test techniques are covered.

**EEV 0530C A+ Certification.** 2 hours, 1 v.c.

**Lab fee. Prerequisite:** EEV 0580C. This course prepares the student in the Computer Electronics Technology Program for the A+ Certification test used in the computer industry as a means of measuring proficiency and knowledge content.

**EEV 0532C Microcomputer System Architecture.** 6 hours, 3 v.c.

**Lab fee. Prerequisite:** EEV 0607C. This course provides the student in the Computer Electronics Technology Program with a knowledge of the architecture and basic function of the microprocessor and its relationship to the overall microcomputer system and operation.

**EEV 0533C Computer Operating Systems.** 8 hours, 4 v.c.

**Lab fee. Prerequisite:** EEV 0790C. This course is a theory-lab course which prepares the computer maintenance and repair technician with a working knowledge of DOS/WINDOWS.

**EEV 0536C Microcomputer I/O Peripherals.** 6 hours, 3 v.c.

**Lab fee. Prerequisite:** EEV 0532C. This course provides the student in the Computer Electronics Technology Program with a knowledge of I/O Peripherals needed to service equipment in the computer industry.

**EEV 0560C Microcomputer Repair and Upgrading.** 6 hours, 3 v.c.

**Lab fee. Prerequisite:** EEV 0536C. This course is a theory-lab course that acquaints the student in the Computer Electronics Technology Program with a knowledge of installing, upgrading, and repairing of various components of a microcomputer system.

**EEV 0580C Network Communications.** 6 hours, 3 v.c.

**Lab fee. Prerequisite:** EEV 0533C. This course is designed to teach students the basics of microcomputer networking including installation of software and hardware, and managing and troubleshooting a typical PC-based computer network.

- EEV 0603C Direct/Alternating Current Circuits.** 6 hours, 3 v.c.  
**Lab fee. Corequisite:** EEV 0792C. This course introduces the student to fundamentals of D/C and A/C circuits (Direct and Alternating Current) providing the basis for analyzing troubleshooting circuits common to various computer applications.
- EEV 0604C Solid State Devices and Circuits.** 4 hours, 2 v.c.  
**Lab fee. Prerequisite:** EEV 0603C. This course is a theory-lab course which introduces the student to fundamentals of electronics devices and their operation in electronic circuitry. This course is one of the courses in the vocational program for Computer electronics Technology which when completed will prepare the student for an entry-level repair and maintenance technician in the computer industry.
- EEV 0607C Digital Electronics.** 4 hours, 2 v.c.  
**Lab fee. Prerequisite:** EEV 0603C. This course is a theory-lab course which meets the needs of students who enter the Computer Electronics Technology Program as entry-level technicians. This course provides the student with an understanding of digital fundamentals and lab equipment required by this program.
- EEV 0790C Computer Keyboarding Skills.** 2 hours, 1 v.c.  
**Lab fee.** This course includes instruction in keyboard control for inputting information (words, numbers, and symbols) into electronic data processing systems.
- EEV 0792C Mathematics for Electronics.** 6 hours, 3 v.c.  
 This course prepares the student for the math proficiencies required in the computer maintenance and repair field ranging from basic mathematics through Boolean algebraic expressions.
- EEX 1600 Behavior Management.** 3 hours, 3 c.c.  
 An introduction to behavior change techniques and methods for recording behavior. Emphasis is placed on the acquisition of skills used in promoting constructive interactions between children and adults and their learning environment. The course is designed for Education and Special Education majors and interested parents.
- EEX 2010 Introduction to Exceptional Children.** 3 hours, 3 c.c.  
 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 and Special Education majors.
- EEX 2080 Teaching Special Needs Learners.** 3 hours, 3 c.c.  
**Prerequisites or corequisites:** EEX 1600, EEX 2010. A course designed to provide students with strategies and methods to teach learners with special needs. This course will provide practical, relevant teaching approaches derived from learning theory, research and experience. Effective teaching methods, appropriate curricula for special needs learners and teaching activities will be discussed.
- EEX 2260C Special Education Practicum I.** 5 hours, 3 c.c.  
**Prerequisites or corequisites:** EEX 1600, EEX 2010. Observation-participation field experience in paraprofessional setting under 1 purposes.
- EEX 2780C Special Education Practicum II.** 5 hours, 3 c.c.  
**Prerequisites or corequisites:** EEX 1600, EEX 2010. A course requiring practical experience in the field of special education. A weekly seminar will be held for informative and evaluative purposes.
- EGS 1111C Engineering Graphics.** 6 hours, 4 c.c., A.S. only.  
**Lab fee. Prerequisite:** High school diploma or GED. An introductory course dealing with the fundamentals of engineering graphics and computer-aided drafting (CAD) using AutoCAD. This combined lecture and laboratory 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.
- EGS 2311 Engineering Statics.** 3 hours, 3 c.c.  
**Prerequisites:** MAC 2312, PHY 2048. **Corequisites:** MAC 2313, PHY 2049. Pre-engineering elective. Reduction of force systems, equilibrium of particles and rigid bodies. Vector methods. Application to structures and mechanisms. Topics in dynamics and mechanics of materials.
- EME 2040 Introduction to Educational Technology.** 3 hours, 3 c.c.  
**Lab fee.** This course will assist educators in developing skills and competencies which are essential if they are to integrate technology into the delivery of classroom instruction. Students will operate, select, produce and manage instructional technology materials and systems. They will systematically integrate conventional instructional media and computer-based technologies into the instructional process. **Meets A.A. computer competence requirement.**
- EMS 1151C Emergency Medical Technician I.** 3 hours, 2 c.c., A.S. only.  
**Lab fee. Prerequisite:** Permission of instructor. This course is the first of three designed to prepare a student to perform basic life saving techniques while at the scene and enroute to the emergency room. This course involves the study of Emergency Medical Care including legal, ethical, medical and trauma issues that arise with patient treatment. Emphasis will be placed on evaluation of medical/trauma scene and basic patient assessment.
- EMS 1152C Emergency Medical Technician II.** 8 hours, 4 c.c., A.S. only.  
**Lab fee. Prerequisite:** EMS 1151C. This course includes accident control, extrication and transportation of the patient, maintenance of the emergency vehicle and in-hospital training.
- EMS 1153C Emergency Medical Technician III.** 3 hours, 2 c.c., A.S. only.  
**Lab fee. Prerequisite:** EMS 1152C. This course includes legal aspects of emergency care, physical assessment, use of telecommunications, and maintenance of emergency equipment. This course is combination lecture and lab.
- EMS 1261 Pre-Hospital Environment.** 4 hours, 4 c.c., A.S. only.  
**Prerequisite:** EMT Certification. Role and responsibility of paramedic, legal aspects of pre-hospital care, EMS communications, basic extrication principles and tools, disaster management, triage, and stress management.
- EMS 1262 Paramedic Fundamentals.** 4 hours, 4 c.c., A.S. only.  
**Prerequisites:** EMT Certification, math course. **Corequisite:** EMS 1262L. Medical terminology review, patient assessment, airway management, pathophysiology and management of shock, pharmacology.
- EMS 1262L Paramedic Fundamentals Laboratory.** 4 hours, 2 c.c., A.S. only.  
**Lab fee. Corequisite:** EMS 1262. Hands-on practice with mannequins and simulated situations. Patient assessment, airway management, antishock trousers, subcutaneous intramuscular drug administration, intravenous therapy.
- EMS 1263 Trauma Management.** 4 hours, 4 c.c., A.S. only.  
**Prerequisite:** EMS 1262. **Corequisite:** EMS 1462. Kinetics of trauma, primary survey, resuscitation, secondary survey and management, monitoring, transport. Minor, blunt, penetrating, and multiple body system trauma. Successful completion of this course yields Basic Trauma Life Support Certification. Computer research of a trauma topic and electronic transmission of a report satisfies computer competence requirement. **Meets A.S. computer competence requirement for the Emergency Medical Services program.**
- EMS 1266 Medical Emergencies II.** 4 hours, 4 c.c., A.S. only.  
**Prerequisite:** EMS 1262. **Corequisite:** EMS 1462. Etiology, assessment and management of emotionally disturbed patients. Verbal/non-verbal communication techniques, de-briefing, handling the violent patient, patient restraint.
- EMS 1271 Medical Emergencies I.** 3 hours, 3 c.c., A.S. only.  
**Prerequisites:** EMS 1262, EMS 1461. **Corequisite:** EMS 1271L. Anatomy, physiology and pathophysiology of respiratory and cardiovascular systems. Includes physical assessment, management, and pharmacologic intervention. A term paper and oral report are required. **Meets A.S. oral communications requirement for the Emergency Medical Services program.**
- EMS 1271L Medical Emergencies I Laboratory.** 2 hours, 1 c.c., A.S. only.  
**Lab fee. Corequisite:** EMS 1271. Hands-on practice with equipment, mannequins, and simulated situations. Cardiopulmonary physical assessment, CPR, defibrillation/cardioversion, mechanical CPR, monitoring.
- EMS 1272 Medical Emergencies III.** 3 hours, 3 c.c., A.S. only.  
**Prerequisites:** EMS 1262, EMS 1461. Topics included are endocrine, nervous system, environmental geriatric emergencies, anaphylaxis, acute abdomen, toxicology, alcoholism/drug abuse, infectious diseases.
- EMS 1335 Emergency Vehicle Operations.** 1 hour, 1 c.c., A.S. only.  
**Lab fee.** Designed to teach EMS personnel and others how to anticipate and control emergency situations through classroom and behind-the-wheel instruction and to assist them in meeting state certification requirements.

- EMS 1440 Allied Health Practicum.** 3 hours, 1 c.c., A.S. only.  
Clinical practicum with variable supervised hospital or other health agency experience (EMT, PAR) is designed to allow students to review and update practical skills prior to progression in a program or after graduation or transfer from some other program.
- EMS 1461 Paramedic Clinic I.** 9 hours, 3 c.c., A.S. only.  
**Lab fee. Corequisite:** EMS 1262. Orientation, clinical and field experience provided in area hospitals and ambulance services under supervision. Some evening and weekend hours required.
- EMS 1462 Paramedic Clinic II.** 9 hours, 3 c.c., A.S. only.  
**Lab fee. Prerequisite:** EMS 1461. Advanced clinical and field experience at area hospitals, health institutions, and ambulance services. Some evening and weekend hours required.
- EMS 1463 Paramedic Clinic III.** 9 hours, 3 c.c., A.S. only.  
**Lab fee. Prerequisites:** EMS 1266, EMS 1462. Advanced clinical and field experience at area hospitals, health institutions, and ambulance service. Some evening and weekend hours required.
- EMS 1525 Dysrhythmia Recognition and Management.** 3 hours, 3 c.c., A.S. only.  
**Lab fee.** Basic electrophysiology of heart, ECG fundamentals, "recipe" for interpretation of sinus, atrial, junctional, ventricular dysrhythmias, heartblocks, and pacemaker rhythms on oscilloscope and paper strips for the Paramedic student who needs this preparation. Management includes pharmacology, defibrillation, and cardioversion.
- EMS 1551 Advanced Cardiac Life Support Practicum.** 3 hours, 1 c.c., A.S. only.  
**Lab fee. Prerequisites:** EMS 1271, EMS 1525. An intense review of American Heart Association's standards for emergency cardiac care and cardiac arrest management followed by written and performance testing. Pre-tests are used for reviewing didactic material. Demonstration of skills required followed by practice. Skill testing by certified instructors. Successful completion leads to certification by the American Heart Association as "ACLS Providers."
- EMS 2459 Paramedic Internship.** 12 hours, 4 c.c., A.S. only.  
**Lab fee. Prerequisite:** EMS 1463. The course is designed to provide senior paramedic students with "hands on, world of work experience" by utilizing the preceptor student concept. Students are placed in and Emergency Medical Service for six (6) weeks for intensive training.
- ENC 0001C College Preparatory Writing I.** 4 hours, 3 c.p.  
**Prerequisite:** Appropriate scores on Florida Entry-Level Placement Exam. This course is designed for students whose basic language skills need improvement. This course includes a review of basic grammar rules, sentence structure, punctuation, and capitalization. The writing component of the course focuses on effective sentence construction.
- ENC 0002C College Preparatory Writing II.** 4 hours, 3 c.p.  
**Prerequisite:** Appropriate scores on Florida Entry-Level Placement Exam or ENC 0001C. This course is designed for students who need to improve their language skills. This course offers a review of grammar rules, language usage, sentence structure, and punctuation, and introduces effective paragraph composition.
- ENC 0030C Practical Communication Skills.** 4 hours, 2 v.c.  
This course is designed to promote the recognition of effective communication skills via the written word and through the use of electronic equipment. The course focuses on the use of vocabulary, standard written English, grammar, punctuation, capitalization, and sentence structure. The student will be required to demonstrate the ability to read, analyze, and interpret communications. This course will introduce the student to basic computer terminology and functions of a micro-computer for business and personal use. Hands-on experience and an introduction to major software applications are included.
- ENC 1090 Essential English Skills.** 1 hour, 1 c.c.  
**Prerequisite:** ENC 1101. Optional course recommended for students preparing for the English Language Skills and Essay portions of the CLAST. This course provides an extensive review, rather than in-depth instruction. It is offered four hours a week for four weeks prior to each administration of the CLAST.
- ENC 1101 English Composition I.** 3 hours, 3 c.c.  
**Prerequisite:** Appropriate scores on Florida Entry-Level Placement Exam or LIN 1670C. REA 1105 may be taken as a corequisite with the first writing emphasis course when test scores so indicate. A comprehensive course embodying the fundamentals of effective expression with emphasis on expository writing and logical thinking. **Meets A.A. general education Category I. A writing emphasis course.**
- ENC 1102 English Composition II.** 3 hours, 3 c.c.  
**Prerequisite:** ENC 1101. A comprehensive course embodying the fundamentals of effective expression with emphasis on writing the essay and reading literature for understanding and appreciation. **Meets A.A. general education Category I. A writing emphasis course.**
- ENC 1153 Professional Communications.** 3 hours, 3 c.c., A.S. only.  
**Prerequisite:** Appropriate score on Florida Entry-Level Placement Exam or LIN 1670C. A comprehensive course embodying the fundamentals of effective expression with emphasis on writing unique to business and technology.
- ENC 1210 Technical Writing.** 3 hours, 3 c.c.  
**Prerequisite:** Test score requirement same as ENC 1101. The principles of expository writing (unity, clarity, coherence, organization, and corrections) are applied to a variety of industrial and technical reports, letters, and forms. Students will be given practice in writing reports, letters, and proposals.
- ENG 2111 Literature and Film.** 3 hours, 3 c.c.  
**Prerequisite:** Test score requirement same as ENC 1101. Selected literature and its adaptation to and interpretation in film. **A writing emphasis course.**
- ENL 2012 English Literature to 1800.** 3 hours, 3 c.c.  
**Prerequisite:** ENC 1102. Selected British literature from the Middle Ages to the end of the eighteenth century. **Meets A.A. general education Category II. A writing emphasis course.**
- ENL 2022 English Literature from 1800.** 3 hours, 3 c.c.  
**Prerequisite:** ENC 1102. Selected British literature from the late eighteenth century to the present. **Meets A.A. general education Category II. A writing emphasis course.**
- EST 2005C Flexible Manufacturing Systems.** 4 hours, 3 c.c., A.S. only.  
**Lab fee. Prerequisites:** EST 2603C, ETI 2414C. A foundation course covering the history and development of flexible manufacturing systems (FMS). Emphasis will be placed on the effective use of computer technology in the planning, control, troubleshooting and operations of a manufacturing production work cell. The development of a database for a manufacturing operation and actual development and production of products will be stressed.
- EST 2112C Industrial Electronics.** 4 hours, 3 c.c., A.S. only.  
**Lab fee. Prerequisite:** EET 1005C or EET 1142C. This is a theory-lab course dealing with devices and circuits used to control industrial processes and machinery. Included are industrial motor control circuits, an introduction to process control diagrams, ladder diagrams, and the basic concepts of programmable logic control.
- EST 2406 Biomedical Equipment.** 4 hours, 4 c.c., A.S. only.  
**Prerequisites:** CET 2123C, EET 1142C. **Corequisite:** BSC 1080. The course involves a study of electronic systems and equipment used in the medical profession. Emphasis will be placed on the study of calibration, maintenance, and troubleshooting procedures for circuits and devices.
- EST 2535C Manufacturing and Automation Instrumentation.** 4 hours, 3 c.c., A.S. only.  
**Lab fee. Prerequisites:** CET 1462C, EET 1005C. **Prerequisite or corequisite:** ETM 2315. This course is an overview course in the Manufacturing Technology A.S. degree program which includes theory and application of electronic control circuits, pneumatics and hydraulics, transducers, PLC fundamentals, and an integrated concept for Flexible Manufacturing.
- EST 2542C Programmable Logic Controller Fundamentals.** 4 hours, 3 c.c., A.S. only.  
**Lab fee. Prerequisite:** EST 2112C. This course will introduce students in A.S. degree Electronics Engineering Technology tracks to PLC concepts, programming, debugging, conversion of electrical ladder logic to PLC ladder logic, and troubleshooting of PLC's using the Allen Bradley SLC-500 Programmable Controller.
- EST 2603C Robotics and Automated Systems.** 4 hours, 3 c.c., A.S. only.  
**Lab fee. Prerequisite:** EST 2542C. This course will cover the operational and control philosophy of robots and robotics systems. Significance will be placed on application programming using packaged software, programmable logic controllers, troubleshooting, and functioning of robots used in a production environment.
- ETC 1250 Properties of Materials.** 3 hours, 3 c.c., A.S. only.  
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.



- ETC 2521 Hydrology, Culverts, and Distribution Systems.** 4 hours, 4 c.c., A.S. only.  
**Corequisite:** MAC 1105. An introduction to basic hydrology, including geology and hydraulics of streams and watersheds; and design of various types of retention and detention ponds. Local codes are covered.
- ETD 1100C Architectural Drafting.** 5 hours, 3 c.c., A.S. only.  
**Prerequisites:** BCN 1001, ETD 2320C. **Corequisite:** ETC 1250. An advanced computer drafting course dealing with selected topics from architectural plans as well as mechanical and electrical drafting used in the preparation of working drawings for light and heavy commercial projects. Most emphasis will be placed on the collecting of building components into a contract document rather than the drafting aspect.
- ETD 1542C Structural Drafting.** 5 hours, 3 c.c., A.S. only.  
**Prerequisites:** BCN 1001, ETD 2320C. **Corequisite:** ETC 1250. An advanced computer drafting course consisting of the drafting of steel and reinforced concrete details for commercial building. Includes minor connection details.
- ETD 1930 Special Topics in Drafting Design.** 1-3 hours, 1-3 c.c., A.S. only.  
This course is designed to allow flexibility for presenting a variety of topics relating to drafting and design principles and applications. Some special topics may require laboratory assignments. The course may be repeated for credit when the content varies.
- ETD 2320C Computer Drafting.** 6 hours, 4 c.c., A.S. only.  
**Lab fee. Prerequisite:** EGS 1111C. **Corequisite:** CET 1462C. 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 1111C 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.
- ETD 2332 AutoCAD Customization.** 1 hour, 1 c.c., A.S. only.  
**Prerequisite:** ETD 2320C. A basic course in AutoCAD customization designed to teach simple techniques of AutoCAD customization that enable the user to work more efficiently. This will be oriented towards the user; not for advanced programmers.
- ETD 2350C Advanced Computer Drafting.** 6 hours, 4 c.c., A.S. only.  
**Lab fee. Prerequisite:** ETD 2320C. A computer drafting course dealing with advanced topics. Most of this course will dwell on 3D and technical illustration. Topics include minor customization, surface and solid modeling, and rendering.
- ETD 2540C Civil Engineering Drafting.** 5 hours, 3 c.c., A.S. only.  
**Prerequisites:** BCN 1001, ETD 2320C. **Corequisite:** MAC 1105 or higher math. This course covers fundamentals of civil engineering for computer drafting, including measuring errors, error of closure, coordinate conversion, curve data, contour lines, cut and fill, and profile work. Because computer drafting solutions are so accurate they can be measured, material will be dealt with both mathematically and graphically. A trig calculator is required.
- ETI 1110 Total Quality Management.** 3 hours, 3 c.c., A.S. only.  
Introduction to the functions, responsibilities and organization of a modern quality and reliability assurance program. Includes concepts, techniques, budgeting, design, testing, and auditing functions quality control programs.
- ETI 1720 Industrial Safety.** 3 hours, 3 c.c., A.S. only.  
Principles of safety in a typical industrial environment are studied. Emphasis is on OSHA, and the analysis and design of safety programs for industry.
- ETI 1801 Chemical Plant Operations.** 3 hours, 3 c.c., A.S. only.  
A foundations course covering a broad range of topics which typify the knowledge and skills needed to work in a chemical industry. Topics covered are: Plant Science, Chemistry Fundamentals, Industrial Math, Basic Operator Responsibilities, Chemical Plant Operations, Valves, Pumps, Instrumentation, and Distillation.
- ETI 2411 Manufacturing Processes.** 3 hours, 3 c.c., A.S. only.  
This course provides a background in manufacturing methods employed in machining theory processes. Through lecture, demonstration, and applications of machining theory the student becomes familiar with various types of machining equipment, tooling, measuring, layout procedures, and calculation of feeds and speeds for machining.
- ETI 2412C Computer Numerical Control.** 4 hours, 3 c.c., A.S. only.  
**Lab fee. Prerequisite:** ETI 2411. An in-depth study of machining functions found in the machining manufacturing environment. Students will learn manual and computer assisted machine programming, operations and set-up procedures using computer numerical controlled (CNC) milling and turning machines, specific programming topics include the machine coordinate system, linear and circular interpolation and use of "G and M" codes. The course will also introduce the fundamentals of communications to CNC machines, robots, and automated material handling systems.
- ETI 2414C Computer-Aided Manufacturing.** 4 hours, 3 c.c., A.S. only.  
**Lab fee. Prerequisite:** ETI 2412C. An in-depth study of CAD/CAM work stations, programming methods, set-up and operation of CNC milling, and turning machines. Computer-assisted programming is emphasized through the use of computer aided drafting (CAD) and computer aided manufacturing (CAM) software. Class lecture and lab will consist of specific topics such as CAD to CAM communications, code generation, editing, and automation. A strong computer drafting and CNC background is recommended prior to taking this course.
- ETI 2416 Mechanical Devices and Systems.** 3 hours, 3 c.c., A.S. only.  
Mechanical devices and systems is a study of the principles, concepts, and applications of various mechanical systems encountered in industrial applications. The subject matter on mechanical components and systems covers operational principles, uses, maintenance, troubleshooting, and procedures for repair and replacement.
- ETM 2315 Hydraulics and Pneumatics.** 4 hours, 4 c.c., A.S. only.  
**Corequisite:** MAC 1105. An introductory course providing the student with the skills and techniques required to work with fluid power systems. Principles of fluid power components and flow is enforced in the lecture. Labs will include demonstration and set-up of various pneumatic components explaining how they are combined and function in pneumatic circuits.
- EUH 1000 Western Civilization I.** 3 hours, 3 c.c.  
**Prerequisite:** Test score requirement the same as ENC 1101. A survey of Western Civilization from Mesopotamia and Egypt to 1715. This course traces the social, intellectual, political, and cultural forces that flow into the mainstream of Western development and culminate in the rise of Modern Europe. **Meets A.A. general education Category IV. A writing emphasis course.**
- EUH 1001 Western Civilization II.** 3 hours, 3 c.c.  
**Prerequisite:** Test score requirement the same as ENC 1101. Stresses the conflict of liberalism and conservatism, the Industrial Revolution, the isms which rose in response to technology and the resulting imperialism and rivalries which led to the world conflicts in the 20th century and have bequeathed mankind the world he presently lives in. **Meets A.A. general education Category IV. A writing emphasis course.**
- EVS 1002 Ecology.** 3 hours, 3 c.c.  
**Corequisite:** EVS 1002L. A comprehensive survey of modern ecology, covering such essential topics as ecosystem processes, species strategies social systems, community building, ecosystems stability, population ecology, individual adaptations, and species diversity. The course includes extensive treatment of physical and chemical systems from geochemistry to soil science. Ecosystems are defined by climate, energy flux substrate, and periodicity in the environment.
- EVS 1002L Ecology Laboratory.** 3 hours, 1 c.c.  
**Lab fee. Corequisite:** EVS 1002. Laboratory and field methodology in the analysis of representative aquatic and terrestrial ecosystems. Detection of the presence and effect of substances and environmental factors through the responses of aquatic organisms will be stressed.
- EVS 1601 HAZMAT Fundamentals.** 3 hours, 3 c.c., A.S. only.  
A survey of the major areas of HazMat training to include federal and local regulations; environmental hazards, safety and compliance; personal safety and industrial hygiene.
- EVS 1613 Industrial Processes.** 3 hours, 3 c.c., A.S. only.  
**Prerequisites:** CHM 1200, EVS 1631. This course will teach students where and how hazardous materials are used and/or generated in various types of industrial processes, including oil and chemical production.
- EVS 1631 HAZMAT Communication Training.** 3 hours, 3 c.c., A.S. only.  
**Corequisite:** ENC 1101. This course is designed to provide instruction in the development and implementation of a hazard communication program for employees, the community, and emergency response personnel. The course will emphasize requirements set forth in Florida's "Right-To-Know" law. **Meets A.S. oral communications requirement for the Environmental Sampling and Analysis program.**

- EVS 1635 Introduction to HAZMAT Regulations.** 3 hours, 3 c.c., A.S. only.  
This course will provide a historical overview of the occupational, consumer, and environmental health and safety issues. Emphasis will be placed on identifying applicable OSHA regulations, interpreting them, and recommending compliance strategies.
- EVS 1695 HAZMAT Internship I.** 9 hours, 3 c.c., A.S. only.  
**Prerequisite:** Permission of program manager. The internship involves practical, supervised applications of the concepts taught in classroom courses in order to prepare students to enter the workplace.
- EVS 1696 HAZMAT Internship II.** 9 hours, 3 c.c., A.S. only.  
**Prerequisite:** Permission of program manager. The internship involves practical, supervised applications of the concepts taught in classroom courses in order to prepare students to enter the workplace.
- EVS 2602 HAZMAT Toxicology.** 3 hours, 3 c.c., A.S. only.  
**Prerequisites:** BSC 1080, CHM 1200. This course is designed to familiarize students with the systematic health effects of exposures to chemicals. Emphasis is placed on control measures to reduce potential exposures to hazardous materials.
- EVS 2632 Emergency Response Planning.** 3 hours, 3 c.c., A.S. only.  
**Prerequisite:** EVS 1631; **Corequisite:** BSC 1080. This course is designed to teach students how to develop an emergency response contingency plan for a facility.
- EVS 2633 Emergency Response.** 3 hours, 3 c.c., A.S. only.  
**Prerequisites:** BSC 1080, EVS 2632. This course covers the coordination and implementation of emergency response procedures. It will include first aid and CPR training as well as practice with simulated emergencies.
- EVS 2638 Waste and Transportation Regulations.** 3 hours, 3 c.c., A.S. only.  
**Prerequisites:** CHM 1020, or CHM 1045, EVS 1635; **Corequisite:** PCB 2030. This course will provide an indepth study of the Environmental Protection Agency and the laws that it is assigned to enforce. It will focus on the applicability of federal, state, and local regulations dealing with hazardous materials. Emphasis will be placed on developing methods and strategies to ensure regulatory compliance with transportation regulations and emergency response regulations.
- EVS 2652 HAZMAT Recovery, Incineration, and Disposal.** 3 hours, 3 c.c., A.S. only.  
**Prerequisites:** CHM 1020, PCB 2030. This course is designed to explain the methods of recovery, incineration and/or disposal of hazardous waste. Emphasis is placed on conservation, recycling and safe disposal techniques.
- EVS 2893C Laboratory Analysis I.** 5 hours, 4 c.c.  
**Lab fee. Prerequisite:** CHM 1045. Quantitative chemical analysis fundamentals for determining inorganic substances in the environment. Includes sampling methods, preparation and preservation techniques stressing EPA approved methods. Current industry Quality Assurance and Quality Control (A/QC) practices are emphasized throughout including basic statistical accuracy and precision techniques and record keeping/legal requirements. Builds on the knowledge and skills from prerequisite, Chemistry I , providing laboratory technician skills so students can accurately and safely perform routine laboratory tasks with glassware and equipment found in modern environmental chemical laboratories.
- EVS 2894C Laboratory Analysis II.** 5 hours, 4 c.c.  
**Lab fee. Prerequisite:** EVS 2893C. Fundamentals for determining trace metals in the environment. Includes sampling methods, preparation and preservation techniques stressing EPA approved methods for trace metals. Builds on the knowledge and skills from prerequisite, EVS 2893C, students will use the Atomic absorption spectrophotometer both flame and furnace techniques. Mercury will be determined using a mercury analyzer and chromium by a visible spectrophotometer.
- EVS 2895C Laboratory Analysis III.** 5 hours, 4 c.c.  
**Lab fee. Prerequisite:** EVS 2894C. Analytical methods are covered which include classroom and laboratory instruction in the collection, preservation, custody and analysis of organic parameters in water and soil samples. Practical knowledge of instrumentation, such as Infrared and visible Spectroscopy, Gas Chromatography including purge and trap techniques for volatiles. Extraction and condensation methods for organic constituents is emphasize. Environmental microbiology, biological and chemical demands are covered as well as quality control and safety in the laboratory.
- FAD 1230 Marriage and Family Living.** 3 hours, 3 c.c.  
This course explores family lifestyles, the dynamics of the family relationships, and the role of the family in society. Information on personal development, communication styles, mate selection, issues and adjustments in marriage and parenthood, and the use of personal and family resources are examined in order to achieve more satisfying individual and family relationships.
- FFP 005C Fire Fighting.** 30 hours, 15 v.c.  
**Lab fee.** Course length is 450 clock hours, approximately half of which are classroom instruction and half practical exercises. Topics include fire behavior, hazardous materials, fire control hoses, ladders, rescue and extrication, live burn and forcible entry. Upon successful completion of course, students are qualified to take State Certification Examination for entry-level firefighter position.
- FFP 0081C Volunteer Fire Fighting.** 12 hours, 6 v.c.  
Course length is 180 clock hours, approximately half of which are classroom instruction and half practical exercises. Topics include fire behavior, hazardous materials, fire control, hoses, ladders, rescue and extrication, live burn and forcible entry. Upon successful completion of course, students are qualified to take State Certification Examination for volunteer firefighter. Students who take this course will not receive any credit towards the 450 hours required for the firefighter course, FFP 0005, and will have to take the entire FFP 0005 course to be eligible for the firefighter certificate of compliance examination.
- FFP 0132 Fire Officer.** 20 hours, 10 v.c.  
**Prerequisite:** FFP 0081C. The Fire Officer course is 300 clock hours of classroom instruction. Topics include: fire inspection practices, private fire and detection systems, company officer supervision and leadership, fire service instruction, hazardous materials, and firefighting tactics and strategies.
- FFP 0601 Apparatus Operations.** 6 hours, 3 v.c.  
**Lab fee. Prerequisite:** FFP 0081C. Course length is 90 clock hours (approximately 60 hours are classroom instruction and 30 hours are practical exercises). Topics include: driving fire apparatus, fire pump theory, hydraulics, standpipe and sprinkler systems, municipal water systems, tanker operations, various types of pressure, various types of pumping, and apparatus maintenance.
- FFP 0315 Fire Safety Inspector.** 14 hours, 7 v.c.  
Course length is 210 hours of classroom instruction. Topics include: fire inspection practices, private fire protection and detection systems, fire service building construction, techniques for reading blueprints and plans, and fire codes and standards.
- FFP 1000 Introduction to Fire Science.** 3 hours, 3 c.c., A.S. only.  
A study of the philosophy and history of fire fighting, the history of loss of life and property by fire, the review of municipal fire defenses, a study of organization and functions of Federal, State, County and private fire production agencies, and a survey of professional fire protection career opportunities.
- FFP 1077 First Responder for Public Safety Officers.** 3 hours, 3 c.c., A.S. only.  
Instruction in emergency medical care for firefighters in the skills necessary in order to begin assessing and caring for patients at the scene of injury or illness as a result of fires, accidents and other emergencies. Topics include CPR, major body components, legal aspects, vital signs, childbirth, shock, head injuries, and poisoning. Health issues including Aids and other communicable diseases will be emphasized.
- FFP 1200 Fire Prevention Practices.** 3 hours, 3 c.c., A.S. only.  
This is a study of fire codes and standards. Instruction in actual building inspection with emphasis on hazards and protection equipment.
- FFP 1322 Fire Service: Building Construction.** 3 hours, 3 c.c., A.S. only.  
This is a study of building construction methods and materials and interpretation of plans and blueprints. The course shows how a building department and a fire department cooperate in design of fire detection and extinguishing system. It includes building codes.
- FFP 1410 Fire Fighting Tactics and Strategy I.** 3 hours, 3 c.c., A.S. only.  
The course illustrates the physical and chemical aspects of fire suppression technology. The student will pursue a detailed study of the chemistry of fire, along with modern methods of fire suppression, tactical decisions, and post-fire analysis.
- FFP 2130 Company Officer Leader.** 3 hours, 3 c.c., A.S. only.  
This course covers the broad concept of supervision and leadership needed in the Fire Service organization and the relationship of various roles found in the Fire Department. Emphasis will be placed on communication skills, motivation and group dynamics.

- FFP 2150 Fire Service Instructor Methods.** 3 hours, 3 c.c., A.S. only.  
Study of instructor role and responsibility; communication; human relations and concepts of learning and teaching; job analysis; identification of teaching objects and demonstration of appropriate teaching methods, techniques and performance evaluation.
- FFP 2240 Fire Investigation: Cause and Origin.** 3 hours, 3 c.c., A.S. only.  
The course includes the history, development, and philosophy of fire investigation and detection, including inspection techniques; gathering of evidence and development of techniques; gathering of evidence and development of technical reports; fundamentals of arson investigation; processing of criminal evidence; and criminal procedures related to various local and state statutes.
- FFP 2300 Codes and Standards.** 3 hours, 3 c.c., A.S. only.  
Instruction in National, State and Local Fire Codes and Standards related to life-safety and fire prevention features designed into various types of building structures.
- FFP 2326 Techniques for Reading Blueprints and Plans.** 3 hours, 3 c.c., A.S. only.  
Instruction on the techniques used to read various types of blueprints and plans, with emphasis on examination to ensure compliance to fire and safety codes and standards.
- FFP 2500 Hazardous Materials I.** 3 hours, 3 c.c., A.S. only.  
Study of chemical characteristics and reactions related to storage, transportation, and handling hazardous materials, i.e. flammable liquids, combustible solids, oxidizing and corrosive materials, and radioactive compounds. Emphasis on emergency situation and fire fighting and control.
- FFP 2501 Hazardous Materials II.** 3 hours, 3 c.c., A.S. only.  
This course is a continuation of FFP 2500. Hazardous Materials with special emphasis on the transportation of various hazardous materials and the emergencies which may occur. Strategies for prevention and control of these emergencies.
- FFP 2600 Fire Apparatus Operations.** 3 hours, 3 c.c., A.S. only.  
**Prerequisite:** FFP 2640 or permission of department head/instructor. A study of the efficient operation of Fire Department pumping apparatus, including vehicle operation, maintenance, testing and all phases of water delivery by the fire department's pumping equipment. The major emphasis will be on emergency scene water delivery situations.
- FFP 2620 Private Fire Protection.** 3 hours, 3 c.c., A.S. only.  
This is a study of the required standard for water supply; protection systems; automatic sprinklers and special extinguishing systems, including analyses of various automatic signaling and detection systems.
- FFP 2640 Fire Service Hydraulics.** 3 hours, 3 c.c., A.S. only.  
This course applies the laws of mathematics and physics to properties of fluid states, force, pressure, and flow velocities. The emphasis is in applying principles of hydraulics to fire fighting problems.
- FFP 2660 Rescue Practices.** 3 hours, 3 c.c., A.S. only.  
A study of the proper methods of rescue from ground level and heights, including proper use of newly-developed tools and rescue techniques in general.
- FFP 2666 Air Crash Fire and Rescue.** 3 hours, 3 c.c., A.S. only.  
A course designed to acquaint the student with the problems encountered in aircraft emergencies and disasters. The properties of aviation fuels are examined, as are various types of explosive ordnance found in military craft. Also examined are the methods of extrication of victims from passenger aircraft.
- FIL 2002 Introduction to Film: Art and Criticism.** 3 hours, 3 c.c.  
**Prerequisite:** Test score requirement same as ENC 1101. Provides students with an abbreviated historical overview, basic film vocabulary, and extensive practice in the analysis of the art of film-editing, photography, sound, acting, and directing. Through the viewing of film classics, students are encouraged to pursue the finest the cinema has to offer.  
**A writing emphasis course.**
- FIN 2100 Personal Finance and Money Management.** 3 hours, 3 c.c.  
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.
- FOR 1003 Introduction to Forestry.** 2 hours, 2 c.c.  
Fundamentals of forestry with emphasis on history, terminology, industry structure, careers, and current problems and policies.
- FOR 1120 Dendrology.** 3 hours, 3 c.c.  
**Corequisite:** FOR 1120L The study of major plants, emphasis on commercial and Northwest Florida species; their distribution and habitat requirements, growth characteristics, economic importance, utilization and response to management.
- FOR 1120L Dendrology Laboratory.** 2 hours, 1 c.c.  
**Lab fee. Corequisite:** FOR 1120. Field experience in identifying important species including the use of botanical keys and general sampling techniques.
- FOR 1163 Silviculture.** 3 hours, 3 c.c.  
**Corequisite:** FOR 1163L The principles of reproducing and maintaining the forest. Studies the practice of controlling forest establishment, composition and growth.
- FOR 1163L Silviculture Laboratory.** 2 hours, 1 c.c.  
**Lab fee. Corequisite:** FOR 1163. Field exercises and observations of silvicultural practices. Field trips are required.
- FOR 1433 Photogrammetry.** 2 hours, 2 c.c.  
Fundamentals of aerial photography and interpretation of aerial photographs for forest resources inventory, mapping and management.
- FOR 1661 Recreation Management in Forestry.** 3 hours, 3 c.c.  
The course covers wildland recreation in various governmental agencies and private industry and the incorporation of recreation in the multiple use concept of forest management. Field trips may be required.
- FOR 1741 Timber Harvesting.** 3 hours, 3 c.c.  
The buying and selling of timber, planning of timber sales to protect the environment; and logging methods and contracts are included in this course.
- FOR 2210 Forest Fire Use and Control.** 3 hours, 3 c.c.  
**Corequisite:** FOR 2210L. Includes fire behavior in the forest situation. Fundamentals of prescribed burning, dealing with the uncontrollable fire, and forest fire fighting techniques are among topics stressed.
- FOR 2210L Forest Fire Use and Control Laboratory.** 2 hours, 1 c.c.  
**Lab fee. Corequisite:** FOR 2210. A study of the numerous factors of fire behavior in a forest situation; the fundamentals of an uncontrolled fire, its effects and how to prevent or control; fundamentals of prescribed burning, its advantages and how to apply properly. Field application of forest fire fighting and prescribed burning techniques. Field trips.
- FOR 2211 Forest Insects and Disease.** 3 hours, 3 c.c.  
Study of forest insects and diseases; identification, effect, and control. Some field trips are required.
- FOR 2450 Forest Measurements.** 3 hours, 3 c.c.  
A study of forest measurement techniques for evaluating tree, stand and product volumes, as well as, density, stocking and growth projections. Includes grading, scaling, type mapping, and 2 weeks of 10 hour/day field instruction at Blackwater State Forest Environment Training Center.
- FOR 2451 Timber Cruising.** 3 hours, 3 c.c., A.S. only.  
**Lab fee. Prerequisites:** FOR 2450, FOR 2462 or permission of instructor. Practice in the techniques of timber cruising for stand volumes and conditions, utilizing various sampling methods with statistical analysis of field data. Classroom instruction 3-1/2 weeks of 3 hours/week classes and 2 weeks of 10/day field instructions at Blackwater State Forest Environmental Training Center. Lab fee will be charged for room and board for 40 days.
- FOR 2454 Timber Inventory.** 3 hours, 3 c.c.  
**Prerequisite:** FOR 2451. The course will include hands on work experience covering the inventory of a tract of land; includes harvest costs, stumpage values, and lump sum tract values. The student will conduct a timber sale, observe the bidding process, compare bids, and observe the results of the sale. The course contains advanced concepts of timber inventory. Commercially available computer assisted inventory software packages used by government and private industry will be introduced. The course will provide forestry students the ability to conduct all aspects of a timber sale.
- FOR 2462 Forest Surveying.** 3 hours, 3 c.c., A.S. only.  
Fundamentals of surveying with emphasis on the simpler methods of measurements and measuring devices used in topographic mapping. Classroom instruction—3-1/2 weeks of 3 hours/week. Field instruction—2 weeks of 10 hour/day at Blackwater State Forest Environmental Training Center.

- FOR 2620 Forest Management.** 3 hours, 3 c.c.  
Analysis of the management options available for a forested tract given a variety ownership objectives. Standard investment criteria will be used to determine the best available options.
- FOR 2720 Equipment Operation, Safety and Maintenance.** 3 hours, 3 c.c.  
**Corequisite:** FOR 2720L. Operation, maintenance and minor repair of chainsaws, small air-cooled engines and other hand and mechanized tools used in natural resource measurements and activities. Personal safety and first aid included. General operation of larger processing equipment.
- FOR 2720L Equipment Operation, Safety and Maintenance Laboratory.** 2 hours, 1 c.c.  
**Lab fee. Corequisite:** FOR 2720. Two hour lab aimed at providing individual efficiency in the operation of selected natural resource tools. Some field trips will be required.
- FOR 2750 Timber Procurement.** 3 hours, 3 c.c.  
**Prerequisite:** FOR 2450. The course will cover basic procurement strategies for timber and land acquisition, legal aspects involved in timber procurement, and the analysis of costs and determination of bid prices for various wood products.
- FOR 2930 Forest Seminar.** 1 hour, 1 c.c.  
A seminar that will examine assigned or selective areas of study in the forestry. Topics will vary according to student need or instructor availability. **Meets A.S. oral communications requirement for the Forest Technology and Landscape Technology programs.**
- FOS 2022 Foods.** 3 hours, 3 c.c.  
**Corequisite:** FOS 2022L. This course covers the basic principles and techniques of food preparation and management and includes the use and comparison of available types of food.
- FOS 2022L Foods Laboratory.** 2 hours, 1 c.c.  
**Lab fee. Corequisite:** FOS 2022. The student will develop skills in the preparation of food including basic principles and techniques of food preparation, management of resources, use of recipes, use and care of equipment, and evaluation of food products. Safety and sanitation are emphasized.
- FOS 2201 Sanitation and Safety.** 3 hours, 3 c.c.  
This course is a study of the scientific rationale for sanitary practices enforced for group protection in institutional and food service facilities. It covers safety regulations and practices for the protection of employees and patrons. It includes all types of sanitation problems, including food-borne illnesses, chemical poisoning, and methods of their control.
- FRE 1120 Beginning French I.** 4 hours, 4 c.c.  
Fundamentals of grammar; drill in pronunciation, reading, and special emphasis on oral expression in the language. The course will include four credits of classroom instruction which may be augmented by study in the Foreign Language Laboratory. If you have had two consecutive years of French in high school, it is strongly advised you begin in FRE 1121.
- FRE 1121 Beginning French II.** 4 hours, 4 c.c.  
**Prerequisite:** FRE 1120. Not for beginners. The course will include four credits of classroom instruction which may be augmented by study in the Foreign Language Laboratory. Emphasis will be placed upon speaking and comprehension as well as culture. A wide variety of audio-visual material will be at the student's disposal. If you have had two consecutive years of French in high school, it is strongly advised you begin in FRE 1121. **Meets A.A. general education Category V.**
- FRE 2200 Intermediate French I.** 3 hours, 3 c.c.  
**Prerequisite:** FRE 1121 or two years of high school French. Development of ability to read a variety of French publications, literary and journalistic, in French, French civilization, literature, and cultural history. Class discussion, complete review of grammar, practice in composition.
- FRE 2201 Intermediate French II.** 3 hours, 3 c.c.  
**Prerequisite:** FRE 2200. Further development of the ability to read a variety of French publications, literary and journalistic, in French. French civilization will be discussed in the hope of stimulating the imagination by isolating current events and interesting individuals rather than merely presenting a series of facts. Group discussion will be encouraged to allow students to express their own opinions.
- FSS 0206C Food Preparation Worker.** 10 hours, 5 v.c.  
**Lab fee.** This course introduces the student to the basic principles and techniques of food preparation used in the food service industry. Basic skills are emphasized. The student will become familiar with the terminology and equipment used in food service production. A review of culinary math is included.
- FSS 0252C Dining Room Server/Greeter.** 10 hours, 5 v.c.  
**Lab fee.** This course introduces the student to the principles of dining room service. The students will learn dining room setup and breakdown and basic customer skills. This course covers the service skills required in a commercial culinary dining setting field from taking reservations to writing guest checks.
- FSS 0295C Baker's Helper.** 10 hours, 5 v.c.  
**Lab fee.** This course introduces the student to the principles of professional baking. The student will become familiar with the techniques and equipment used in a commercial kitchen. The student will apply the fundamentals of baking science in the production of various products. The student will learn the basic baking skills required in the culinary arts field.
- FSS 1202C Introduction to Food Production.** 5 hours, 3 c.c., A.S. only.  
**Lab fee. Prerequisite or corequisite:** FOS 2201. This course introduces the student to the basic principles and techniques of food preparation used in the food service industry. This course includes a basic overview of food chemistry from a culinarians point of view. Basic skills are emphasized. The student will become familiar with the terminology and equipment used in food service production. The nutritional value of foods will be covered and the science of nutrition will be applied in the course. A review of culinary math is included.
- FSS 1203C Intermediate Food Production.** 5 hours, 3 c.c., A.S. only.  
**Lab fee. Prerequisite:** FSS 1202C. This course builds on those skills learned in FSS 1202C, Introduction to Food Production. The student is introduced to breakfast and egg cookery, sandwiches and convenience foods. Vegetable identification and preparation will be covered as well as potatoes, rice and other farinaceous products. The use of legumes, nuts, and seeds will be discussed.
- FSS 1246C Professional Baking.** 5 hours, 3 c.c., A.S. only.  
**Lab fee. Prerequisite or Corequisite:** FOS 2201. This course introduces the student to the principles of professional baking. The student will become familiar with the techniques and equipment used in a bake shop or the baking area of a commercial kitchen. The student will apply the fundamentals of baking science in the production of various products. The student will learn the basic baking skills required in the culinary arts field.
- FSS 1250C Dining Room Management.** 4 hours, 3 c.c., A.S. only.  
**Lab fee.** This course introduces the student to the principles of managing service. The student will learn the basics of American, French, Russian and banquet table service. This course covers the service skills required in the culinary arts field from taking reservations to writing guest checks and handling money.
- FSS 2100 Food Purchasing and Menu Planning.** 4 hours, 4 c.c.  
This course introduces the student to the principles of food purchasing and menu planning. The student will become familiar with the techniques and theory of purchasing and menu planning. The student will be introduced to the techniques and equipment used in meat fabrication for the food service industry. **Meets A.S. oral communications requirement for the Culinary Management and Dietetic Technician programs.**
- FSS 2204C Advanced Food Production.** 5 hours, 3 c.c., A.S. only.  
**Lab fee. Prerequisite:** FSS 1203C. This course builds on those skills learned in FSS 1203C, Intermediate Food Production. Cooking methods for meats, poultry, fish, shellfish, game, and vegetarian menus are covered. Plate presentations and proper food combinations are combined with creative uses of all food products.
- FSS 2221C Quantity Food Production.** 5 hours, 3 c.c.  
**Lab fee. Prerequisite:** FOS 2022. Study and laboratory experience in the preparation of food in quantity. Quality standards in preparation and service, use of standardized recipes, and portion control will be included.
- FSS 2242C Kitchen Management.** 5 hours, 3 c.c., A.S. only.  
**Lab fee. Prerequisites:** FSS 1250C, FSS 2100, FSS 2204C, FSS 2247C. This course covers the unique food styles and preparation techniques used around the world. Students design and implement international menus using skills learned in FSS 2204C, FSS 1250C, and FSS 2100. Students prepare and serve meals to the public.
- FSS 2247C Advanced Baking.** 5 hours, 3 c.c., A.S. only.  
**Lab fee. Prerequisite:** FSS 1246C. This course builds on the skill and knowledge the student gained in FSS 1246C and to familiarize the student with advanced baking theories and techniques. The student will apply the fundamentals of baking science in the production of various products. The student will learn the basic baking skills required in the culinary arts field.

**FSS 2248C Garde Manger.** 5 hours, 3 c.c., A.S. only.

**Lab fee. Prerequisite:** FSS 1203C. This course introduces the student to the principles of charcuterie and garde-manger specialty production. The student will become familiar with the techniques and equipment used in the production of hors d'oeuvres, appetizers, charcuterie, and garde-manger products. The student will apply the fundamentals learned in the production of various hors d'oeuvre, appetizers, charcuterie, and garde-manger items. The student will learn the basic charcuterie and garde-manger skills required in the culinary arts field.

**FSS 2284C Catering and Banquet Management.** 5 hours, 3 c.c.

**Lab fee.** Techniques and management principles necessary for handling banquets, catering functions, and special events. Course topics will include planning and management, preparation and production, and service with an emphasis placed on planning and management of events.

**FSS 2307 Food Service Management.** 3 hours, 3 c.c.

**Prerequisite:** Six credit hours in Dietetic Technician courses. The development and use of foodservice management goals, policy and procedure manuals, health care regulations, quality assurance, food distribution methods and in-service education programs.

**FSS 2930 Food Service Seminar.** 1 hour, 1 c.c.

**Prerequisite:** Twelve credit hours in Dietetic Technician courses. Identification, discussion, and problem-solving related to actual work experiences. Areas to be included are health laws, licensing of facilities, and management areas such as scheduling of employees and employee training.

**FSS 2941 Culinary Practicum.** 9 hours, 3 c.c., A.S. only.

**Lab fee. Prerequisites:** FSS 2204C, FSS 2248C. This course allows students to practice advanced culinary skills under operating conditions. Students prepare and serve meals to the public.

**FSS 2942 Culinary Internship.** 9 hours, 3 c.c., A.S. only.

**Prerequisite:** FSS 1203C. Internship is a supervised hands-on training experience in which the student will observe and participate in the operation and production of a restaurant, food service, dietary, or other food production operation. The student will learn first hand the day to day operations of a food production facility. The student will have the opportunity to demonstrate the knowledge and skills learned in the classroom and apply them on the job.

**FSS 2945 Food Service Cost Control Internship.** 9 hours, 3 c.c.

**Corequisite:** HFT 2451. Instructor permission required. Internship is 180 hours of supervised clinical experiences demonstrating the knowledge and skill of food cost control in food service management.

**GEA 2000 World Regional Geography.** 3 hours, 3 c.c.

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. **Meets A.A. general education Category IV.**

**GEB 1011 Introduction to Business.** 3 hours, 3 c.c.

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 prerequisite only for those students following a program of study in business administration, but is offered in three different formats: the conventional classroom style, a special format which reduces formal classroom time but requires more self-study, and by means of Channel 23, WSRE-TV.

**GEB 1930 Business Professions Seminar.** 3 hours, 3 c.c., A.S. only.

Business Professions Seminar is designed to teach interpersonal relations to students who are preparing for business careers and wish a greater understanding of people and the workplace. An outstanding speaker from the business community will speak to the class each week on an appropriate topic. The other two days will consist of lectures, discussion, and activities with total student involvement.

**GEB 2430 Business Ethics.** 3 hours, 3 c.c., A.S. only.

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.

**GER 1120 Beginning German I.** 4 hours, 4 c.c.

Essentials of German grammar with special emphasis on reading ability and pronunciation, as well as basic speaking ability. The course will include four credits of classroom instruction which may be augmented by study in the Foreign Language Laboratory. If you have had two consecutive years of German in high school, it is strongly advised you begin in GER 1121.

**GER 1121 Beginning German II.** 4 hours, 4 c.c.

**Prerequisite:** GER 1120. Not for beginners. The course will include four credits of classroom instruction which may be augmented by study in the Foreign Language Laboratory. Emphasis will be placed upon speaking and comprehension as well as culture. A wide variety of audio-visual materials will be at the student's disposal. If you have had two consecutive years of German in high school, it is strongly advised you begin in GER 1121. **Meets A.A. general education Category V.**

**GER 2200 Intermediate German I.** 3 hours, 3 c.c.

**Prerequisite:** GER 1121 or two years of high school German. Review of German grammar, advanced reading, and conversation.

**GER 2201 Intermediate German II.** 3 hours, 3 c.c.

**Prerequisite:** GER 2200. The grammar presentations in *Deutsch heute* proceed from the known to the new; it builds on grammatical structures the student has already mastered. A student who completes this course satisfactorily will be expected to have the ability to read ordinary German of a non-technical nature (magazines and newspapers) and to read the standard works of German literature with a minimum use of the dictionary. A passing grade of 70 will be required.

**GEY 1000 Concepts of Aging.** 3 hours, 3 c.c.

A psychological and physiological study of the aging process and adult development as a part of life span development. This course should be of interest to professionals and paraprofessionals in the field as well as to family and friends of elderly who wish to expand their understanding of this subject.

**GLY 1001 Earth Science.** 3 hours, 3 c.c.

A broad survey of geology (earth materials and processes), oceanography, meteorology, and astronomy. A course primarily designed for non-science majors taught at an introductory level which will provide the student with a solid background of the interrelated disciplines that make up the "earth sciences." **Meets A.A. general education Category VII.**

**GLY 1010 Physical Geology.** 3 hours, 3 c.c.

**Corequisite:** GLY 1010L. An introduction to the study of the earth, its composition (minerals and rocks), gradational processes (running water, glaciers, winds and gravity), diastrophism (plate tectonics, folding, faulting), vulcanism (volcanic and plutonic features). **Meets A.A. general education Category VII.**

**GLY 1010L Physical Geology Laboratory.** 2 hours, 1 c.c.

**Lab fee. Corequisite:** GLY 1010. A study of rocks and minerals, structural features of the earth, and various earth forms as related to certain geologic processes with the aid of rock and mineral samples, topographic maps and aerial photographs. **Meets A.A. general education Category VII.**

**GRA 1830C Beginning Multimedia Production.** 6 hours, 3 c.c.,

A.S. only.

**Lab fee. Prerequisite:** ART 2601C or permission of instructor. Beginning Multimedia introduces students to the basics in design and development of computer-based multimedia on McIntosh. Computer hardware, software, and peripheral devices will be used to produce individual student multimedia-based portfolios.

**GRA 2831C Advanced Multimedia Production.** 6 hours, 3 c.c., A.S. only.

**Lab fee. Prerequisite:** GRA 1830C. Advanced Multimedia introduces students to more advanced concepts used in the design and development of computer-based multimedia on the PC. Computer hardware, software, and peripheral devices will be used to produce individual student multimedia-based portfolios.

**GRA 2931 Multimedia Seminar.** 1 hour, 1 c.c., A.S. only.

**Lab fee. Prerequisite:** GRA 2831C. Multimedia Seminar is designed to teach about interpersonal relationships, contextual constraints, problem solving, employment possibilities and strategies for students interested in multimedia production as a career. Guest speakers and/or the instructor will present to the class concerning appropriate topics. Site visits to area businesses, industries, schools and other facilities involved in the production of multimedia may occur. Students will design, develop and present multimedia-based materials on selected topics.

**GRE 1100 Beginning Greek I.** 3 hours, 3 c.c.

This course introduces the student to the fundamentals of Ancient Greek grammar and vocabulary and will enable the student to translate fairly simple Greek passages.

**GRE 1101 Beginning Greek II.** 3 hours, 3 c.c.

**Prerequisite:** GRE 1100. This course, a continuation of Beginning Greek I, will continue to emphasize Ancient Greek grammar and vocabulary and will enable the student to translate more complex Greek passages. **Meets A.A. general education Category V.**

**HCP 0120C Nursing Assistant.** 6 hours, 3 v.c.

**Lab fee. Prerequisites:** HSC 0000, HSC 0591C. This course is designed to prepare the student for employment in the long term care setting. Students have the opportunity to apply content learned in the classroom to the care of geriatric and long term care patients. Content includes legal, ethical, safety, comfort, nutrition, infection control and rehabilitative measures central to the care of patients by nursing assistants.

**HFT 1000 Introduction to the Hospitality Industry.** 3 hours, 3 c.c.

An introductory course designed to acquaint the student with the many facets of the hotel/lodging, restaurant, travel and tourism, and food service industries. The student will become familiar with the various interrelated professions in these industries and their relationships to each other.

**HFT 1040 Hospitality Industry Management Lectures.** 1 hour, 1 c.c.

Lecture series provides information on current topics of interest in the hospitality industry provided by notables from the various fields represented in hospitality management.

**HFT 1313 Hospitality Property Management.** 3 hours, 3 c.c.

This course focuses on three main areas of property management including physical plant management, facilities, systems engineering and management, and utilities and energy management. All phases of property management are covered from operations management to cost analysis and capital investment. The general principles of design, installation, operation, and economical evaluation are applied to hospitality operations.

**HFT 1410 Hospitality Industry Accounting.** 3 hours, 3 c.c.

Presents basic introduction to the reservation system and the accounting functions of hospitality operations. The course focuses on the reservations and billing, audit, transient ledger, city ledger, income statement, and of the statistical analysis used in the hospitality industry.

**HFT 1860 Bar Management.** 3 hours, 3 c.c.

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.

**HFT 2451 Food Service Cost Control.** 3 hours, 3 c.c.

An overview of the management system with an in depth study in the control component of the management cycle. This course will focus on the principles and procedures involved in an effective system of food, beverage, labor, and sales income control. Emphasizes the development and use of standards and the calculation of actual cost.

**HFT 2500 Marketing in the Hospitality Industry.** 3 hours, 3 c.c.

This course is designed to study the principles of marketing and promotion as they relate to the hospitality industry. This course looks at applying promotional techniques to a hospitality operation. The course addresses such topics as using a restaurant's menu and service staff to generate word-of-mouth advertising, the organization of a lodging operation's sales department, promotion of special events, etc.

**HFT 2600 Concepts of Hospitality Law.** 3 hours, 3 c.c.

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.

**HFT 2700 Travel and Tourism Management.** 3 hours, 3 c.c.

A study of a workable methodology, complete with long-range planning objectives and an organizational structure for the delegation of authority, that provides the key ingredients for success in tourism ventures, particularly as they relate to the hospitality industry.

**HFT 2930 Hospitality Seminar.** 3 hours, 3 c.c.

This course is designed to allow flexibility for a wide variety of topics/topic of interest, problem, need, etc. of the hospitality industry and to meet the special needs of an identified group of students. This course explores current topics as they affect the hospitality industry. **Meets A.S. oral communications requirement for the Hospitality Management program.**

**HFT 2941 Hospitality Internship.** 9 hours, 3 c.c.

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. This course may be repeated twice for credit.

**HIM 0050C Health Unit Coordinator Functions.** 16 hours, 8 v.c.

**Lab fee. Prerequisites or corequisites:** HSC 0000, OTA 0101. Classroom instruction and laboratory practice in receptionist duties, transcription of physician's orders, orientation to the hospital environment, maintenance of patient charts and forms, and coordinating the non-clinical tasks associated with health care nursing units. (Students must be preadmitted into the Health Unit Coordinator Program to take this course.)

**HIM 0055L Health Unit Coordinator Clinical I.** 12 hours, 6 v.c.

**Lab fee. Prerequisite:** HIM 0050C. Provides instruction in the use of a specific hospital's computer order entry system. On-the-job training is designed to give the student work experience in hospitals on various nursing units. The experience allows the student to practice health unit coordinating skills learned in the classroom under the supervision of practicing health unit coordinators and the instructor.

**HIM 1000C Introduction to Health Information Management.**

4 hours, 3 c.c., A.S. only.

Orientation to medical records, history, professional associations, and ethics; introduction to confidentiality; medical record content, format, evaluation, and use; numbering, filing, indexing, storage, retrieval, and quality control.

**HIM 1012 Health Information Law.** 3 hours, 3 c.c., A.S. only.

**Prerequisite:** HIM 1000C (or permission of instructor). Study of principles of law as applied to the health care field, with particular emphasis on medical record practice, confidentiality and release of information; hospital risk management, and quality assurance.

**HIM 1800 Health Information Management Clinical Practice I.**

12 hours, 4 c.c., A.S. only.

**Lab fee. Prerequisites:** HSA 1101, HSC 1592, HIM 1000C. **Corequisite:** HIM 1012. Supervised directed experience in hospital medical record department. Specific assignments: medical record admitting procedures, assembly and analysis of medical records, record and loose document filing, record controlling, release of information and medical staff relations.

**HIM 2280C Coding and Classification Systems.** 4 hours, 3 c.c., A.S. only.

**Prerequisites:** BSC 1080, HSC 1531 (or permission of instructor). **Corequisite:** HIM 2433. Historical development and purpose of medical nomenclature and classification systems/indexes, registers, abstracts, and an introduction to ICD-9-CM, CPT/HCPSC and DRG systems.

**HIM 2283 CPT-4 Coding.** 2 hours, 2 c.c., A.S. only.

**Prerequisite:** HIM 2280C. **Corequisite:** HIM 2436. Instruction and practice in CPT-4 Coding, HCPSC, and APGS as used in physician's offices and other out-patient settings.

**HIM 2433 Pathophysiology I.** 3 hours, 3 c.c., A.S. only.

**Prerequisite:** HSC 1531. **Corequisite:** BSC 1080. A study of the nature, cause, and treatment of specific disease entities. Basic understanding of the body's defense mechanism and drugs commonly used to treat the above.

**HIM 2436 Pathophysiology II.** 3 hours, 3 c.c., A.S. only.

**Prerequisite:** HIM 2433. A study of nature, cause and treatment of disease entities, and the drugs commonly used to treat the above.

**HIM 2620C Medical Statistics and Financial Applications.** 4 hours, 3 c.c., A.S. only.

**Prerequisites:** HIM 1000C, MTB 1310 or higher math or permission of the instructor. Statistical concepts and procedures in data collection and preparation of statistical reports for hospital administration and accrediting agencies; financial concepts and optimum utilization of resources.

**HIM 2810 Health Information Management Clinical Practice II.**

12 hours, 4 c.c., A.S. only.

**Lab fee. Prerequisites:** HIM 1800, HIM 2620C. **Corequisites:** MRE 2204C, MRE 2212C. Supervised learning experience in various health care facilities. Specific assignments: statistical applications, computer and word processing applications, coding, quality assurance, risk management, and record systems in alternative health care setting.

**HLP 1081 Concepts of Life Fitness.** 3 hours, 3 c.c.

**Lab fee.** A basic course designed to acquaint students with the principles, concepts and values of physical fitness, proper nutrition, and stress management; and the dangers attached to negative lifestyle behaviors. Students will learn to evaluate their fitness, nutrition and stress levels, identify their areas of interest, and write their own exercise prescriptions. Class periods are held in both the classroom and the LIFE Center where students will take part in a number of health and fitness assessments and will be instructed on the proper use of both strength and cardiovascular training equipment. Upon successful completion, students may register for RO0064 which gives them access to the Life Center. **Meets A.A. general education Category IV.**

**HLP 2940 Practicum.** 6 hours, 2 c.c.

**Prerequisites:** HLP 1081; PEM 1131, PEM 1171 or PEM 1102; PEN 1171; PET 2303 or permission of department head. This course is designed for students preparing for a career in developing, implementing and supervising various programs of exercise. The course focuses on the theories and applied principles of physical training and conditioning as it relates to individuals of all ages, in a variety of lifetime activities and exercise programs.

**HSA 1101 Survey of Health Services.** 2 hours, 2 c.c., A.S. only.

The purpose of this course is to introduce the student to the health care delivery system and to provide an overview of the role and responsibility of members of the health care team. Common illnesses will be discussed with a focus on prevention of disease and promotion of wellness. Legal/ethical issues, basic medical terminology, infection control, and the personal and professional characteristics of the successful health care professional are also included. **Meets A.S. computer competence requirement for the Dental Hygiene, Nursing (R.N.) and Physical Therapist Assistant programs.**

**HSA 1172 Third-Party Reimbursement.** 3 hours, 3 c.c., A.S. only.

**Prerequisites:** HSC 1531 or OST 1257, HIM 2280C. This course covers principles and practices related to payment or insurance of health or medical expenses, by a public or private organization, on behalf of beneficiaries or recipients of health or medical services.

**HSA 2500 Introduction to Risk Management.** 3 hours, 3 c.c., A.S. only.

This is an introductory course in the assessment and control of risk within health-care facilities. Included in the course are analysis of possibilities of liability, methods to reduce risk of liability, and methods to transfer risk to others.

**HSC 0000 Orientation to the Health Sciences.** 2 hours, 1 v.c.

**Prerequisite:** Acceptance into the program or permission of the instructor. The purpose of this course is to introduce the student to the health care delivery system and provide an overview of the role and responsibility of members of the health care team. Common illnesses will be discussed with a focus on prevention of disease and promotion of wellness. Systems of measurement, interpersonal skills, legal/ethical issues, basic medical terminology, infection control, and the personal characteristics of the successful health care professional are also included. Also included are the basic concepts of patient care skills which are common to all health occupations. Topics include patient and professional communication, proper patient identification, and monitoring patient status.

**HSC 0591C CPR/AIDS/OSHA for Health Professionals.** 2 hours, 1 v.c.

**Lab fee.** A study of cardiopulmonary resuscitation (CPR), Acquired Immune Deficiency Syndrome (AIDS), and OSHA standards for blood borne pathogens for the health professional. Instruction is designed to provide the student with skills required to recognize and provide basic management of cardiac arrest and airway obstruction in adults, children, and infants. Successful completion results in Basic Life Support for Health Care Providers (BCLS-Level C) certification. Satisfies the minimum AIDS education requirements, including transmission, infection control, prevention, general treatment, legal aspects, confidentiality, testing and attitudes. The course satisfies requirements 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. It also satisfies the minimum requirements for Domestic Violence education.

**HSC 1531 Medical Terminology.** 3 hours, 3 c.c., A.S. only.

The study of medical terminology as the language of medicine including the study of prefixes, suffixes, word roots, with emphasis on spelling, pronunciation, definition, and usage.

**HSC 1592 CPR/AIDS/OSHA for Health Professionals.** 1 hour, 1 c.c., A.S. only.

**Lab fee.** A study of cardiopulmonary resuscitation (CPR) and Acquired Immune Deficiency Syndrome (AIDS) and OSHA standards for bloodborne pathogens for the health professionals. Instruction is designed to provide the student with skills required to recognize and provide basic management of cardiac arrest and airway obstruction in adults and children. Successful completion results in Basic Cardiac Life Support (BCLS—Level C) certification. Satisfies the minimum AIDS education requirements, including transmission, infection control, prevention, general treatment, legal aspects, confidentiality, testing, and attitudes. Also satisfies the requirements for OSHA standards for universal precautions, PPE, microbiological practices, Hepatitis B vaccination, post exposure evaluation/follow-up and hazard communication in working with bloodborne pathogens.

**HSC 2100 Personal and Community Health.** 3 hours, 3 c.c.

This course includes information and principles for protection and promotion of individual and public health. Emphasis is given to mental health, parenthood, nutrition, disease prevention, and community organization for maintaining and improving health in society.

**HSC 2400 First Aid and Injuries.** 3 hours, 3 c.c.

**Lab fee.** This course includes standards and accepted principles of first aid, discussion and laboratory practices in dressings and bandages, wounds and their care, rescue breathing and CPR, poisonings, fractures, burns, and transportation of the injured. The course includes the American Red Cross first aid course. Upon successful completion of all tests, students will be certified in CPR and Basic First Aid.

**HSC 2402 Managing Medical Emergencies.** 3 hours, 3 c.c.

A course designed to instruct human service providers, such as special educators and mental health professionals, in anticipating and controlling student/client medical/behavioral emergencies in agency and/or school settings. Skills in medical first aid, CPR, and non-violent crisis intervention will be taught. Meets American Red Cross certification requirement for Community First Aid and Safety and Crisis Prevention Institute certification for non-violent crisis intervention.

**HSC 2642 Health Care Law.** 3 hours, 3 c.c.

An introduction to health-care law. Covers the legal aspects of the delivery of health care in various settings. Includes an introduction to the American legal system, the liabilities of health-care organizations and health-care professionals, patient rights and responsibilities, labor relations, and insurance, among other topics.

**HUM 1510C Arts Experience.** 4 hours, 3 c.c.

**Lab fee.** This course enables the student to see the arts as they are produced. Class will be held once a week on campus and also in various locations including the concert hall, art gallery, theatre and museum where the student will attend different arts events. Students will learn many aspects of art, music, and theatre. **Meets A.A. general education Category V.**

**HUM 1930 Lyceum.** 1 hour, 1 c.c.

This class meets once a week for lectures and discussions designed to help the student understand and enjoy the Lyceum Series distinguished speakers and offerings in art, music, dance, and drama. The student attends at least six Lyceum events and is tested at midterm and final exam on vocabulary and appreciation skills presented in eight lectures.

**HUM 2210 Humanities in the Ancient World.** 3 hours, 3 c.c.

**Prerequisite:** Test score requirement the same as ENC 1101. An integrated approach to the humanities which examines philosophy and the arts in terms of their relationships, rather than as separate activities. The emphasis throughout will be on the ways in which a shared cultural outlook gives meaning to human experience and is, in turn, expressed through works of art. This course considers the achievements of Greece, Rome, and the Middle Ages, treating them chronologically in order to provide a sense of change and development in succeeding epochs. There will be lectures, correlated readings and illustrations of representative works from each period studied. **Meets A.A. general education Category V. A writing emphasis course.**

**HUM 2230 Humanities in the Modern World.** 3 hours, 3 c.c.

**Prerequisite:** Test score requirement the same as ENC 1101. An integrated approach to the humanities which examines philosophy and the arts in terms of their relationships, rather than as separate activities. The emphasis throughout will be on the ways in which a shared cultural outlook gives meaning to human experience and is, in turn, expressed through works of art. This course considers the achievements of the Renaissance, the Modern Era, and the Post-Modern Era, treating them chronologically in order to provide a sense of change and development in succeeding epochs. There will be lectures, correlated readings and illustrations or representative works from each period studied. **Meets A.A. general education Category V. A writing emphasis course.**

**HUM 2454 African-American Humanities.** 3 hours, 3 c.c.

**Prerequisite:** Test score requirement same as ENC 1101. The course will examine the impact that the Atlantic slave trade has had on the new world. It will trace Western African Culture and how it "re-appears" in the Caribbean, Latin America and North America. The course will examine the history, music, literature and art of these places as well. **Meets A.A. general education Category V. A writing emphasis course.**

**HUM 2740 Humanities Travel.** 3 hours, 3 c.c.

**Prerequisite:** Test score requirement the same as ENC 1101. Each offering is specially designed to expose the student to the culture of other countries. The exact itinerary and experience is determined by the faculty member in charge. Inquires should be made to the appropriate department head. **Meets A.A. general education Category V. A writing emphasis course.**

**HUM 2741 Humanities Travel.** 6 hours, 6 c.c.

**Prerequisite:** Test score requirement the same as ENC 1101. Each offering is specially designed to expose the student to the culture of other countries. The exact itinerary and experience is determined by the faculty member in charge. Inquiries should be made to the appropriate department head. (Only three hours may be counted toward general education.) **Meets A.A. general education Category V. A writing emphasis course.**

**HUN 1003 Wellness: Nutrition, Personal Growth, Physical Fitness.** 3 hours, 3 c.c.

Wellness is an interdisciplinary course taught by the departments of Health and Human Performance and Behavioral Sciences/Human Services. The course assists students in learning to make healthful lifestyle decisions and choices with the goal of improving one's quality of life. Three dimensions of good health are emphasized: nutrition, positive personal growth, and physical fitness. Topics addressed include healthy food choices, weight management, stress management, assertive communication, aerobic activities, and identification of cardiovascular risk factors. **Meets A.A. general education Category IV.**

**HUN 1201 Elements of Nutrition.** 3 hours, 3 c.c.

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. **Meets A.A. general education Category IV.**

**HUN 1290 Applied Nutrition.** 3 hours, 3 c.c.

**Prerequisite:** HUN 1201. An advanced course designed to give updated scientific nutrition information and products, programs, and services affecting its application in the community. Will include special interest areas such as pediatrics, geriatrics, and so forth, as dictated by student need.

**HUS 1320 Nonviolent Crisis Intervention.** 1 hour, 1 c.c.

A course designed to teach educators, emergency service workers, mental health professionals, and other human service providers to effectively and nonviolently anticipate, assess and intervene in crisis situations. Crisis theory, verbal interventions, and physical protection measures will be taught. This course meets the requirements for certification in nonviolent crisis intervention by the Crisis Prevention Institute (CPI).

**HUS 2345 Drugs and Behavior.** 3 hours, 3 c.c.

"Addiction" is often, incorrectly, equated with "physical dependence." In this course, we will come to understand "addiction" in terms of its defining patterns of behavior; and examine the effects of addiction of family dynamics, and society. The different classes of drugs will be discussed; their scope of the problem of chemical dependence, possibilities for intervention and treatment will be examined.

**IDH 1110 Nature, Technology and Values.** 3 hours, 3 c.c.

**Prerequisite:** Test score requirement same as ENC 1101. This course comprises a three-credit component of the Honors Program core. This course is an interdisciplinary humanities course taking a critical approach to the relationships between humans and the non-human environment. The course begins with a consideration of the Greek Pre-Socratic philosophers who initiate and generate rational theoretical models of nature. The course then offers a consideration of the beginning of western value theory by considering the life and thoughts of Socrates as articulated by Plato. After considering these ancient theoretical origins, the course focuses on a variety of contemporary texts concerned with: the history of western science, the philosophy of technology, ecology, dystopias and various critical assessments of the nature(s) of different forms of reason. The course attempts to distinguish between instrumental and emancipatory reason. **Meets A.A. general education Category V. A writing emphasis course.**

**IDH 2009 Thesis Seminar.** 3 hours, 3 c.c.

**Prerequisite:** Completion of all required courses in the Honors Program. This course comprises a three-credit component of the Honors Program core. This is a culminating course in the Honors Program assisting students in producing an honors thesis. This thesis should represent an exploration and rendering of an original topic that reflects study and research from two diverse populations. Students choose and limit a topic, prepare an abstract of the thesis, prepare a preliminary bibliography, accumulate and evaluate potential sources, develop a controlling idea, produce a rough draft, and complete an edited final paper. Special needs of research in various disciplines are discussed. Through peer editing, students have the opportunity to receive feedback at each stage of the writing and researching process. **Meets A.A. general education Category I. A writing emphasis course.**

**IDH 2350 Natural Sciences Honors.** 3 hours, 3 c.c.

**Prerequisite:** Test score requirement same as ENC 1101. This course comprises a three-credit component of the Honors Program core. Natural Sciences Honors introduces basic ecological principles as they apply to humans and our relationship to the environment. Current environmental problems such as global warming, ozone depletion, pollution, resource conservation and over-population will be explored through lectures, video, Internet and computer simulations. **Meets A.A. general education Category VI. A writing emphasis course.**

**IDH 2401 The American Dream: English.** 3 hours, 3 c.c.

**Prerequisite:** Test score requirement same as ENC 1101. This course comprises a three-credit component of the Honors Program core. The course focuses on gender and ethnicity as elements in the American experience. Through reading imaginative literature and expository essays and through writing about both the readings and personal experiences, students are made aware of the ways that gender, race, and ethnicity contribute to our identity as individuals and the ways they have shaped American history. **Meets A.A. general education Category I. A writing emphasis course.**

**IDH 2402 The American Dream: History.** 3 hours, 3 c.c.

**Prerequisite:** Test score requirement same as ENC 1101. This course comprises a three-credit component of the Honors Program core. This course focuses on historical constructions of race and identity for blacks living in America. The African-American history sections explore the meanings of freedom, justice and democracy in a nation that held these ideals to be tantamount to its foundation. **Meets A.A. general education Category IV. A writing emphasis course.**

**IDH 2450 Modern European Cultural History.** 3 hours, 3 c.c.

**Prerequisite:** Test score requirement same as ENC 1101. This course comprises a three-credit component of the Honors Program core. This course highlights events and movements leading to an understanding of the background of the 20<sup>th</sup> century. The course begins with the French Revolution and concludes with the First World War. In addition to specific historical events, concentration will include nationalism, the arts, music, literature, industrialization and science. **Meets A.A. general education Category IV. A writing emphasis course.**

**ITA 1120 Beginning Italian I.** 4 hours, 4 c.c.

Fundamentals of grammar, drill in pronunciation, reading and special emphasis on oral expression in the language. This course includes four credits of classroom instruction which may be augmented by study in the Foreign Language Laboratory. If you have had two consecutive years of Italian in high school, it is strongly advised you begin in ITA 1121.

**ITA 1121 Beginning Italian II.** 4 hours, 4 c.c.

**Prerequisite:** ITA 1120. Not for beginners. The course includes four credits of classroom instruction which may be augmented by study in the Foreign Language Laboratory. Emphasis will be placed upon speaking and comprehension as well as culture. If you have had two consecutive years of Italian in high school, it is strongly advised you begin in ITA 1121. **Meets A.A. general education Category V.**

**ITA 2200 Intermediate Italian I.** 3 hours, 3 c.c.

**Prerequisite:** ITA 1121 or two years of high school Italian. Development of ability to read with comprehension material dealing with Italian civilization (especially Renaissance), literature, and cultural history. Class discussion, complete review of grammar, practice in composition.

**ITA 2201 Intermediate Italian II.** 3 hours, 3 c.c.

**Prerequisite:** ITA 2200. Continuation of building the knowledge of language structure, grammar, pronunciation, vocabulary and idiomatic expressions in the assigned lessons, with special emphasis on oral expression in the language. Reading of short stories and oral dialogue will constitute almost half of the course content.

**JOU 1100 Reporting I.** 3 hours, 3 c.c.

**Prerequisite:** Test score requirement same as ENC 1101. Teaches newswriting and touches on some other kinds of journalistic articles such as feature stories and press releases. With exercises and real assignments for The Corsair, students gain experiences gathering news, interviewing, writing and editing. **A writing emphasis course.**

**JOU 1303 Feature Article Writing.** 3 hours, 3 c.c.

**Prerequisite:** Test score requirement same as ENC 1101. Covers the writing of articles that are not straight news or opinion pieces. Human interest stories, personality profiles, and news backgrounders are among types studied. Students select their own topics, gather information, and write at least four articles for publication. Skills taught include fact gathering, interviewing, and querying of editors. **A writing emphasis course.**



- JOU 1420L College Publications.** 3 hours, 1 c.c.  
**Prerequisite:** Test score requirement same as ENC 1101. Introduces the student to the practical world of print journalism. The course surveys news and feature writing, headline writing, layout and design, and legal concerns (libel, privacy). Students electing to take a course a second time work on special projects. **A writing emphasis course.**
- JOU 2946 Journalism Practicum.** 3 hours, 1 c.c.  
 Internship with the Pensacola News Journal or other area publication or agency. Student works in the newsroom and is supervised by editors. The publication (or agency), the college, and the student arrange work schedules.
- LAT 1120 Beginning Latin I.** 4 hours, 4 c.c.  
 This course will introduce the student to the fundamentals of Latin grammar and vocabulary, and enable the student to translate fairly simple Latin passages. If you have had two consecutive years of Latin in high school, it is strongly advised you begin in LAT 1121.
- LAT 1121 Beginning Latin II.** 4 hours, 4 c.c.  
**Prerequisite:** LAT 1120. Not for beginners. This course will provide the student with an introduction to Roman and Greek writers via Latin translations of their works. It will also provide the student with an in-depth look at the culture and history of the classical world. If you have had two consecutive years of Latin in high school, it is strongly advised you begin in LAT 1121. **Meets A.A. general education Category V.**
- LAT 2200 Intermediate Latin I.** 3 hours, 3 c.c.  
**Prerequisite:** LAT 1121 or two years of high school Latin. The course will concentrate on reading Latin authors (primarily Caesar). The translations will be prose and the appropriate grammar and vocabulary necessary for the translation of the Latin works will be covered. The course will also involve a brief look at the culture and history of the Romans of the first century B.C.
- LEI 1000 Introduction to Recreation and Leisure Services.** 3 hours, 3 c.c.  
 An exploratory course primarily designed to serve those students curious about or committed to Leisure Services as a major. Considers historical and philosophical foundations and interpretations of the meaning of leisure as well as a practical examination of status and crucial issues. Served well also are students seeking a personal perspective on the value and place of leisure in their lives.
- LEI 1260 Outdoor Recreation Management.** 4 hours, 4 c.c.  
 An orientation and participation course designed for those students who plan to pursue a career in Recreation and Leisure Services. Course includes outdoor activity planning, conservation, nature activities, safety and hazard procedures and outdoor facility management. Field observation is included as a part of the course.
- LEI 2730 Adaptive/Therapeutic Recreation.** 4 hours, 4 c.c.  
 This course is designed to develop the beginning-level knowledge and skills of students who aspire to meet individual needs in sport, recreation or rehabilitation settings. It covers the rapidly expanding knowledge base of adapted physical activity as a profession.
- LIN 1670C Traditional English Grammar and Composition.** 4 hours, 3 c.c.  
**Prerequisite:** Appropriate score on Florida Entry-Level Placement Exam or ENC 0002C. A comprehensive course including grammar, usage, and mechanics; basic sentence structure; effective paragraph writing; and introduction to the essay.
- LIS 1001 Use of Library Materials.** 1 hour, 1 c.c.  
 An independent study course that teaches the methods of library research and the use of basic reference materials and online catalogs. There are no formal classes; the student works at his or her own rate of speed during regular library hours. Students may register throughout the term.
- LIS 1002 Introduction to Internet Research.** 1 hour, 1 c.c.  
**Lab fee.** This course provides an introduction to Internet concepts and vocabulary with an emphasis on using a variety of Internet tools and techniques to access information on the Internet. **Meets A.A. computer competence requirement.**
- LIT 2090 Contemporary Literature.** 3 hours, 3 c.c.  
**Prerequisite:** ENC 1102. Selected literature of the twentieth century. **Meets A.A. general education Category II. A writing emphasis course.**
- LIT 2110 World Literature to 1650.** 3 hours, 3 c.c.  
**Prerequisite:** ENC 1102. Selected literature from the classical period, the Middle Ages, and the Renaissance. **Meets A.A. general education Category II. A writing emphasis course.**
- LIT 2120 World Literature from 1650.** 3 hours, 3 c.c.  
**Prerequisite:** ENC 1102. Selected literature from the Age of Enlightenment to the beginning of the twentieth century. **Meets A.A. general education Category II. A writing emphasis course.**
- LIT 2930 Special Topics in Literature.** 3 hours, 3 c.c.  
**Prerequisite:** ENC 1102. A course designed to allow flexibility in presenting a variety of topics in literature, such as Southern Literature, Science Fiction, and African-American Literature. **A writing emphasis course.**
- MAC 1105 College Algebra.** 3 hours, 3 c.c.  
**Prerequisite:** Appropriate scores on Florida Entry-Level Placement Exam or MAT 1033. This course covers the following topics: functions and functional notation; domains and ranges of functions; graphs of functions and relations; operations on functions; inverse functions; linear, quadratic, and rational functions; absolute value and radical functions; exponential and logarithmic properties, functions, and equations; systems of equations and inequalities, applications (such as curve fitting, modeling, optimization, exponential and logarithmic growth and decay.) **Meets A.A. general education Category III.**
- MAC 1114 Plane Trigonometry.** 3 hours, 3 c.c.  
**Prerequisite:** MAC 1105 or permission of the instructor. This is a basic course designed to prepare the student for more advanced mathematics. The course treats both circular and trigonometric functions. Topics covered include fundamental concepts, identities, graphs of the functions, the inverse functions and their graphs, application to right and oblique triangles, trigonometric equations, vectors, and complex numbers. **Meets A.A. general education Category III.**
- MAC 1140 Precalculus Algebra.** 3 hours, 3 c.c.  
**Prerequisite:** MAC 1105. This course furthers the preparation of students in important areas such as graphing techniques, algebraic functions, and transcendental functions. Special emphasis is given to the algebra needed in calculus. Calculators are used to contribute to the goals of the course. **Meets A.A. general education Category III.**
- MAC 1147 Precalculus Algebra/Trigonometry.** 4 hours, 4 c.c.  
**Prerequisites:** MAC 1105 and high school trigonometry. This course furthers the preparation of students in important areas such as graphing techniques, algebraic functions, trigonometry functions and transcendental functions. Special emphasis is given to the algebra needed in calculus. Calculators are used to contribute to the goals of the course. **Meets A.A. general education Category III.**
- MAC 1154 Analytic Geometry.** 3 hours, 3 c.c.  
**Prerequisite:** Appropriate score on Florida Entry-Level Placement Exam or grade of "C" or better in MAC 1105. This course provides preparation for the study of more advanced mathematics courses. The emphasis is on concepts related to coordinate geometry and analysis of graphs of functions. Polar coordinates and parametric equations are included. **Meets A.A. general education Category III.**
- MAC 2233 Calculus with Business Applications.** 3 hours, 3 c.c.  
**Prerequisite:** MAC 1105. Designed for the business major. Topics include graphing techniques, differential calculus, exponential and logarithmic functions; with applications to supply and demand curves, cost functions, revenue and profit functions, market equilibrium, taxation, and elasticity. **Meets A.A. general education Category III.**
- MAC 2311 Analytic Geometry and Calculus I.** 4 hours, 4 c.c.  
**Prerequisites:** MAC 1114 and MAC 1140 or MAC 1147. This course consists of elements of plane analytic geometry, differentiation of algebraic functions and integration of the polynomial functions with application. **Meets A.A. general education Category III.**
- MAC 2312 Analytic Geometry and Calculus II.** 4 hours, 4 c.c.  
**Prerequisite:** MAC 2311. A course including differentiation and integration of the trigonometric, logarithmic, and exponential functions; integration by algebraic and trigonometric substitutions, partial fractions, and parts, vectors, and polar coordinates. **Meets A.A. general education Category III.**
- MAC 2313 Analytic Geometry and Calculus III.** 4 hours, 4 c.c.  
**Prerequisite:** MAC 2312. This course includes a study of vectors, solid analytic geometry, infinite series, partial differentiation and multiple integrals. **Meets A.A. general education Category III.**
- MAE 1801 Concepts of Modern Elementary Mathematics.** 3 hours, 3 c.c.  
**Prerequisite:** Appropriate score on Florida Entry-Level Placement Exam or grade of "C" or better in MAT 1033. This course is designed for elementary and middle school teachers or those preparing to teach. Students will gain experience with mathematical content consistent with the N.C.T.M. Standards, which include an introduction to set theory, number systems of arithmetic, numeration systems, introduction to number theory, and algorithms of arithmetic. **Meets A.A. general education Category III.**

- MAN 2021 Principles of Management.** 3 hours, 3 c.c.  
The basic principles of planning, organizing, and controlling operations in the process of management. Emphasis is directed toward the development on the part of the student of soundly coordinated managerial philosophy.
- MAP 2302 Differential Equations.** 3 hours, 3 c.c.  
**Prerequisite or corequisite:** MAC 2313. A course in ordinary differential equations. It includes solutions to first and higher order differential equations, series solutions of linear differential equations, graphical and numerical methods, and an introduction to the La Place Transform. **Meets A.A. general education Category III.**
- MAR 2011 Marketing.** 3 hours, 3 c.c.  
The analysis of the potential target market, the marketing mix in relation to its market, channels of distribution, sales promotion, and marketing management.
- MAT 0002C College Preparatory Mathematics.** 4 hours, 3 c.p.  
A mathematics skills course designed for the student who needs to develop basic arithmetic, geometry, and pre-algebra skills.
- MAT 0024C College Preparatory Algebra.** 4 hours, 3 c.p.  
**Prerequisite:** Appropriate score on Florida Entry-Level Placement Exam or MAT 0002C. This course is designed for the student who has had no algebra or has very little knowledge of the subject. Topics to be covered will include simplifying and evaluating variable expressions; solving linear equations, inequalities and related word problems; operations with polynomials; factoring; some algebraic fractions; quadratic equations; radicals and introduction to graphing.
- MAT 1033 Intermediate Algebra.** 3 hours, 3 c.c.  
**Prerequisite:** Appropriate score on Florida Entry-Level Placement Exam. This course covers the following topics: factoring, algebraic fractions, radicals and rational exponents, complex numbers, quadratic equations, rational equations, linear equations, and inequalities in two variables and their graphs, systems of linear equations and inequalities introduction to functions, and applications of the above topics.
- MCB 1000 Applied Microbiology.** 3 hours, 3 c.c.  
**Corequisite:** MCB 1000L. This course consists of the study of the characteristics and activities of microorganisms; survey of microbial groups with emphasis on pathogenic forms; theories of destruction, removal and inhibition of microorganisms; relationships between infection, immunity, and allergy. While the course is recommended for student nurses and dental hygienists, students in other programs will be admitted.
- MCB 1000L Applied Microbiology Laboratory.** 2 hours, 1 c.c.  
**Lab fee. Corequisite:** MCB 1000. Laboratory course to complement MCB 1000. Students will study microorganisms to develop an understanding of how they interact with man.
- MCB 2020 General Microbiology.** 2 hours, 2 c.c.  
**Prerequisites:** BSC 2010, CHM 1045. **Corequisite:** MCB 2020L. A study of the taxonomy, morphology, and physiology of bacteria and related organisms, with a brief introduction to pathology, immunology, and food microbiology. Recommended for majors and students in certain four-year medically related programs.
- MCB 2020L General Microbiology Laboratory.** 4 hours, 2 c.c.  
**Lab fee. Corequisite:** MCB 2020. A laboratory course designed to accompany MCB 2020. Laboratory work includes stains and techniques used to culture and identify microorganisms, techniques in biotechnology and studies in pathogenesis and disease transmission.
- MEA 0200C Medical Assisting Theory and Practice II.** 6 hours, 3 v.c.  
**Lab fee. Prerequisite:** MEA 0222C. This course teaches operation and maintenance of clinical equipment for patient examination and treatment. The learner will practice a variety of skills necessary in assisting the physician in providing patient care. Ethical and theoretical principles will be presented insuring quality and safe practice.
- MEA 0201C Medical Assisting Theory and Practice III.** 6 hours, 3 v.c.  
**Lab fee. Prerequisite:** MEA 0200C. This course teaches methods of securing specimens and performing diagnostic test. In time of emergency, the learner will be able to initiate appropriate first aid and act in a responsible manner. This student also will administer medication safely under the direction of the physician in charge and assess the patient for its intended effect on the body.
- MEA 0222C Medical Assisting Theory and Practice I.** 6 hours, 3 v.c.  
**Prerequisites:** MEA 0233, PRN 0050. **Corequisites:** MEA 0242, OST 0461C. This course introduces the students to the basic principles of clinical practice in the physicians office. Includes: aseptic technique, maintaining of the clinical setting, and principles of psychology.
- MEA 0233 Medical Terminology with Anatomy and Physiology.** 6 hours, 3 v.c.  
This course gives the student a thorough working knowledge of anatomy and physiology of the human body in health and disease on which the terms are based. Medical terms are analyzed in detail as to the meaning of their component parts. Pronouncing, spelling, and defining are emphasized. The names and locations of body structures and the functions of each structure are correlated with the terms. A basic understanding of the etiology, symptomatology, diagnosis, and treatment of disease is included. Local medical records are used for practice.
- MEA 0242 Pharmacology Terminology.** 6 hours, 3 v.c.  
Teaches the student pronunciation, spelling, actions, and side effects of the most commonly prescribed drugs by generic and trade names, and the interpretation of pharmacological terms, abbreviations, and symbols. The student learns to read and write prescriptions, under the physician's direction and to use current reference works quickly and efficiently. The student learns the basic concepts of drug administration. The course includes an overview of the historical development of pharmacology and drug legislation as it relates to the Medical Assistant.
- MEA 0334 Medical Insurance and Coding.** 4 hours, 2 v.c.  
This course covers the purpose of medical insurance, the variety of plans, the payment of benefits, the abstracting of medical information from charts, the processing of claims, and coding for insurance purposes. Extensive practice in preparing and filing insurance forms is provided. The students learn to transcribe from verbal and written descriptions of diseases, injuries, and medical procedures into internationally standardized numerical designations for third party payers.
- MEA 0382 Medical Law and Ethics.** 4 hours, 2 v.c.  
An entry-level course designed to familiarize the student with legal and ethical responsibilities of the medical assistant as an agent of the physician while employed. Emphasis is placed on: licensure, registration, certification, professional liability, and legislative acts governing medicine. Also, ethical issues related to professional conduct are discussed.
- MEA 0940L Medical Assistant Clinical Practice.** 12 hours, 6 v.c.  
**Lab fee. Prerequisites:** APA 0260, MEA 0201C, MEA 0334, MEA 0382, OST 0611C, OTA 0483C. On-the job training is designed to give the student work experience in a medical agency or physician's office. The experience allows the student to practice skills learned in the classroom, to build confidence, to adjust to a work environment, and to increase opportunities for employment in a medical field.
- MEA 1232 Pharmacology Terminology.** 3 hours, 3 c.c., A.S. only.  
**Corequisite:** OST 1257. 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.
- MET 1010 Introduction to Meteorology.** 3 hours, 3 c.c.  
An introduction to the atmosphere, its structure, composition and processes. Major topics will include atmospheric structure and composition, heating and cooling, temperature, pressure and winds, weather systems and climate. **Meets A.A. general education Category VII.**
- MGF 1106 Mathematics for Liberal Arts I.** 3 hours, 3 c.c.  
**Prerequisite:** Appropriate score on Florida Entry-Level Placement Exam or MAT 1033. This course 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. **Meets A.A. general education Category III.**
- MGF 1107 Mathematics for Liberal Arts II.** 3 hours, 3 c.c.  
**Prerequisite:** Appropriate score on Florida Entry-Level Placement Exam or MAT 1033. This course 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. **Meets A.A. general education Category III.**
- MGF 1118 Essential Math Skills.** 1 hour, 1 c.c.  
**Prerequisite:** Appropriate score on Florida Entry-Level Placement Exam or MAT 1033. This course is designed to meet the needs of college students who must attain acceptable performance levels with regard to a specific set of required competencies in mathematics. The Florida Legislature has mandated that students achieve this mastery by the end of their sophomore year. The mathematics competencies include arithmetic, logic, algebra, geometry, probability and statistics. This course covers all CLAST topics. **Meets A.A. general education Category III.**

- MIS 1031 Introduction to Military Science.** 1 hour, 1 c.c.  
An introductory course designed to provide the student with an understanding of the Army's organization; customs and traditions, to include basic Army drill and ceremonies; and its role in American society.
- MIS 1620 Military First Aid/Physical Fitness.** 1 hour, 1 c.c.  
An introductory course designed to familiarize the student with the basic concepts of injury care and prevention through the development of a personal physical readiness program and an understanding of the principles of first aid.
- MIS 1620L Military First Aid/Physical Fitness Laboratory.** 2 hours, 0 c.c.  
This laboratory is an extension of MIS 1620. It provides hands-on experience in the practical application of the classroom material.
- MIS 2400 Fundamentals of Leadership.** 2 hours, 2 c.c.  
Basic leadership techniques and principles, senior-subordinate relationships, leadership problems, basic counseling and management techniques. Familiarization with the basic weapons/communications in a platoon.
- MIS 2400L Fundamentals of Leadership Laboratory.** 2 hours, 0 c.c.  
This laboratory is an extension of MIS 2400. It provides hands-on experience in the practical application of the classroom material.
- MIS 2631 Application of Military Skills.** 2 hours, 2 c.c.  
Basic map and aerial photography reading and land navigation; theory and dynamics of the military team in tactical situations; survival techniques in various environments.
- MIS 2631L Applications of Military Skills Laboratory.** 2 hours, 0 c.c.  
This laboratory is an extension of MIS 2631. It provides hands-on experience in the practical application of the classroom material.
- MKA 1021 Salesmanship.** 3 hours, 3 c.c., A.S. only.  
Principles and problems in personal selling relating to prospecting, preapproach, demonstration, meeting objections, and closing. Correct attitudes and personal attributes of one who deals with the public on a business or professional basis.
- MKA 2511 Advertising.** 3 hours, 3 c.c., A.S. only.  
A study of the basic promotional objective, advertising markets, the product to be advertised, media, and the composition of the advertisement.
- MLT 0042 Phlebotomy.** 6 hours, 3 v.c.  
This course will train participants to obtain blood specimens from adults, children, and neonates by venipuncture or capillary puncture. Skills and concepts taught include the basic job duties of a phlebotomist; communication; basic anatomy and physiology; infection control and safety; and specimen collection.
- MLT 0042L Phlebotomy Clinical.** 6 hours, 3 v.c.  
**Lab fee. Prerequisite:** MLT 0042. This course provides 90 hours of clinical experience in a patient care environment. Students will perform a minimum of 50 successful unaided phlebotomies. Students will be exposed to a variety of patients and a variety of collection techniques, including capillary and skin puncture methods.
- MMC 2000 Survey of Mass Communication.** 3 hours, 3 c.c.  
This course covers the history and development of mass media in the U.S. and how those media affect society. Media covered include newspapers, magazines, radio, television, and film along with a study of the impact of advertising and public relations.
- MNA 1161 Customer Service.** 3 hours, 3 c.c.  
This course is designed to teach and improve the customer service skills and the professionalism of the student. This course teaches customer relations and customer service skills that are applicable to any job position that has contact with customers. Included in the topics of the course are the subjects of communication, customer service, handling complaints and customer relations.
- MNA 1300 Human Resource Management.** 3 hours, 3 c.c., A.S. only.  
This course presents the functions of a personnel manager, the philosophy of general management, organizational structure, employee socio-economic climate and career job finding information. Included are job descriptions and specifications, recruiting practices, correspondence for job application, resumes, interviewing, placement, training, performance appraisals, motivational techniques, union-management relations, and wage and salary administration.
- MNA 2100 Human Relations.** 3 hours, 3 c.c., A.S. only.  
This course includes the patterns of human behavior that lead to effective work relationships, an analysis of factors that shape the industrial environment and influence the human relations that develop within this environment and the application of psychological principles of the business problems of leadership and motivation, productivity and morale, personnel and industrial relations policy.
- MNA 2305 Instructional Management.** 3 hours, 3 c.c., A.S. only.  
This course covers major elements of management and supervision of a training system or a specific course of instruction. It is not a "how to lead" course, but a functional guide to overall management of training systems. Included are management issues concerning instructors and students; instructional materials both written and equipment; facilities both classroom and support; along with special procedure concerning each of these issues. The functions associated with instructional management are applicable to both industrial and military organizations.
- MNA 2345 Applied Supervision.** 3 hours, 3 c.c., A.S. only.  
This course provides the first-time supervisor with the practical knowledge and technical job skills required for getting things done with and through people. It focuses on the managerial functions of planning, organizing, staffing, directing, and controlling as they apply to private and public agencies at national, state, and local levels of government. It also includes instruction in skills associated with supervising, decision making, communication, recordkeeping, human relations, discipline, grievance resolution, personnel selection, and training. Speaking, reading, case studies, written reports, and a notebook are requirements.
- MRE 2204C Advanced ICD-9-CM Coding.** 3 hours, 2 c.c., A.S. only.  
**Prerequisite:** HIM 2280C. **Corequisite:** HIM 2436. Continuation and expansion of HIM 2280C. This course covers the advanced features of the ICD-9-CM Coding System. Also included are prospective pricing and diagnostic-related groups (DRGs).
- MRE 2212C Health Information Management in Alternative Settings.** 3 hours, 2 c.c., A.S. only.  
**Prerequisites:** HIM 1012 or permission of instructor. Medical record applications in non-hospital settings including long term care, ambulatory care, mental health, home health, hospice, Quality Assurance/Improvement, Utilization Management, and Risk Management, etc.
- MRE 2304 Organization, Management, and Supervision.** 3 hours, 3 c.c., A.S. only.  
Application of basic principles of management related to office management in a medical record department; planning and organizing space, equipment, supplies, and personnel using systems procedures, methods and organization charts.
- MRE 2650 Computer Applications in Health Information Management.** 4 hours, 3 c.c., A.S. only.  
**Lab fee. Prerequisites:** CGS 1570, HIM1000C. This course is designed to give the student an overall scope of computer applications in the health care industry with special emphasis on the computer applications in the Health Information Management domain.
- MSS 0001 Introduction to Massage Therapy.** 4 hours, 2 v.c.  
This course teaches the student the theories and principles of therapeutic massage including the effects, benefits, indications, and contraindications, the history of massage, creating the therapeutic massage environment, the future of massage therapy in the evolving health care system, state of Florida laws and rules pertaining to massage therapist. (Florida Statue 480.455 and rule 64B7, F.A.C.), educational and licensing requirements, professional ethics, equipment and products, sanitary and safety practices, draping techniques, client/patient consultation, record keeping, charting, therapist body mechanics, conditioning, strengthening, flexibility, human relationship skills, and leadership.
- MSS 0160C Massage Therapy Muscle Anatomy and Kinesiology.** 6 hours, 3 v.c.  
This course places emphasis on learning the skeletal and muscular anatomy of the human body. Students will learn skeletal and muscle anatomy and kinesiology and medical terminology as applicable to massage therapy.
- MSS 0253C Massage Therapy I.** 8 hours, 4 v.c.  
**Corequisite:** MSS 0253L. This course teaches the student to demonstrate the principles of Swedish table massage, chair massage, and Chinese medicine and massage. Included in this course is sequence and flow of basic massage, proper therapist body mechanics, proper use of equipment and supplies, creating the therapeutic massage environment, client positioning and draping techniques, conditioning, strengthening and flexibility, and indications and contraindications.
- MSS 0253L Massage Therapy I Clinic.** 4 hours, 2 v.c.  
**Lab fee. Corequisite:** MSS 0253C. This course applies the principles and theories of the following courses in the clinical environment: Introduction to Massage Therapy; Massage Therapy I.
- MSS 0260C Massage Therapy II.** 8 hours, 4 v.c.  
**Prerequisites:** MSS 0160C, MSS 0253C. **Corequisite:** MSS 0260L. This course teaches the student principles, theories and demonstration of the following advanced table and chair massage modalities: Deep Connective Tissue, Myofascial Release, Trigger Point Therapy/neuromuscular Therapy, Sports Massage, Hydrotherapy, Active Isolated Stretching, and various other stretching techniques.

**MSS 0260L Massage Therapy II Clinic.** 12 hours, 6 v.c.

**Lab fee. Prerequisite:** MSS 0253C. **Corequisite:** MSS 0260C. This course applies the principles and theories of Introduction to Massage Therapy and Massage Therapy I and builds upon the principles and theories of Massage Therapy II in a clinical environment.

**MTB 1310 Applied Mathematics.** 3 hours, 3 c.c. A.S. only.

**Prerequisite:** MAT 0024C. This course emphasizes elementary algebra based applications in business and technical areas. Topics include: metric system, measurement, algebra, ratio and proportion, exponents and logarithmic, descriptive statistics, applications and problem solving, and hands on use of calculator.

**MUH 2011 Music Appreciation.** 3 hours, 3 c.c.

No previous musical experience necessary. A course for the inexperienced music listener in which the emphasis is on listening. A survey of music from the beginning to the present, introducing the student to various types of music through the use of recordings and videotapes. **Meets A.A. general education Category V.**

**MUB 2110 Introduction to Music History.** 3 hours, 3 c.c.

**Prerequisite:** Test score requirement same as ENC 1101. This course is a survey of music literature from the Middle Ages to the present. Emphasis is placed on musical forms and performing mediums for Western heritage and their development through the ages. **Meets A.A. general education Category V. A writing emphasis course.**

**MUL 2016 History of Jazz.** 3 hours, 3 c.c.

A study of one of the true American musical art forms. No previous musical experience necessary. Course will study jazz from its beginnings in the late 1800's to the present demonstrating through recordings and live performances the essence of jazz.

**MUN 1120C Band.** 4 hours, 1 c.c.

**Prerequisite:** Permission of Band Director. Open to all qualified instrumental students enrolled in the college. The credit received for participation, however, is in addition to the normal academic load. Required for all wind and percussion music majors unless otherwise specified by the director. This course may be repeated three times for credit.

**MUN 1180C Pensacola Civic Band.** 3 hours, 1 c.c.

Open to all qualified wind and percussion players who may also be members of MUN 1120C (other interested students should see the instructor prior to registering). This course may be repeated once for credit.

**MUN 1310C Concert Chorale.** 4 hours, 1 c.c.

The PJC Concert Chorale is a mixed voice (SATB) chorus presenting concert performances of choral masterworks. A wide variety of musical styles centered around the classical repertoire and including popular, ethnic and theatre works performed a cappella, with keyboard and orchestra provides a well rounded musical experience for the choral student. While most works are performed in English, students will also gain experience singing in the major foreign languages. Students additionally benefit from vocal and sightreading instruction incorporated into the regular rehearsals. A formal public concert is presented at the end of the fall and spring terms with other concerts, workshops outreach and touring activities scheduled on an ongoing basis. As the premier student chorus at PJC, membership is a prerequisite for other smaller choral ensembles. Auditions for entrance and placement are held during the first and last week of the fall and spring terms. This course may be repeated three times for credit.

**MUN 1380C Choral Society.** 3 hours, 1 c.c.

A community organization devoted to the performance of major choral works. This course may be repeated once for credit. By audition only.

**MUN 1420C - 1480C Music Ensemble.** 2 hours, 1 c.c.

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.

**MUN 1710C Jazz Ensemble.** 2 hours, 1 c.c.

An approach to ensemble singing or playing is available in several applied music areas. Course is open to all students with the permission of the instructor. Composition of the organization is dependent upon available talent. To repeat for credit, see the Music and Theatre Department Head.

**MUN 1720C Jazz Choir.** 4 hours, 1 c.c.

**Corequisite:** MUN 1310C. A select ensemble of 12-16 of the finest student singers; open to all student singers in the a cappella chamber choir repertoire with an emphasis on jazz "tight harmony" arrangements, Broadway and doo-wap.

**MUO 2501 Opera Workshop.** 1 hour, 1 c.c.

Participation in the preparation and performance of musical stage production. The student will perform a role as a principal or as a chorus member. The student may also work back stage in the construction of scenery, setting of lights, and/or operation of sound equipment. This course may be repeated three times for credit.

**MUO 2501C Opera Workshop.** 3 hours, 2 c.c.

Participation in the preparation and presentation of works for the lyric theater. The student will have the opportunity for learning roles or assisting with problems of direction, scenic design, and construction, make-up and so forth, according to his desire and capability. This course may be repeated three times for credit.

**MUS 1550 Music and Computers.** 3 hours, 3 c.c.

**Lab fee. Prerequisite:** MUT 1001 or student must understand music. 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. **Meets A.A. computer competence requirement.**

**MUS 2340 Introduction to Electronic Music.** 3 hours, 3 c.c.

A discussion of all technology equipment using the MIDI configuration: computers, synthesizers, sequencers, mixing boards and recorders. Includes brief discussions of sound systems and computer notation.

**MUT 1001 Fundamentals of Music.** 3 hours, 3 c.c.

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.

**MUT 1121 Integrated Music Theory I.** 5 hours, 3 c.c.

**Prerequisite:** MUT 1001 or passing score on departmental music fundamentals test, or permission of department head. The fundamentals of musicianship approached through visual and aural analysis, notation, scales and intervals, and formation of triads, leading to a study of harmony and nonharmonicism. Elementary exercises in reading at sight and writing from dictation.

**MUT 1122 Integrated Music Theory II.** 5 hours, 3 c.c.

**Prerequisite:** MUT 1121 or permission of department head. A continuation of MUT 1121. Modulation to closely related keys; chords of the seventh. Further exercises in reading and writing for dictation.

**MUT 2126 Integrated Music Theory III.** 5 hours, 3 c.c.

**Prerequisite:** MUT 1122 or permission of department head. A continuation of MUT 1122. A study of modulation to remote keys, binary and ternary form, and formation and use of diminished and diatonic seventh, dominant and ninth, eleventh and thirteenth, and borrowed chords. Advanced problems in sight reading and dictation.

**MUT 2127 Integrated Music Theory IV.** 5 hours, 3 c.c.

**Prerequisite:** MUT 2126 or permission of department head. A continuation of MUT 2126. A brief introduction to two part counterpoint instrumentation and modern composition with emphasis on completing the study of composition of the 18th and 19th centuries. Analysis of music of the 19th and 20th centuries. Advanced problems in chromatic, sight reading and dictation.

**MUT 2641 Jazz Theory and Improvisation.** 2 hours, 1 c.c.

**Prerequisites:** Student must be able to read music and have satisfactory performance skills on their instrument, and permission of department head or instructor. For students who wish to learn fundamental music theory as applied to various jazz styles, which includes approaches to harmony, melody, and rhythm. The student must already have satisfactory performance skills on their instrument in order to apply these concepts in developing improvisatory skills.

**MV\_, 121\_, 222\_ Applied Music.** One 1/2 hour lesson a week, 1 c.c.

**Lab fee.** Private instruction in the student's secondary performing medium. Required for most music majors. See schedule for special fees. Open to music majors or minors. Open to general students if faculty load permits. For further information see department head.

**MV\_, 131\_, 232\_ Applied Music.** Two 1/2 hour lessons a week, 2 c.c.

**Lab fee.** Private instruction in the student's principal performing medium required of all music majors.

**MV\_, 141\_, 242\_ Applied Music.** Three 1/2 hour lessons a week, 3 c.c.

**Lab fee.** Applied music for the student who is advanced beyond the normal junior college level of performance.

**MVK 1111 Beginning Class Piano I.** 2 hours, 1 c.c.

**Lab fee.** For beginners in the respective performance area. (for further information, see the Music and Theatre department head).

**MVK 1112 Beginning Class Piano II.** 2 hours, 1 c.c.

**Lab fee. Prerequisite:** MVK 1111 or permission of the instructor. This is a continuation of MVK 1111.

**MVK 2121 Intermediate Class Piano I.** 2 hours, 1 c.c.

**Lab fee. Prerequisite:** MVK 1112. This is a continuation of MVK 1112.

**MVK 2122 Intermediate Class Piano II.** 2 hours, 1 c.c.

**Lab fee. Prerequisite:** MVK 2121. This is a continuation of MVK 2121. MVS 1116 Beginning Guitar Class.

**MVS 1116 Beginning Guitar Class.** 2 hours, 1 c.c.

**Lab fee.** This course is for beginners in their respective performance areas.

**NUR 1020 Fundamentals of Nursing.** 4 hours, 4 c.c., A.S. only.

**Corequisite:** NUR 1020L. The following courses are prerequisites to NUR 1020, Fundamentals of Nursing. Courses marked with \* must be passed with a grade of "C" or higher: BSC 1093\*, ENC 1101\*, NUR 1141C, \_\_\_\_ Basics Issues in Nursing. This introductory course in nursing provides instruction in basic knowledge needed to help patients maintain wellness and prevent illness. Fundamental concepts of the nursing process, homeostasis, growth and development, basic physical and psychosocial needs are applied throughout the course. Emphasis is placed on the "whole" person and his/her interaction with the environment.

**NUR 1020L Fundamentals of Nursing Laboratory.** 8 hours, 4 c.c., A.S. only.

**Lab fee. Corequisite:** NUR 1020. Students are given the opportunity to apply theoretical concepts gained in NUR 1020 and to develop beginning skills through activities in the Nursing Multisensory Lab (MSL) and guided patient care experiences in community hospital facilities. Data gathering, assessment and analysis, planning, safe patient care, and interpersonal relationships are emphasized. Cardiopulmonary Resuscitation (AHA Healthcare Provider) is included.

**NUR 1141C Pharmacological Computations and Skills.** 2 hours, 1 c.c., A.S. only.

**Lab fee.** This course introduces the student to basic pharmacologic concepts, computations, skills and medical terminology needed for the safe administration of medications in health care settings. Skills for the administration of oral medications will be practiced in the lab setting. Students must pass this course with a grade of 75% or better, pass all lab practicums, and pass the dosage and solutions test with a grade of 90% or better in order to progress into NUR 1020. **Meets A.S. computer competence requirement for the Nursing (R.N.) program.**

**NUR 1210 Nursing of Adults I.** 2 hours, 2 c.c., A.S. only.

**Prerequisites:** BSC 1094, NUR 1020. **Corequisites:** \_\_\_\_ Critical Thinking in Nursing, HUN 1201, NUR 1210L. This is the first course in a sequence of three courses in the study of common chronic and acute alterations in health of adults. Emphasis is given to the care and rehabilitation of the adult with common select alterations of the endocrine, musculoskeletal systems, uncontrolled cellular growth, impaired protective mechanisms, and the terminally ill. The nursing process, biopsychosocial, and developmental needs of the adult patient are stressed. Gerontologic concepts are integrated throughout the course.

**NUR 1210L Nursing of Adults I Laboratory.** 6 hours, 3 c.c., A.S. only.

**Lab fee. Prerequisite:** NUR 1020. **Corequisite:** NUR 1210. Nursing of Adults I Laboratory provides the opportunity to apply the nursing process in the care of patients with the common health problems covered in Nursing of Adults I.

**NUR 1211 Nursing of Adults II.** 3 hours, 3 c.c., A.S. only.

**Prerequisite:** NUR 1210. **Corequisite:** NUR 1211L, NUR 1821. This is the second in a sequence of three courses and is a study of common acute medical/surgical disorders of the adult. The person with acute illness or acute exacerbations of a chronic disorder requires in-depth nursing intervention. To provide holistic nursing in a caring manner, the student must be aware of the pathophysiology, medical therapy, common diagnostic data, and technologies associated with treating the disorder. The nursing process is the framework for learning the nursing management of adults with alterations affecting respiratory, cardiovascular, renal, gastrointestinal, hepatic, biliary, and pancreatic functions.

**NUR 1211L Nursing of Adults II Laboratory.** 6 hours, 3 c.c., A.S. only.

**Lab fee. Corequisite:** NUR 1211. Nursing in physical illness of adults provides the opportunity for the application of theory taught in NUR 1211. The dynamic use of the nursing process in actual care situations is the foundation for experiences gained in hospitals, clinics, campus laboratories, and/or health agencies. Selected experiences in team leading and administration of intravenous medications are integrated into this course.

**NUR 2214 Nursing of Adults III.** 1 hours, 1 c.c., A.S. only.

**Prerequisite:** NUR 1211. **Corequisite:** NUR 2214L. This is the third course in a sequence of courses which study common health disorders of the adult. It includes the assessment, planning, implementation, and evaluation of nursing care delivered to patients encountering disorders of the neurological and sensory systems. It also includes aspects of critical care and trauma nursing that are vital to the recovery and progression of patients suffering from acute care episodes of illness.

**NUR 2214L Nursing of Adults III Laboratory.** 4 hours, 2 c.c., A.S. only.

**Lab fee. Corequisite:** NUR 2214. This course provides an opportunity for the student to apply the theoretical knowledge base obtained in NUR 2214 in the practice of professional nursing while caring for the acutely ill patient. Emphasis is on implementation of the nursing process in a caring, holistic manner with selected patients. Experiences in leader-ship, teaching, and delegation are integrated into this course. Elements of critical care nursing are addressed in this course.

**NUR 2310 Nursing of Children.** 2 hours, 2 c.c., A.S. only.

**Prerequisites:** DEP 2003, NUR 1211. **Corequisites:** \_\_\_\_ Leadership Management in Nursing, MCB 1000, NUR 2310L. This course focuses on the health needs of the child. It is designed to assist the student in acquiring the necessary knowledge to assess, plan, implement, and evaluate nursing care for children of all ages and to meet their holistic needs. The concept of maintaining family integrity and participation is stressed as being basic to the care of children.

**NUR 2310L Nursing of Children Laboratory.** 4 hours, 2 c.c., A.S. only.

**Lab fee. Corequisite:** NUR 2310. This course will enable students to utilize knowledge and develop skills in giving care to children based on concepts taught in theory. Experiences will be planned in hospitals, clinics, and the multisensory laboratory.

**NUR 2420 Maternal-Infant and Woman Health Nursing.** 2 hours, 2 c.c., A.S. only.

**Prerequisites:** DEP 2003, NUR 1211. **Corequisites:** \_\_\_\_ Leadership Management in Nursing, MCB 1000, NUR 2420L. Emphasizes the health needs of women and infants of beginning and developing families, and/or the common pathophysiologic changes that can occur in woman during the developmental phases from pubescence through senescence. The normal newborn infant, with common variations, and the commonly occurring pathophysiologic, psychologic, and development problems will be studied. Florida mandated one-hour Domestic Violence content is included in this course.

**NUR 2420L Maternal-Infant and Woman Health Nursing**

**Laboratory.** 4 hours, 2 c.c., A.S. only.

**Lab fee. Corequisite:** NUR 2420. Maternal-Infant and Woman Health Nursing Lab utilizes the nursing process to focus on selected clients in the normal process of childbearing, or the commonly occurring problems encountered in the reproductive or gynecologic life span of woman. The students will also focus on the needs and commonly-occurring pathophysiological, and/or developmental problems in the newborn infant. **Meets A.S. oral communications requirement for the Nursing (R.N.) program.**

**NUR 2524 Psychiatric/Mental Health Nursing.** 2 hours, 2 c.c., A.S. only.

**Corequisite:** NUR 2524L. Psychiatric/Mental Health Nursing is the study of the assessment skills and therapeutic intervention techniques required in caring for people with psychosocial problems. Emphasis is on the study of the psychopathological mental/emotional processes and the role of the nursing process in assisting people in attaining, maintaining and promoting psychosocial integrity.

**NUR 2524L Psychiatric/Mental Health Nursing Laboratory.**

4 hours, 2 c.c., A.S. only.

**Lab fee. Corequisite:** NUR 2524. The focus of this course is on the practice of assessment skills and therapeutic intervention techniques required in caring for people with psychopathological mental/emotional problems. Emphasis is placed on demonstrating the use of the nursing process in assisting people attain, maintain, and promote psychosocial integrity. Clinical experiences are provided in hospital-based psychiatric units and in selected community mental health agencies.

- NUR 2701C Career Mobility Nursing Concepts.** 3 hours, 2 c.c., A.S. only.  
**Prerequisites:** BSC 1094, DEP 2003, ENC 1101, HUN 1201. This course presents areas included in the associate degree nursing program first year that are not in the curriculum for a practical nurse. The theory portion includes a review of patient assessment, the nursing process, fluid and electrolytes, issues in role transition, and critical thinking as it applies to the practice of nursing. The lab portion presents information on intravenous therapy, nasogastric intubation, and oncologic chemotherapeutic agents. Basic skills, including handwashing, sterile dressing change, administration of intramuscular injections, and blood glucose measurement, are assessed. Students will demonstrate understanding of assessment and the nursing process by writing a nursing care plan. Peer interview and interpersonal process recording are included in campus laboratory sessions.
- NUR 2810C Preceptorship in Nursing.** 9 hours, 3 c.c., A.S. only.  
 The preceptorship is designed to provide the students with the opportunity to participate in a clinical experience that will assist them in making the transition from the academic to the working setting. Principles of leadership and teamwork are incorporated into the experience.
- NUR 2822 Advanced Issues in Nursing.** 1 hour, 1 c.c., A.S. only.  
**Prerequisite:** NUR 1821. This course is designed for the exploration and discussion of current issues in nursing with special emphasis on the legal and ethical aspects of nursing, professional responsibilities and preparation for practice.
- OCB 2013 Marine Biology.** 3 hours, 3 c.c.  
**Corequisite:** OCB 2013L. A study of the biology of marine waters, with emphasis on the physical, chemical, geological, and ecological factors that influence biological populations in the sea. Emphasis on the observation and taxonomy of the biota of local marine and estuarine waters. **Meets A.A. general education Category VI.**
- OCB 2013L Marine Biology Laboratory.** 3 hours, 1 c.c.  
**Lab fee. Corequisite:** OCB 2013. Laboratory work and field trips to specific marine habitats will be required. **Meets A.A. general education Category VI.**
- OCE 1001 Oceanography.** 3 hours, 3 c.c.  
 An integrated study of the basic principles of chemical, physical, and geological oceanography. **Meets A.A. general education Category VII.**
- OCE 1001L Oceanography Laboratory.** 2 hours, 1 c.c.  
**Lab fee. Corequisite:** OCE 1001. Basic oceanography laboratory, covering the experimental or hands-on aspects of bathymetry, water chemistry, and physical oceanography. **Meets A.A. general education Category VII.**
- ORH 1260 Greenhouse Crop Management.** 3 hours, 3 c.c., A.S. only.  
**Prerequisite:** PLS 1201. **Corequisite:** ORH 1260L. 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.
- ORH 1260L Greenhouse Crop Management Laboratory.** 3 hours, 1 c.c., A.S. only.  
**Lab fee. Corequisite:** ORH 1260. A course designed to develop skills in the production of foliage and flowering house plants, holiday potplants 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.
- ORH 1510 Plant Materials for Landscape Use.** 2 hours, 2 c.c., A.S. only.  
**Prerequisite:** BOT 1010. **Corequisite:** ORH 1510L. Ornamental trees, shrubs, vines and ground cover for landscape use with emphasis on their identification, characteristics, adaptability, and use. Field trips are required.
- ORH 1510L Plant Materials for Landscape Use Laboratory.** 2 hours, 1 c.c., A.S. only.  
**Lab fee. Prerequisite:** BOT 1010. **Corequisite:** ORH 1510. 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.
- ORH 1812 Introduction to Horticulture.** 3 hours, 3 c.c., A.S. only.  
 A basic course in the study of residential landscape design including preparation, evaluation and implementation of simple landscape plans. Emphasis will be placed on the use of ornamental plants for functional aesthetics.
- ORH 2220 Turfgrass Management.** 2 hours, 2 c.c., A.S. only.  
**Corequisite:** ORH 2220L. A twelve-week 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.
- ORH 2220L Turfgrass Management Laboratory.** 2 hours, 1 c.c., A.S. only.  
**Lab fee. Corequisite:** ORH 2220. A twelve-week 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.
- ORH 2820C Landscape Irrigation.** 4 hours, 3 c.c., A.S. only.  
**Lab fee.** The study of the design, operation and maintenance of modern irrigation systems including water requirements, supply and distribution.
- ORH 2830C Landscape Design.** 4 hours, 3 c.c., A.S. only.  
**Lab fee.** Students practice analysis of landscape design, emphasizing residential and commercial properties.
- ORH 2842 Landscape Management.** 3 hours, 3 c.c., A.S. only.  
**Prerequisite:** ORH 1510. **Corequisite:** ORH 2842L. 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.
- ORH 2842L Landscape Management Laboratory.** 2 hours, 1 c.c., A.S. only.  
**Lab fee. Prerequisite:** ORH 1510. **Corequisite:** ORH 2842. Practical experience in the management of landscapes including turf, annuals, vines, shrubs and trees. Experience in water, fertilizer, mowing, pruning and shaping included. Includes home owner, commercial and sports complex management. Field trips required.
- ORH 2930 Landscape Project Management.** 3 hours, 3 c.c., A.S. only.  
 Basic concepts of managing landscape projects to include estimating labor, supplies, equipment use and cash flow.
- ORI 2000 Introduction to Oral Interpretation.** 3 hours, 3 c.c.  
 The art and technique of interpreting literature. Aesthetics, evaluation, and performance in the oral reading of prose, poetry, group interp and children's literature are demonstrated and practiced. **Meets A.A. oral communications requirement.**
- OST 0461C Medical Office Practice.** 6 hours, 3 v.c.  
**Lab fee.** This course familiarizes the student with the daily activities encountered in a physician's office and provides actual practice in scheduling appointments, answering the telephone, processing the mail, transcribing, maintaining the medical records, billing and collecting, ordering supplies and performing general office procedures. Human relations is emphasized throughout the course.
- OST 0611C Medical Transcription.** 6 hours, 3 v.c.  
**Lab fee.** This course is designed to improve typewriting skills and give the student a working knowledge of transcription equipment. Skill is gained in transcribing accurately on many types of medical reports with emphasis on correct format, accuracy, punctuation, medical terminology, confidentiality, and mailable work.
- OST 1100 Keyboarding I.** 3 hours, 3 c.c.  
**Lab fee.** This course includes practice in keyboard control; developing speed and accuracy; and typing reports, tables, and business letters. (Open-entry, open-exit.)
- OST 1110 Keyboarding II.** 3 hours, 3 c.c., A.S. only.  
**Lab fee. Prerequisite:** OST 1100. This course includes continued emphasis on building keyboarding speed and accuracy, developing communication skills, and refining the technical aspects of formatting acceptable business correspondence. Work on tables, letters, memos, reports, and forms will result in a more efficient production level. (Open-entry, open-exit.)
- OST 1146 Basic Keyboarding.** 1 hour, 1 c.c.  
**Lab fee.** This course includes practice in keyboard control for inputting information (words, numbers, and symbols) into electronic information processing systems. (Open-entry, open-exit.)
- OST 1221 Machine Shorthand I.** 3 hours, 3 c.c., A.S. only.  
**Lab fee. Prerequisite:** Type 35 wpm. Machine must be purchased by the student. A system of phonetic writing applying shorthand theory to compact computer.

**OST 1222 Machine Shorthand II.** 3 hours, 3 c.c. A. S. only.

**Lab fee. Prerequisites:** OST 1221, controlled keyboard skill level of 50 wpm. The course presents the student with an increasing vocabulary for the purpose of developing the greater amount of controlled skill in taking dictation, reading touch notes, and developing transcription skills.

**OST 1228 Introduction to Court Reporting.** 1 hour, 1 c.c., A.S. only.

This course is an overview of the profession of Court Reporting and related occupations. It is designed to familiarize students with the demands of the profession so that they can make an educated career decision.

**OST 1252 Legal Terminology.** 3 hours, 3 c.c., A.S. only.

**Prerequisite or corequisite:** OST 1222. This is a course in which the student learns the general legal terminology that occurs in court and deposition proceedings. Emphasis is placed on correct spelling, pronunciation, definitions, and development of machine shorthand outlines.

**OST 1257 Interpretation of Medical Information.** 3 hours, 3 c.c., A.S. only.

**Corequisite:** MEA 1232. This course is designed to give the student knowledge of general medical terminology encountered in secretarial occupations within medical offices. Emphasis is on correct spelling, definitions, and pronunciation with application activities completed on the typewriter and transcribing machine.

**OST 1271 Speedwriting/Shorthand I.** 3 hours, 3 c.c., A.S. only.

**Corequisite:** OST 1100 or permission of department head. This course is designed to teach the basic theory of Speedwriting/Shorthand; to enable the student to read shorthand rapidly and accurately; to develop the ability to apply shorthand principles in the construction of new outlines; to enable the student to write and transcribe shorthand notes with speed and accuracy. All speedwriting theory will be taught.

**OST 1334 Document Editing for Court Reporting.** 3 hours, 3 c.c.

A.S. only  
**Prerequisite:** ENC 1101. This course is designed to familiarize the students with the specialized requirements of grammar and punctuation for court reporters.

**OST 1355 Records Management.** 3 hours, 3 c.c., A.S. only.

This is a study of record systems, fundamentals of indexing and filing rules, procedures, the five methods (alphabetic, numeric, geographic, subject, and chronological), microrecords, and the selection of filing equipment and supplies.

**OST 1461 Medical Office Practice.** 3 hours, 3 c.c., A.S. only.

**Lab fee. Prerequisites:** CGS 1570, ENC 1101, MEA 1232, OST 1100, OST 1257. **Corequisites:** OST 1611, OST 2135. This course familiarizes the student with the daily activities of a physician's office and provides actual practice in scheduling appointments, answering the telephone, processing the mail, maintaining the medical records, billing and collecting, ordering supplies, and performing office management procedures.

**OST 1464 Computerized Medical Office Systems.** 3 hours, 3 c.c., A.S. only.

**Lab fee. Prerequisite:** OST 1461. This course is designed to provide students with practical experience on computerized applications in a medical office, patient record-keeping, billing and accounting, insurance and coding, third party reimbursements, and appointment scheduling.

**OST 1611 Medical Transcription I.** 3 hours, 3 c.c., A.S. only.

**Lab fee. Prerequisites:** CGS 1570, ENC 1101, MEA 1232, OST 1100, OST 1257. **Corequisite:** OST 1461. This course is designed to improve typewriting skills and give the student a working knowledge of transcription equipment. Skill is gained in transcribing accurately all type of medical dictation with special emphasis on accuracy, medical terminology, confidentiality and mailable work.

**OST 1612 Medical Transcription II.** 3 hours, 3 c.c., A.S. only.

**Lab fee. Prerequisite:** OST 1611. This course is a continuation of Medical Transcription I.

**OST 1613 Medical Transcription III.** 3 hours, 3 c.c., A.S. only.

**Lab fee. Prerequisite:** OST 1612. This course is a continuation of Medical Transcription II.

**OST 1621 Legal Transcription I.** 3 hours, 3 c.c., A.S. only.

**Lab fee. Prerequisite:** OST 1711. This course is designed to give the student a working knowledge of computer/word processors and skills in transcribing accurately all types of legal dictation with special emphasis on accuracy, legal vocabulary, and mailable work.

**OST 1622 Legal Transcription II.** 3 hours, 3 c.c., A.S. only.

**Lab fee. Prerequisite:** OST 1621. This course is designed to further develop the student's working knowledge of computer/word processors and skills in transcribing accurately all types of legal dictation with special emphasis on accuracy, legal vocabulary, and mailable work.

**OST 1711 Word Processing I.** 3 hours, 3 c.c.

**Lab fee. Prerequisite:** OST 1100 or typing speed of 30 wpm. This course is designed to enable the student to learn basic word processing concepts and procedures. Special emphasis is given to current office procedures in word processing. After the basic concepts are learned, office-related problems are produced on microcomputers.

**OST 1821 Business Applications for Desktop Publishing.** 3 hours, 3 c.c.

**Lab fee.** This course is designed to introduce the student to desktop publishing concepts and computer graphics. The student will learn to use desktop publishing software, the scanner, and the laser printer to create a variety of professional-looking business and personal documents. It is designed for students interested in developing "hands-on" skill in using desktop publishing software.

**OST 2135 Medical Typing.** 3 hours, 3 c.c., A.S. only.

**Lab fee. Prerequisites:** CGS 1570, ENC 1101, MEA 1232, OST 1100, OST 1257. **Corequisite:** OST 1461. This course is designed to improve typewriting skills and give the student a working knowledge of documents encountered in a medical office. Skill is gained in accurately typing various medical reports, letters, and tables with an emphasis on correct format, punctuation, understanding of medical terminology, and mailability.

**OST 2223 Machine Shorthand III.** 3 hours, 3 c.c. A. S. only.

**Lab fee. Prerequisites:** OST 1221, controlled keyboard skill level of 90 wpm. The course provides the introductory new-matter practice and skill development on question-and-answer testimony, literary material, jury charge, and trial testimony. Outlines and abbreviations will continue to be presented to enlarge the student's vocabulary.

**OST 2224 Machine Shorthand IV.** 3 hours, 3 c.c., A.S. only.

**Lab fee. Prerequisite:** OST 2223 or equivalent speeds. The course provides intensive new-matter practice and skill development on literary, jury charge, question-and-answer, and trial testimony. Additional outlines and abbreviations are presented to further enlarge the student's vocabulary.

**OST 2225 Machine Shorthand Speedbuilding.** 3 hours, 3 c.c., A.S. only.

**Lab fee. Prerequisite:** OST 2227 or equivalent speeds. The course continues to provide intensive practice and testing on new-matter literacy, jury charge, question and answer and trial testimony, while broadening the student's vocabulary.

**OST 2226 Court Reporting Procedures and Techniques.** 3 hours, 3 c.c., A.S. only.

**Lab fee. Prerequisites:** CGS 1570, ENC 1102, OST 1110, OST 1222. **Corequisite:** OST 2223. This course is designed to acquaint and familiarize prospective court reporters with information and situations other than those directly related to learning the machine.

**OST 2227 Machine Shorthand V.** 3 hours, 3 c.c., A.S. only.

**Lab fee. Prerequisite:** OST 2224 or equivalent speeds. This course continues to provide intensive new-matter practice and skill development on literary, jury charge, question-and-answer trial testimony, while enhancing the student's vocabulary.

**OST 2231 Computer-Aided Transcription.** 3 hours, 3 c.c. A.S. only.

**Lab fee. Prerequisite:** OST 2223. **Corequisite:** OST 2231L. This course is an advanced level class where the students build their reporters' dictionary and work with different CAT software packages to produce a finished transcript.

**OST 2231L Computer-Aided Transcription Laboratory.** 1 hour, 1 c.c., A.S. only.

**Lab fee. Corequisite:** OST 2231. This is an advanced level lab where students will complete assignments begun in the CAT class; i.e., building their dictionary and working with different software packages.

**OST 2258 Advanced Interpretation of Medical Information.**

3 hours, 3 c.c., A.S. only.  
**Prerequisites:** MEA 1232, OST 1257. This course is designed to refine and expand the vocabulary and spelling of terminology found in medical facilities with application activities done on an electronic typewriter and/or computer.

**OST 2402 Office Procedures.** 3 hours, 3 c.c., A.S. only.

**Prerequisite:** Ability to type. It is also desirable to have had the following courses: Records Management, Human Relations, and Business Communications. This is a course for office management and secretarial majors designed to allow the student to coordinate and utilize the knowledges and skills developed in previous courses.

**OST 2431 Legal Office Procedures.** 3 hours, 3 c.c., A.S. only.

**Lab fee. Prerequisite:** OST 1621. This course is designed to emphasize the professional responsibilities of the legal secretary to the employer and clients. The vocabulary stresses that which is applicable to legal documents as well as other general legal office procedures.

**OST 2631 Medical Terminology for Court Reporting.** 3 hours, 3 c.c., A.S. only.

**Lab fee. Prerequisite or corequisite:** OST 2223. This course is designed to give the student knowledge of general medical terminology for Court Reporting students that would be encountered in medical court cases and depositions. Correct spelling, pronunciation, definitions, and development of machine shorthand outlines are areas that are emphasized. Also dictation will be given using the medical terms in context which the student will write on their steno machines.

**OST 2712 Word Processing II.** 3 hours, 3 c.c.

**Lab fee. Prerequisite:** OST 1711. This course is intended to provide hands-on experience in advanced word processing applications on computers using word processing software. The students will work with macros, styles, fonts, graphics, merge documents, various sizes of paper, tables/columns, and floppy and hard disk management.

**OST 2940 Administrative Assistant Work Experience.** 9 hours, 3 c.c., A.S. only.

This course is designed to provide students with actual business-office experience under the supervision of a coordinator and the office manager. This course should be taken during the term graduation is expected.

**OST 2942 Medical Secretarial Work Experience.** 9 hours, 3 c.c., A.S. only.

**Lab fee. Prerequisite:** OST 1613. On-the-job training is designed to give the student work experience in a hospital, medical facility, or physician's office in order to practice skills learned in the classroom, to build confidence, to adjust to a work environment, and to increase opportunities for employment in the medical field.

**OST 2943 Legal Secretarial Work Experience.** 9 hours, 3 c.c., A.S. only.

**Corequisite:** OST 1622. This course provides closely supervised work experience in law offices or related offices.

**OST 2944 Court Reporting Work Experience.** 9 hours, 3 c.c., A.S. only.

**Prerequisite:** Permission of the department head. Work experience exposes the prospective court reporter to as many different court reporting situations as possible; for example, depositions, courtroom trials, motions, hearings, meetings, etc.

**OTA 0036 Desktop Publishing.** 6 hours, 3 v.c.

**Lab fee.** This course is designed to introduce the student to desktop publishing concepts and computer graphics. The student will learn to use desktop publishing software, the scanner, and the laser printer to create a variety of professional-looking business and professional documents. It is designed for students interested in developing "hands-on" skill in using desktop publishing software.

**OTA 0101 Keyboarding.** 2 hours, 1 v.c.

**Lab fee.** This course provides instruction in using keyboards to enter data into microcomputers. It includes familiarization with computer keyboards and the mechanics of data entry. Correct fingering and accuracy will be emphasized. Letters, memoranda, medical documents, reports, and other types of correspondence and forms will be used as teaching tools.

**OTA 0105 Intermediate Keyboarding.** 4 hours, 2 v.c.

**Lab fee. Prerequisite:** OTA 0101. This course includes instruction in keyboard control; developing speed and accuracy; typing reports, tables, and business letters.

**OTA 0115 Beginning Word Processing.** 6 hours, 3 v.c.

**Lab fee. Prerequisite:** OTA 0105 or approval of the instructor. This course is designed to enable the student to learn basic word processing concepts and procedures. Special emphasis is given to current office procedures in word processing. After the basic concepts are learned, office-related problems are produced on microcomputers.

**OTA 0117 Intermediate Word Processing.** 6 hours, 3 v.c.

**Lab fee. Prerequisite:** OTA 0115. This course is intended to provide additional hands-on experience in advanced word processing software. Special emphasis is given to using time-saving techniques and applications such as macros, styles, and merging.

**OTA 0401 Filing Methods.** 6 hours, 3 v.c.

This course is a study of record systems, fundamentals of indexing and filing rules, procedures, the five methods (alphabetic, numeric, geographic, subject, and chronological), micro-records, and the selection of filing equipment and supplies.

**OTA 0421 Office Procedures.** 6 hours, 3 v.c.

**Lab fee. Prerequisite:** Ability to type. It is also desirable to have the following courses: Records Management and Business Communications. This is a course for office supervision majors designed to allow the student to coordinate and utilize the knowledge and skills developed in previous courses.

**OTA 0427 Interpersonal Secretarial Skills.** 6 hours, 3 v.c.

This course discusses the patterns of behavior that lead to effective working relationships. It includes an analysis of factors that shape the industrial environment and influence the human relations that develop within this environment. The application of psychological principles of the business, problems of leadership and motivation, productivity and morale, personnel and industrial relations policy are also studied.

**OTA 0483C Medical Documents.** 4 hours, 2 v.c.

**Lab fee.** This course provides instruction in the preparation of medical documents. Included in this category are: charts, forms, reports, letters, memoranda, and other materials generated by health care organizations.

**OTA 0940L Office Supervision Work Experience.** 10 hours, 5 v.c.

**Prerequisite:** Permission of the department head. The student gains related work experience in the offices of various employers in the Pensacola area.

**PAZ 1330 Animal Care Technology I.** 3 hours, 1 c.c., A.S. only.

**Lab fee. Prerequisite:** ZOO 1010. This course provides a practical introduction to zookeeping. Topics include safety issues, emergency preparedness, a zoo orientation, animal observation skills, an introduction to sanitation, housing, and feeding of animals, identification and use of appropriate capture and restraint equipment, animal transport, instruments and measurements, identification of abnormal behavior and injuries, and legal and permit issues relevant to animal facilities.

**PAZ 1561 Animal Medical Husbandry.** 2 hours, 2 c.c., A.S. only.

**Lab fee. Prerequisites:** MAC 1105, ZOO 1010. **Corequisite:** PAZ 1561L. Students will work with staff veterinarian and keepers to learn about basic animal medical protocol. Focus will be on preventative maintenance regimens, capture and restraint, animal observation and problem solving, as well as maintenance and operation of hospital facilities. Course covers theoretical and administrative aspects of animal medical care.

**PAZ 1561L Animal Medical Husbandry Clinic.** 4 hours, 2 c.c., A.S. only.

**Lab fee. Prerequisite:** ZOO 1010. **Corequisite:** PAZ 1561. Students will work with staff veterinarian and keepers to learn about basic animal medical protocol. Focus will be on preventative maintenance regimens, capture and restraint, animal observation and problem solving, as well as maintenance and operation of hospital facilities.

**PAZ 2315 Animal Record Keeping Systems.** 1 hour, 1 c.c., A.S. only.

**Prerequisite:** ZOO 1010. This course will cover animal record keeping in zoos. Students will learn how to keep daily records, use Animal Data Transfer forms for shipping, and use the International Species Information System ARKS program. Brief introductions to the MedARKS program for veterinary records and the SPARKS program for coordinated small population management will be included. **Meets A.S. computer competency for the Zoo Animal Technology Program.**

**PAZ 2317C Visitor Relations.** 2 hours, 1 c.c., A.S. only.

**Lab fee. Prerequisite:** ZOO 1010. This course will provide students with a basic understanding of public relations theory, and will include Red Cross Community First Aid and Safety certification (including CPR) and the preparation of animal-related educational materials and public presentations.

**PAZ 2320 Herpetoculture.** 3 hours, 3 c.c., A.S. only.

**Prerequisite:** ZOO 1010. Study of the biology, ecology, taxonomy, identification, care, maintenance and display of reptiles and amphibians.

**PAZ 2322 Aviculture.** 3 hours, 3 c.c., A.S. only.

**Prerequisite:** ZOO 1010. Study of the biology, ecology, taxonomy, identification, care, maintenance and display of birds.

**PAZ 2325 Mammaculture.** 3 hours, 3 c.c., A.S. only.

**Prerequisite:** ZOO 1010. Study of the biology, ecology, taxonomy, identification, care, maintenance and display of mammals.

**PAZ 2332 Animal Care Technology II.** 15 hours, 5 c.c., A.S. only.

**Lab fee. Prerequisite:** ZOO 1010. This series will focus on basic zookeeper technology: including biology of animals in captivity, general maintenance of zoo and park facilities, as well as behavioral and reproductive management of representative zoo species. Students will work in rotations of bird, commissary, middle shift, and education departments throughout the spring semester. The focus this term is on learning protocols and basic zookeeping skills.



- PAZ 2333 Animal Care Technology III.** 15 hours, 5 c.c., A.S. only.  
**Lab fee. Prerequisite:** ZOO 1010. This series will focus on basic zookeeper technology: including biology of animals in captivity, general maintenance of zoo and park facilities, as well as behavioral and reproductive management of representative zoo species. Students will work in rotations of bird and hoofstock departments (primates/carnivores for advanced students) throughout the fall semester. The focus this term is on learning protocols rapidly, early and late shift duties, and advanced zookeeping skills.
- PAZ 2334 Animal Care Technology IV.** 15 hours, 5 c.c., A.S. only.  
**Lab fee. Prerequisite:** ZOO 1010. This series will focus on basic zookeeper technology: including biology of animals in captivity, general maintenance of zoo and park facilities as well as behavioral and reproductive management of representative zoo species. Students will work in rotations of the hoofstock and carnivore and primates departments throughout the spring semester, with advanced students supervising Animal Care Technology II students as necessary. The focus this term is on demonstrating proficiency in zookeeping, non-routine areas of husbandry, and supervising volunteers and/or students.
- PAZ 2531 Vertebrate Morphology.** 4 hours, 2 c.c., A.S. only.  
**Lab fee. Prerequisite:** ZOO 1010. A laboratory course in morphology, taking a comparative approach using dissection of representatives of each class of vertebrates. The determination of key morphological features used in taxonomy, and the use of taxonomic keys will complement each unit.
- PAZ 2535 Animal Behavior.** 2 hours, 2 c.c., A.S. only.  
**Prerequisite:** ZOO 1010. A discussion of the variety of different behaviors in animals including instincts, learning, communication, social interactions, migrations, and predator-prey relationships. Lectures will also investigate the causes and motivations of animal behaviors both in the wild and in captivity. This class will primarily focus on the behaviors of vertebrate animals.
- PAZ 2540 Animal Nutrition.** 3 hours, 3 c.c., A.S. only.  
**Prerequisite:** ZOO 1010. This course will introduce the student to the science of animal nutrition. Discussions will emphasize the nutritional needs of domestic and exotic species. Topics to be covered will include feed formulation, vitamins, and basic nutrients, as well as toxic substances and other subjects of nutritional concern in animal husbandry.
- PAZ 2551 Animal Breeding.** 3 hours, 3 c.c., A.S. only.  
**Prerequisite:** ZOO 1010. An introduction to the principles and practices of animal breeding. Students will receive instruction in the modes of inheritance and the biology of development as well as the requirements for animal reproduction. Case studies and rationales for scientific management of breeding programs will also be emphasized.
- PAZ 2721C Exhibit Repair and Maintenance.** 6 hours, 3 c.c., A.S. only.  
**Lab fee. Prerequisites:** PAZ 1331, PAZ 2332, PAZ 2333.  
**Corequisite:** PAZ 2334. Students will work with zoo maintenance staff and keepers to learn about maintenance, repairs, and construction of zoo exhibits, facilities, and animal enrichment devices. Focus will be on the use of tools and construction materials, equipment operation, construction safety, teamwork, problem recognition, and the process of planning and making decisions about projects.
- PAZ 2930 Special Topics in Zoo Animal Technology.** 2-12 hours, 1-6 c.c., A.S. only.  
**Prerequisites:** PAZ 1331, ZOO 1010. This course is designed to allow flexibility for presenting a variety of advanced topics in zoo animal technology such as zoo research, animal rehabilitation, animal training and specialization in an animal group. The course applies towards an advanced technical certificate for graduates of the Zoo Animal Technology program, and may be repeated for credit when content varies.
- PAZ 2931 Zoo Seminar I.** 1 hour, 1 c.c., A.S. only.  
**Lab fee. Prerequisites:** ENC 1101, SPC 1600, ZOO 1010. In this seminar series, students will explore various aspects of history and goals of zoos and aquariums. Students are expected to present seminars on related topics of interest. This course will be offered only during the summer (3A) term.
- PAZ 2932 Zoo Seminar II.** 1 hour, 1 c.c., A.S. only.  
**Lab fee. Prerequisite:** ZOO 1010. In this seminar series, students will explore various aspects of zoo administration and management. Guest speakers and zoo staff will present discussions on current issues facing zoos today as they relate to the topic. Students are expected to present seminars on related topics of interest. This course will be offered only during the summer (3B) term.
- PAZ 2933 Zoo Seminar III.** 1 hour, 1 c.c., A.S. only.  
**Lab fee. Prerequisite:** ZOO 1010. In this seminar series, students will explore various aspects of exhibit design, landscaping, and horticulture. Guest speakers and zoo staff will present discussions on current issues facing zoos today as they relate to the topics listed above. Students are expected to present seminars on related topics of interest. This course will be offered only during the fall term.
- PCB 2030 Introduction to Environmental Science.** 3 hours, 3 c.c.  
 An introduction to basic ecological principles and current environmental problems. **Meets A.A. general education Category VI.**
- PCO 2202 The Helping Relationship.** 3 hours, 3 c.c.  
 This course is an introductory approach to the helping skills necessary for human services and counseling professions. Effective communication techniques and styles, theories of helping and specific strategies will be examined and practiced in the classroom. This course is also recommended for those who would like to gain a deeper understanding of the helping process: for teachers, those in police, medical, clergy or legal professions.
- PEL 1121 Beginning Golf.** 2 hours, 1 c.c.  
 This course is designed to develop skill and give practice in the basic fundamentals of golf. A green fee is required occasionally.
- PEL 1441 Racquetball.** 2 hours, 1 c.c.  
 This is a beginning level course designed to develop skills and give practice in the fundamentals of racquetball. Racquet is required.
- PEL 2111 Bowling.** 2 hours, 1 c.c.  
**Lab fee.** This course is designed to develop skill and give practice in the basic fundamentals of bowling. A lane fee and transportation are required.
- PEL 2122 Intermediate Golf.** 2 hours, 1 c.c.  
**Prerequisite:** PEL 1121 or permission of instructor. This course includes the practice of the short game strokes with concentration on the long game techniques. Principles and techniques of participation are also stressed. Green fees will be charged weekly.
- PEL 2341 Beginning Tennis.** 2 hours, 1 c.c.  
 This course includes a brief history of the game, followed by instruction and practice in the fundamental techniques of the game. Racket and one can of new balls required.
- PEL 2342 Intermediate Tennis.** 2 hours, 1 c.c.  
**Prerequisite:** PEL 2341 or permission of instructor. This course includes instruction and practice in the basic strokes of tennis (serve, volley, ground strokes), the advanced strokes in tennis (drop shot, drop volley, slice, chop, top spin serve, slice service, twist serve), and the principles of singles and doubles strategy. Student must provide racket and one can of new balls.
- PEM 1102 Exercise and Conditioning.** 2 hours, 1 c.c.  
 This course involves instruction in physical conditioning methods and their effects. Content varies based on student interest, and may include aerobic exercise, calisthenics, bench stepping, circuit training, interval training, or weight training. This is a co-ed class.
- PEM 1131 Weight Training/Conditioning. (Free Weights).** 2 hours, 1 c.c.  
**Lab fee.** This course involves instruction in physical conditioning methods and their effects: weight training, isometric exercises, circuit training, isotonic exercises, calisthenics, and cardiovascular endurance exercises. This is a co-ed class.
- PEM 1171 Aerobic Dance.** 2 hours, 1 c.c.  
 This course concentrates on increasing muscle tone and aerobic capacity through continuous rhythmic movement to music. Step aerobics are included at times. Discussions are held in nutrition and injury prevention. This is a co-ed class.
- PEM 1181 Walk, Jog, Run.** 2 hours, 1 c.c.  
 This course involves instruction in physical conditioning methods and their effects. Students may either walk, jog or run to fulfill the aerobic requirement.
- PEM 2108 Life Fitness Assessment.** 2 hours, 1 c.c.  
**Lab fee. Prerequisite:** HUN 1003 or permission of department head. This course is held in the LIFE Center and involves a number of fitness assessments and instruction on both Nautilus and cardiovascular training equipment. Upon successful completion, students may register for R00064 which gives them access to the LIFE Center. A student may not take both PEM 2108 and HLP 1081 for credit.
- PEN 1114 Lifeguard Training.** 2 hours, 1 c.c.  
**Lab fee.** This course assists the student in developing the skills necessary to recognize a person in a distress or drowning situation and to effectively rescue that person. American Red Cross Lifeguard Certification is offered with this course. A qualifying swim test is administered during the first class meeting.

**PEN 1121 Beginning Swimming.** 2 hours, 1 c.c.

This course includes practice in the elementary fundamentals of swimming and drownproofing. It is designed to familiarize the *nonswimmer* with water and to assist him in developing skills in the basic strokes used in swimming. *Nonswimmers only.*

**PEN 1122 Intermediate Swimming.** 2 hours, 1 c.c.

**Prerequisite:** PEN 1121 or permission of instructor. This course includes training and practice in four basic strokes: breaststroke, side stroke, crawl, and elementary back stroke. Other related water safety skills will be taught.

**PEN 1136 Skin and Scuba Diving.** 2 hours, 1 c.c.

**Lab fee.** The aim of this course is to interest swimmers in the proper use of Skin and Scuba equipment. Emphasis will be placed on the scientific aspects of the sport as well as the safety precautions connected with diving. The course is supervised by a member of the Physical Education Department of Pensacola Junior College but equipment and certified instruction are provided by an outside contractor. Certification may be obtained at the end of the course upon successful completion of all written and skills tests.

**PEN 1171 Water Aerobics.** 2 hours, 1 c.c.

**Prerequisite:** Permission of department head. This course is designed for Health & Human Performance majors with an emphasis in health and fitness and will be taught as an independent study. The resistance of the water will challenge beginners as well as highly conditioned athletes. The ability to swim is not necessary.

**PEN 2137 Advanced Open Water Diver—Plus.** 2 hours, 1 c.c.

**Lab fee. Prerequisites:** Minimum age is 15, student should be in good health. This course provides the novice diver with a structured, well supervised means to gain additional experience. It involves students in various underwater tasks that broaden their awareness of the environment and their capabilities as divers. Nine dives are included in the course: navigation, night, deep, drift, multilevel, search and recovery, boat, wreck and underwater naturalist dives. Prerequisites include certification as an open water diver or equivalent rating. Equivalency is defined as proof of an entry-level SCUBA certification with a minimum of four scuba-training dives.

**PEN 2138 Rescue Diver.** 2 hours, 1 c.c.

**Lab fee. Prerequisites:** Certification as an advanced open water diver, minimum age 15, student should be in good health. This course expands the diver's knowledge and experience beyond purely recreational level. It is demanding, though realistic in its conduct, content and approach. Interaction, discussion, variety and flexibility will be stressed during skills training. Classroom instruction will stress the application of information to the particular needs of students in varying environments. As in training in similar fields of emergency care, the primary objective of this course is to prevent the need for use of rescue skills. The course is designed to develop the necessary knowledge and skills for individuals to effectively perform diver rescues and assists, manage diving accident situations, render proper first aid and qualify for divemaster training.

**PEO 1011 Team Sports.** 3 hours, 3 c.c.

Principles, methods, and techniques of teaching a variety of team sports, including organization and management, instruction of skills and concepts, motivation, and evaluation.

**PEO 1031 Individual Sports.** 3 hours, 3 c.c.

Principles, methods, and techniques of teaching a variety of individual sports, including organization and management, instruction of skills and concepts, motivation and evaluation.

**PEO 2013 Sports Officiating.** 4 hours, 3 c.c.

This course includes theory and practice in officiating various selected sports. Two hours of lecture and two hours of laboratory each week.

**PEQ 2104 Swimming Pool Operation.** 1 hour, 1 c.c.

Mechanical operations of swimming pools, including physical and chemical principals and techniques, testing equipment operation, maintenance and corrective measures, and types of equipment and supplies.

**PEQ 2115 Water Safety Instructor.** 2 hours, 1 c.c.

This course includes lectures and practice in all phases of water safety instruction. Upon successful completion of this course, the student will be certified as an American Red Cross Water Safety Instructor.

**PEQ 2117 Lifeguard Instructor Development.** 2 hours, 1 c.c.

**Lab fee.** Candidate must be 17 years of age or older, be in sound physical condition, have a current Red Cross Lifeguard Training Certificate, and demonstrate competency in Lifeguarding skills. Purpose of course is to train instructor candidates to teach, effectively and safely, the skills and knowledge for the courses they will be qualified to teach. These courses are: Basic Water Safety, Emergency Water Safety, Lifeguard Training, and Lifeguard Training Review.

**PET 2303 Scientific Principles of Exercise.** 3 hours, 3 c.c.

Study of basic anatomy, physiology, and kinesiology, with emphasis on the application of the scientific principles involved in exercise and training.

**PET 2622 Care and Prevention of Athletic Injuries.** 3 hours, 3 c.c.

**Lab fee.** This course empowers the student with the knowledge and understanding of the principles and techniques involved in the prevention and care of athletic injuries. Upon successful completion of all tests, students will receive American Red Cross Sports Safety Certification.

**PET 2940 Internship.** 9 hours, 3 c.c., A.S. only.

**Prerequisite:** Completion of all course work for the A.S. degree in Recreation Technology. This course is designed for students preparing for careers in recreation and leisure services. Whether the internship is on or off campus (city recreation, YMCA, retirement facility, therapeutic recreation, outdoor recreation, etc.) will be determined by the interest area of the student and available facilities.

**PGY 1000 History of Photography.** 3 hours, 3 c.c.

A study of the history and the development of photography both as a technology and art form from its inception to current digital and commercial uses. Course will also explore photography from the standpoint of its sociological, cultural, communicative, and economic impacts.

**PGY 1110C Colors, Materials, and Methods.** 6 hours, 3 c.c.

**Lab fee. Prerequisites:** ART 1202C, PGY 2401C. An introductory course that explores basic creative methods of color processes in photographic imagery. Explores the technical, conceptual, and production relationships in contemporary color photography. Emphasis is placed on color theory, effects of lighting techniques, color-correct printing, and aesthetics.

**PGY 2107C Large Format Camera.** 6 hours, 3 c.c.

**Lab fee. Prerequisite:** PGY 2401C. An advanced course that introduces concepts, techniques and applications of large format cameras. The course examines the uses of large format cameras in fine art photography, commercial illustration, and historical documentation.

**PGY 2220C Commercial Photography.** 6 hours, 3 c.c.

**Lab fee. Prerequisite:** PGY 2401C or permission of instructor. An advanced photo course which introduces the student to studio and color photography.

**PGY 2221C Commercial Photography II.** 6 hours, 3 c.c.

**Lab fee. Prerequisite:** PGY 2220C. A continuation of Commercial Photography I in which the demands of specific commercial assignments are investigated. Experience with color positive material, lighting appropriate to subject, and issues unique to the large format medium will be covered.

**PGY 2320C Photography Seminar.** 1 hour, 1 c.c.

**Prerequisites:** PGY 2220C, PGY 2802C. Designed to acquaint the student photographer with developments and special topics in the field. May consist of studio visits, visiting professionals, product demonstrations, and research projects.

**PGY 2401C Photography I.** 6 hours, 3 c.c.

**Lab fee.** An introductory course with emphasis on the creative use of the camera and dark room. The fundamentals of camera operation, successful black and white film development and printing are taught.

**PGY 2410C Photography II.** 6 hours, 3 c.c.

**Lab fee. Prerequisite:** PGY 2401C or permission of instructor. In this course emphasis is placed on the refinement of techniques that are necessary for the use of the camera as a means of individual creative expression. It also includes an introduction to print manipulation and photo essays.

**PGY 2600C Techniques of Photojournalism.** 6 hours, 3 c.c.

**Lab fee. Prerequisite:** PGY 2401C. Covers the basics of setting up and shooting news, features, sports, and photo essays. Topics will include photo editing, layout, darkroom techniques, and a special emphasis on digital photo manipulation in Photoshop.

**PGY 2802C Digital Photography II.** 6 hours, 3 c.c.

**Lab fee. Prerequisite:** PGY 2805C. A continuation of work in Adobe Photoshop begun in Digital Photography I. Students will work with advanced photoshop tools and plug-ins in the production of personal images that may have application in fine art, commercial, and multimedia.

**PGY 2805C Digital Photography.** 6 hours, 3 c.c.

**Lab fee. Prerequisites:** ART 2601C, PGY 2401C. Digital Photography introduces student to electronic imaging using Macintosh and PC computers, scanners, and image-manipulation software (Photoshop), individual portfolios are created.

**PHI 2010 Introduction to Philosophy.** 3 hours, 3 c.c.

**Prerequisite:** Test score requirement the same as ENC 1101. A general survey of the philosophies that have shaped the growth of Western civilization from the ancient Greeks to modern times. This course is designed to present a comprehensive view of what philosophy is and to demonstrate the benefit students can expect to derive from its study. **Meets A.A. general education Category V. A writing emphasis course.**

**PHI 2070 Introduction to Eastern Philosophy.** 3 hours, 3 c.c.

A survey of the philosophical thought of Asia. Hindu systems, Buddhist philosophy, and the philosophies of China and Japan will be considered. Comparisons with Western ideas will be made whenever feasible. **Meets A.A. general education Category V. A writing emphasis course.**

**PHI 2100 Logic.** 3 hours, 3 c.c.

**Prerequisite:** Test score requirement the same as ENC 1101. Study of and practice in reasoning and critical thinking in deductive and inductive logic. Techniques the student learns are directly related to other courses and will help the student in solving everyday problems. Additional treatment may be given to symbolic logic. **Meets A.A. general education Category V. A writing emphasis course.**

**PHI 2600 Ethics.** 3 hours, 3 c.c.

**Prerequisite:** Test score requirement the same as ENC 1101. 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. **Meets A.A. general education Category V. A writing emphasis course.**

**PHT 1000 Introduction to Physical Therapy.** 2 hour, 2 c.c., A.S. only.

**Prerequisite or corequisite:** BSC 1093. Introduction to the history, present practice and future trends of the profession; structure and services of the American Physical Therapy Association (A.P.T.A.); introduction to the team concept in health care including the role and responsibilities of the physical therapist assistant; and introduction to common disease processes. The scope of expanded practice for the PTA will be introduced.

**PHT 1120 Functional Anatomy and Kinesiology.** 3 hours, 3 c.c., A.S. only.

**Corequisites:** BSC 1093, PHT 1120L. The student will have a basic knowledge and understanding of the biomechanical principles of human motion. The structure and function of the musculoskeletal and nervous systems will be studied and applied in basic analysis of therapeutic exercise and gait.

**PHT 1120L Functional Anatomy and Kinesiology Laboratory.**

4 hours, 2 c.c., A.S. only.  
**Lab fee. Corequisite:** PHT 1120. Laboratory sessions are designed to develop student skills in palpation of bony landmarks, goniometry, gross manual muscle testing, basic gait analysis and analysis of muscle function as it relates to the biomechanical principles of human motion.

**PHT 1210 Therapeutic Modalities I.** 2 hours, 2 c.c., A.S. only.

**Corequisites:** BSC 1093, PHT 1210L, PHT 1801. This course is designed to instruct the student on the operation of the therapeutic modalities used by the physical therapist assistant. The student will be given the opportunity to develop knowledge of the physical principles, physiological effects, indications and contraindications of heat, cold, light, water, traction, and massage on the body; an understanding of selected test and evaluation procedures which are related to the application of the modalities; and the modality or procedure which would be most appropriate in application to a specific clinical symptom.

**PHT 1210L Therapeutic Modalities I Laboratory.** 4 hours, 2 c.c., A.S. only.

**Lab fee. Corequisite:** PHT 1210. Laboratory sessions designed to develop student skills in actual performance of all modalities/procedures presented in Therapeutic Modalities I (Lecture).

**PHT 1224 Therapeutic Techniques and Disabilities I.** 3 hours, 3 c.c., A.S. only.

**Prerequisites:** PHT 1210, PHT 1251. **Corequisites:** PHT 1224L, PHT 1801. This course covers a variety of medical and orthopedic conditions commonly treated by physical therapist assistants and emphasizes the effects and types of exercises employed for therapeutic reasons. Included are traditional therapeutic exercise routines such as passive, active-assistive, active and resistive range of motion, PRE programs, manual and mechanical strengthening, stretching.

**PHT 1224L Therapeutic Techniques and Disabilities I Laboratory.** 4 hours, 2 c.c., A.S. only.

**Lab fee. Corequisite:** PHT 1224. Laboratory sessions for Therapeutic Techniques and Disabilities IA are designed to provide the student with observation and actual application of therapeutic exercises in the laboratory setting. Emphasis is on orthopedic, cardiopulmonary and vascular disorders and related therapeutic exercise programs.

**PHT 1251 Basic Skills in Patient Care.** 2 hours, 2 c.c., A.S. only.

**Prerequisites:** BSC 1093, PHT 1000. **Corequisite:** PHT 1251L. 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.

**PHT 1251L Basic Skills in Patient Care Laboratory.** 4 hours, 2 c.c., A.S. only.

**Corequisite:** PHT 1251. This is a laboratory course in which there is practice in activities basic to the care of patients in health agencies. The development of manual dexterity with patient safety and comfort, and all skills discussed in the lecture portion of this course.

**PHT 1351 Pharmacology for Physical Therapist Assistants.**

1 hour, 1 c.c.  
**Prerequisite:** PHT 1000. This course is a study of pharmacology correlated to the clinical practice of the PTA. Drug actions, interactions, adverse effects, toxicity, and biotransformation will be stressed. Wound care and burn management will be an important aspect of this course.

**PHT 1801 PTA Clinic I.** 3 hours, 1 c.c., A.S. only.

**Lab fee. Prerequisite:** PHT 1210. The first clinical experience. A supervised planned learning experience in a physical therapy practice setting. Focus is on training, transfers, positioning, draping, note writing, gait training, vital sign measurements, and wound measurement/debridement. Thirty-five hours conducted in one week.

**PHT 2162 Therapeutic Techniques and Disabilities II.** 3 hours, 3 c.c., A.S. only.

**Prerequisite:** PHT 1224. **Corequisites:** PHT 2162L, PHT 2212, PHT 2810. The pathology of complex neurological disorders and congenital deformities are presented. Specific topics include: cerebrovascular accidents, parkinsonism, alzheimers, 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. **Meets A.S. oral communications requirement for the Physical Therapist Assistant program.**

**PHT 2162L Therapeutic Techniques and Disabilities II**

**Laboratory.** 4 hours, 2 c.c., A.S. only.  
**Lab fee. Corequisite:** PHT 2162. Laboratory sessions for Therapeutic Techniques and Disabilities II are designed to provide the student with observation and actual application of therapeutic exercises for the treatment of neurological conditions. Case studies of various medical conditions with emphasis on therapeutic rehabilitation are presented.

**PHT 2212 Therapeutic Modalities II.** 3 hours, 3 c.c., A.S. only.

**Prerequisite:** PHT 1210. **Corequisites:** PHT 2162, PHT 2212L, PHT 2810. This course is designed to instruct the student on the physical and physiological principles underlying the application of therapeutic electricity.

**PHT 2212L Therapeutic Modalities II Laboratory.** 4 hours, 2 c.c., A.S. only.

**Lab fee. Corequisite:** PHT 2212. Laboratory sessions designed to develop student skills in the actual performance of modalities/procedures presented in Therapeutic Modalities II (Lecture).

**PHT 2401 Psychosocial Issues of the Disabled.** 2 hours, 2 c.c.

**Prerequisites:** PHT 2162, PHT 2212. **Corequisites:** PHT 2703, PHT 2810. Course examines the psychosocial aspects of the disabled individual. Emphasis is placed on how the individual or his/her family relate to physical and social environments; specifically economic factors, support systems, discrimination, and loss/grief process.

**PHT 2703 Rehabilitation Procedures I.** 3 hours, 3 c.c., A.S. only.

**Prerequisite:** PHT 2162. **Corequisites:** PHT 2703L, PHT 2820, PHT 2930. This course is designed to develop treatment skills and understanding of complex neurological and orthopedic conditions treated in physical therapy such as multiple trauma, spinal cord injury, and amputations. Principles and practices of prosthetics and orthotics will be presented. An introduction to pre and post-partum exercises and pharmacology will be discussed. The student will prepare a written/oral report on a special condition treated in physical therapy.

**PHT 2703L Rehabilitation Procedures I Laboratory.** 2 hours, 1 c.c., A.S. only.

**Lab fee. Corequisite:** PHT 2703. Laboratory sessions designed to develop student skills in the actual performance of procedures presented in Rehabilitation Procedures I.

- PHT 2810 PTA Clinic II.** 6 hours, 2 c.c., A.S. only.  
**Lab fee. Prerequisite:** PHT 1801. **Corequisites:** PHT 2162, PHT 2212. Second clinical experience. A supervised planned learning experience in a physical therapy practice setting. Focus is on application of superficial and deep heats, note writing, basic skills of gait training, transfers, positioning, draping, wound care, massage, goniometry, and gross muscle testing skills, therapeutic exercise, range of motion, and strengthening. Thirty-five hours per week for three weeks.
- PHT 2820 PTA Clinic III.** 12 hours, 4 c.c., A.S. only.  
**Lab fee. Prerequisite:** PHT 2810. **Corequisites:** PHT 2703, PHT 2930. The third clinical experience. Focus is on integrating all previously learned skills (in addition to electrotherapy and neurological treatment).
- PHT 2830 PTA Clinic IV.** 15 hours, 5 c.c., A.S. only.  
**Lab fee. Prerequisite:** PHT 2820. The final clinical experience. A six week supervised learning experience in a physical therapy practice setting. Focus is on integrating all didactic information in a practice setting as well as functioning as an entry-level P.T.A.
- PHT 2930 Transition Seminar.** 2 hours, 2 c.c., A.S. only.  
**Prerequisites:** PHT 1801, PHT 2820. **Corequisite:** PHT 2703. This course is designed to broaden the scope of the student's understanding of health care. Topics to be presented include trends in health care and their influence on physical therapy; administrative procedures utilized in physical therapy; employment techniques. The student will also be required to prepare an individual or group project relevant to a specific aspect of physical therapy practice.
- PHY 1025 Introduction to Fundamentals of Physics.** 3 hours, 3 c.c.  
**Prerequisite or corequisite:** MAC 1105. An introductory course designed to prepare students for PHY 1053 General Physics I. Emphasis is on the fundamental concepts, language and mathematics used in physics. Topics include mechanics, sound, and heat.
- PHY 1053 General Physics I.** 3 hours, 3 c.c.  
**Prerequisite:** MAC 1114 or MAC 1147 or PHY 1025. **Corequisite:** PHY 1053L. General Physics I is the first term of a two term non-calculus based physics course sequence. Topics included are: scalar and vector quantities, Newton's laws of motion, linear and rotational motion, energy, momentum, fluid dynamics, heat and sound. **Meets A.A. general education Category VII.**
- PHY 1053L General Physics I Laboratory.** 2 hours, 1 c.c.  
**Lab fee. Corequisite:** PHY 1053. A laboratory course designed to illustrate the laws and principles presented in PHY 1053. **Meets A.A. general education Category VII.**
- PHY 1054 General Physics II.** 3 hours, 3 c.c.  
**Prerequisite:** PHY 1053. **Corequisite:** PHY 1054L. Major topics include the study of magnetism, electricity, light and the elements of modern physics. **Meets A.A. general education Category VII.**
- PHY 1054L General Physics II Laboratory.** 2 hours, 1 c.c.  
**Lab fee. Corequisite:** PHY 1054. A laboratory course designed to illustrate the laws and principles presented in PHY 1054. **Meets A.A. general education Category VII.**
- PHY 2048 Physics I with Calculus.** 4 hours, 4 c.c.  
**Corequisites:** MAC 2312, PHY 2048L. A physics course with emphasis on fundamental principles, the quantitative and mathematical aspects of the subject. For engineers and physics majors, optional for chemistry majors. Includes the study of mechanics and thermodynamics. A free use of calculus methods and derivations lay the foundation for basic principles. **Meets A.A. general education Category VII.**
- PHY 2048L Physics I with Calculus Laboratory.** 3 hours, 1 c.c.  
**Lab fee. Corequisite:** PHY 2048. A laboratory course designed to illustrate the laws and principles presented in PHY 2048. **Meets A.A. general education Category VII.**
- PHY 2049 Physics II with Calculus.** 4 hours, 4 c.c.  
**Prerequisites:** MAC 2312, PHY 2048. **Corequisite:** PHY 2049L. Includes the study of waves, sound, optics, special relativity, electromagnetism, and quantization. **Meets A.A. general education Category VII.**
- PHY 2049L Physics II with Calculus Laboratory.** 3 hours, 1 c.c.  
**Lab fee. Corequisite:** PHY 2049. A laboratory course designed to illustrate the laws and principles presented in PHY 2049. **Meets A.A. general education Category VII.**
- PLA 1105 Legal Research.** 2 hours, 2 c.c.  
**Corequisites:** PLA 1204 and one other core course. This course introduces the student to the law library and the fundamentals of legal research. Should be taken in the full-time student's first semester.
- PLA 1204 Civil Procedure.** 3 hours, 3 c.c.  
This course covers the structures of our judicial systems, their jurisdiction and procedures, together with the sources of our laws and their application therein. Must be taken in the Legal Assistant student's first semester.
- PLA 1273 Torts.** 3 hours, 3 c.c.  
**Corequisite:** PLA 1204. This course is a casebook study of the law of intentional torts, negligence, strict liability and their related defenses.
- PLA 2115 Florida Statutes.** 2 hours, 2 c.c.  
**Prerequisite:** PLA 1105. This course provides for applied research exercises in other areas of statutory law.
- PLA 2155 Legal Writing.** 2 hours, 2 c.c.  
**Lab fee. Prerequisites:** ENC 1101, PLA 2115. This course emphasizes equally the application of legal research principles and the techniques of effective expression of the same into legal memorandums and other such traditional written legal communications.
- PLA 2194 Computers in Law.** 3 hours, 3 c.c.  
**Lab fee. Corequisite:** PLA 2115. This course introduces the student to the use of computers in law, coupled with orientation exposure to word processing in the Windows mode and intense study of the use of computers in legal research with focus on Westlaw, Lexis, and CD-ROM research materials. **Meets A.S. computer competence requirement for the Legal Assisting program.**
- PLA 2224 Federal Procedure.** 3 hours, 3 c.c.  
**Lab fee. Prerequisite:** PLA 2234. This course is—in effect—a continuation of PLA 2234 by providing for in-depth case and rule study of selected areas and problems in jurisdiction and procedure with primary regard to our federal judicial system.
- PLA 2234 Florida Procedure.** 3 hours, 3 c.c.  
This course provides an in-depth study of the Florida Rules of Civil Procedure and involves the student in practical exercises in their application through extensive drafting of pleadings.
- PLA 2263 Evidence.** 3 hours, 3 c.c.  
**Prerequisite:** PLA 1273. This course provides for a study of the rules regarding the admissibility of evidence conducted through a combined test, case, and transcript presentation.
- PLA 2283 Torts II.** 3 hours, 3 c.c.  
**Prerequisite:** PLA 1273. This course involves in-depth case study and research into selected areas of both common law torts and such statutory forms of action as workers' compensation.
- PLA 2303 Criminal Law.** 3 hours, 3 c.c.  
**Corequisite:** PLA 1204. This course involves a casebook study of the various crimes and their respective elements and the defenses thereto. Included also is an overview of criminal procedure and its related constitutional considerations.
- PLA 2323 Criminal Procedure.** 3 hours, 3 c.c.  
**Prerequisites:** PLA 1105, PLA 2303. This course involves an in-depth study of both the Florida Rules of Criminal Procedure and the Federal Rules of Criminal Procedure together with a survey of the elements of Florida's statutory crimes and juvenile practice.
- PLA 2363 Criminal/Constitutional Questions.** 3 hours, 3 c.c.  
**Prerequisites:** PLA 1105, PLA 2303. This course involves a casebook study on both past and contemporary constitutional questions in the criminal law field.
- PLA 2364 Forensic Science Survey.** 3 hours, 3 c.c.  
**Prerequisites:** PLA 2263, PLA 2303. By the use of numerous guest lecturers who are experts in their various fields of forensic science, the student will receive from this course an overview of the availability for the utilization at trials of methods of accident reconstruction, crime-scene investigations, speed devices, sound spectrograms, neutron activation analysis, pathology, and the like.
- PLA 2405 Commercial Practice.** 3 hours, 3 c.c.  
**Prerequisite:** PLA 2435. This course provides for both survey of and practical exercises in such areas of commercial practice as administrative law, start-up and disposition of businesses, capitalization, and securities regulation.
- PLA 2423 Contracts.** 3 hours, 3 c.c.  
**Corequisite:** PLA 1204. This course utilizes a casebook approach to the study of contracts and their interpretation and such legal restraints and remedies as relate thereto.
- PLA 2433 Agency.** 3 hours, 3 c.c.  
**Prerequisite:** PLA 1204. This course involves a casebook study of the law of agency together with its application in the related fields of partnerships and corporations.
- PLA 2435 Corporations.** 3 hours, 3 c.c.  
**Prerequisites:** PLA 1105, PLA 2433. This course combines a casebook study of the law of corporations with practical exercise in the formation and maintenance of the same.
- PLA 2445 Commercial Transactions.** 3 hours, 3 c.c.  
**Prerequisites:** PLA 1105, PLA 2423. This course provides the student with an in-depth casebook and code study of commercial paper, sales, and secured transactions.

- PLA 2465 Creditor/Debtor Rights.** 3 hours, 3 c.c.  
**Prerequisite:** PLA 2445. This course combines an in-depth study of both creditor and debtor rights, and bankruptcy with practical exercises relating thereto.
- PLA 2503 Real Property.** 3 hours, 3 c.c.  
**Corequisite:** PLA 1204. This course contemplates a casebook study of the principles and techniques of real property transactions, including—but not limited to—real versus personal property considerations, legal descriptions, concurrent estates, mortgaging, liens, and title considerations.
- PLA 2505 Real Estate Law.** 3 hours, 3 c.c.  
**Prerequisites:** PLA 1105, PLA 2503. This course contemplates an in-depth study of such areas of real estate law as deeds, legal descriptions, estates, future interests, riparian rights, etc.
- PLA 2513 Real Estate Transactions.** 3 hours, 3 c.c.  
**Prerequisites:** PLA 1105, PLA 2503. This course involves a casebook study of problems inherent in typical real estate transactions.
- PLA 2515 Real Estate Closings.** 3 hours, 3 c.c.  
**Prerequisite:** PLA 2505. This course combines both the study of and practical exercises in abstracting, title examination, title insuring, and title closings.
- PLA 2556 Real Estate Litigation.** 3 hours, 3 c.c.  
**Prerequisite:** PLA 2513. This course involves in-depth study of such areas of real estate litigation as mortgage theory and foreclosure, mechanics liens, quiet title suits, and the like.
- PLA 2603 Probate.** 3 hours, 3 c.c.  
**Prerequisite:** PLA 1204. This course involves a casebook study of the legal aspects relating to decedents' estates. As such, it covers gifts, descent and distribution, wills, trusts, and estate administrations.
- PLA 2623 Estate Administration.** 3 hours, 3 c.c.  
**Prerequisite:** PLA 2633. This course provides problems and exercises in the administration of decedents estates and guardianships.
- PLA 2633 Florida Probate.** 3 hours, 3 c.c.  
**Prerequisites:** PLA 1105, PLA 2603. This course provides for an in-depth study of the Florida law pertaining to descent and distribution, wills, trusts, and guardianships together with drafting exercises relating thereto.
- PLA 2673 Estate Taxation.** 3 hours, 3 c.c.  
**Prerequisite:** PLA 1105. This course provides an in-depth study of and practical exercises in federal estate taxation.
- PLA 2803 Domestic Relations.** 3 hours, 3 c.c.  
**Prerequisite:** PLA 1105. This course covers research into and drafting of pleadings for dissolution of marriage, separation, custody, legitimacy, adoption, change of name, and support.
- PLA 2940 Law Office Procedures.** 3-9 hours, 1-3 c.c.  
**Prerequisite:** Advanced standing in the Legal Assistant Program. From time to time there comes available non-paying internships in both governmental and private law offices. These opportunities are intended for on-site experience and orientation for students who have not otherwise had exposure to law office procedures. (Pass/Fail credit.)
- PLS 1201 Plant Propagation.** 2 hours, 2 c.c.  
**Prerequisite:** ORH 1510. **Corequisite:** PLS 1201L. Theoretical consideration and practical application in producing horticultural plants by sexual and asexual methods to include cutting, grafting, budding, layering and meristem propagation.
- PLS 1201L Plant Propagation Laboratory.** 4 hours, 2 c.c.  
**Lab fee. Corequisite:** PLS 1201. A skills course designed to provide practical experience in the various methods of propagation.
- PMA 1001 Pests and Pest Control.** 2 hours, 2 c.c., A.S. only.  
**Corequisite:** PMA 1001L. 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 licensing will be included. A twelve-week course.
- PMA 1001L Pests and Pest Control Laboratory.** 2 hours, 1 c.c., A.S. only.  
**Corequisite:** PMA 1001. 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.
- POS 1001 Introduction to Government.** 3 hours, 3 c.c.  
 A survey of the fields of political science with special emphasis on the politics of change. The major political problems affecting man's future are developed historically, theoretically, and comparatively. **Meets A.A. general education Category IV.**
- POS 2041 American National Government.** 3 hours, 3 c.c.  
**Prerequisite:** Test score requirement the same as ENC 1101. A study of the American federal system of government with emphasis on the constitutional distribution of powers among the congressional, presidential, and judicial branches and the states. An analysis of policy formation as related to democratic theory and the role of government in the society. **Meets A.A. general education Category IV. A writing emphasis course.**
- POS 2112 State and Local Government.** 3 hours, 3 c.c.  
 An analysis of the roles, responsibilities and problems confronting state and local governments in the American Federal System. "Model" systems are used as a basis for a comparative study of the State of Florida, the counties of Santa Rosa and Escambia, and the City of Pensacola.
- POS 2940 Government Practicum.** 3 hours, 1 c.c.  
**Prerequisites:** POS 2041, POS 2112. Students will work with government agencies and public officials in local, state and national offices performing meaningful tasks to learn duties of officials and operations of the agencies.
- PRN 0001 Fundamentals of Nursing I.** 2 hours, 1 v.c.  
**Corequisites:** HSC 0000, HSC 0591C, PRN 0001L. Fundamentals of Nursing I is a basic knowledge and skills course that utilizes scientific principles underlying health and nursing practice. The course introduces the five basic steps of the nursing process and the practical nurse's role in assisting with the collection of data, contributing to the plan of care, performing basic therapeutic techniques, preventive measures and assisting in the evaluation of nursing interventions. Recognition of man as a unique biopsychosocial spiritual being is explored. A foundation for specific communication, documentation, and medical terminology in charting and reporting will be emphasized. Basic patient needs of comfort, safety, rest, sleep, activity, exercise, nutrition elimination, and hygiene will be covered.
- PRN 0001L Fundamentals of Nursing I Laboratory.** 4 hours, 2 v.c.  
**Lab fee. Corequisite:** PRN 0001C. Fundamentals of Nursing I Laboratory will provide students with the opportunity to apply nursing knowledge and practice nursing skills in the campus laboratory setting and clinical setting. Students will be given the opportunity to utilize the nursing process in planning care for individual patients. Basic patient skills: vital signs, infection control, hygiene, comfort, safety, positioning, admission, transfer, and discharge will be covered.
- PRN 0002 Fundamentals of Nursing II.** 6 hours, 3 v.c.  
**Prerequisites:** PRN 0001, PRN 0030. **Corequisite:** PRN 0002L. Fundamentals of Nursing II covers the history of nursing, nursing roles, the health care delivery system and fundamental knowledge and skills required by the practical nurse in meeting more complex nursing needs of individual patients. The course reinforces the nursing process as a five-phase problem solving method of nursing practice and the practical nurse role in assisting with the collection of data, in contributing to the plan of care, in performing selected therapeutic techniques and preventive measures, and in assisting in the evaluation of nursing interventions. Recognition that the individual undergoes constant change and is affected by genetic, environmental and cultural factors are introduced here. Content areas include personal health; health practices of individuals and communities; the transmission of communicable diseases; data gathering and physical assessment; introduction to the nursing process; medical and surgical asepsis; tissue healing and wound care; fluids and electrolytes; assisting with patient examinations; the promotion of nutrition and elimination through appropriate nursing interventions; care of the chronically and terminally ill patient; and emergency care.
- PRN 0002L Fundamentals of Nursing II Laboratory.** 6 hours, 3 v.c.  
**Lab fee. Corequisite:** PRN 0002. Fundamentals of Nursing II Laboratory will provide the student with the opportunity to apply in the clinical setting the more complex nursing knowledge and skills acquired in the theory course. Students will develop nursing care plans, perform basic assessment skills, and use nursing interventions to provide care for patients with more complex health problems.
- PRN 0015 Interpersonal Relationships for Nurses.** 2 hours, 1 v.c.  
 This courses introduces the practical nursing student to mental health and psychosocial concepts in nursing. It focuses on man's holistic health needs and on understanding relations of self and others experiencing stress and anxiety. The nursing process is emphasized, including recognition, intervention and evaluation measures for individuals with common problems of mental health. A brief overview of historical trends and legal, ethical/cultural issues is included. The student will have the opportunity to interview selected groups of clients in various health care settings.

**PRN 0020 Life Span.** 2 hours, 1 v.c.

This course provides learning experiences in normal growth and development from birth to death. The recognition that man has rights, dignity, worth, individuality and basic needs that can be classified in a hierarchy is emphasized. Events and conditions that promote or determine normal growth and development are explored.

**PRN 0030 Pharmacology I/Medical Terminology.** 2 hours, 1 v.c.

**Prerequisite:** Acceptance to Practical Nursing Program. This course reviews basic mathematic computations and basic dosage and solutions necessary to safely administer medications. The student must achieve a grade of 90% or better on the Dosage and Solutions test in order to progress to Pharmacology II. A course grade of 75% or better is required for the course. This course will serve as a foundation for the administration of medications. Medical Terminology is the language of medicine and nursing. The second half of this course provides additional medical terminology for the nursing student. It will provide the student with word building skills so that words and medical conditions can be identified by word parts.

**PRN 0031C Pharmacology II.** 2 hours, 1 v.c.

**Lab fee. Prerequisite:** PRN 0030. This course introduces the student to basic pharmacological concepts and skills needed for the safe administration of medications to patients in various health care settings. Skills for the administration of medications will be practiced in a simulated lab setting. Additional skills that will be covered will be administration of medications to pediatric patients, issues involved with IV monitoring and self blood glucose testing. Practicums will include the administration of oral, intramuscular, intradermal, subcutaneous, and inhalation medications to adults and children as well as blood glucose testing. Students will be required to pass all lab practicums. Students will also have the opportunity to administer medications in the clinical setting.

**PRN 0034C Pharmacology III.** 2 hours, 1 v.c.

**Prerequisite:** PRN 0031C. This course will focus on commonly administered drugs, their classifications, effects, and patient responses in their use to treat disease. This information will help the nurse accurately identify a patient's response to drug therapy. Developmental considerations will be explored regarding administration of selected medications to pediatric, adult, and geriatric patients. Students will assess and evaluate client responses to selected drug therapies in the clinical setting.

**PRN 0050 Structure and Function.** 4 hours, 2 v.c.

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.

**PRN 0070 Nutrition and Diet.** 2 hours, 1 v.c.

This course focuses on the basic nutritional requirements necessary to support health. The concept that man shares responsibility for maintaining individual wellness is explored. Economic practice in purchasing, storing, preparing and serving food for the individual and the family will be discussed. The nurse's responsibility for Diet and Nutrition in the health care agency is emphasized.

**PRN 0100 Maternal/Child Health.** 4 hours, 2 v.c.

**Prerequisites:** PRN 0020 or DEP 2003, PRN 0070. **Corequisite:** PRN 0100L. This course is designed to assist the student to understand the needs of the expectant mother, infant, and family from the beginning of pregnancy through the childbearing period and to understand the needs of children as they grow and develop into adulthood. The promotion and maintenance of health during the rapidly developing years and the impact of illness on normal family life and growth and developmental tasks will be emphasized. The phases of the nursing process are used to guide the student in the performance of therapeutic and protective nursing measures.

**PRN 0100L Maternal/Child Health Laboratory.** 6 hours, 3 v.c.

**Lab fee. Corequisite:** PRN 0100. This clinical portion of this course will provide the student with the opportunity to acquire some experience in clinical setting with mothers, infants and children. The student will utilize the phase of the nursing process to assist the client in meeting needs of growth and development, self care, prevention of illness, and early detection and treatment of problems. Follow through experiences will be planned for labor and delivery and accompanying a child to surgery when possible.

**PRN 0200 Medical/Surgical Nursing I.** 2 hours, 1 v.c.

**Prerequisites:** PRN 0030, PRN 0050. **Corequisite:** PRN 0301L. This course focuses on adults who are experiencing disturbances of ingestion, digestion, absorption and elimination; problems resulting from endocrine imbalances; and common problems of body supportive structures and locomotion. The nursing process provides the framework to acquire the knowledge necessary to implement care for patients with common occurring health problems having predictable outcomes. Diabetic diets, testing for blood sugar and the administration of hypoglycemics will be discussed.

**PRN 0201 Medical/Surgical Nursing II.** 4 hours, 2 v.c.

**Prerequisites:** PRN 0070, PRN 0200. **Corequisite:** PRN 0302L. This course focuses on adult patients who are experiencing threats to adequate respiration, transmission of infectious respiratory diseases, insults to cardiovascular integrity, disorders of the circulatory system, immunological disorders, and oncology including care and treatment of the cancer patient. The nursing process provides a framework for the student to learn the common disease entities affecting respiratory, cardiovascular, circulatory, and immunological function of the adult.

**PRN 0202 Medical/Surgical Nursing III.** 4 hours, 2 v.c.

**Prerequisites:** PRN 0201, PRN 0302L. **Corequisite:** PRN 0303L. This course focuses on the maintenance and preventive care of adults with acute and chronic sensory, neurologic, urologic, and reproductive disorders including sexually transmitted diseases. Emphasis is on the recipient of care and the family as an interrelated unit. The nursing process provides a framework for students to learn human responses to common health disorders.

**PRN 0301L Medical/Surgical Nursing I Laboratory.** 8 hours, 4 v.c.

**Lab fee. Prerequisite:** PRN 0002. **Corequisite:** PRN 0200. This clinical course is designed to assist the student to utilize phases of the nursing process in planning care and nursing interventions in the care of adult patients who are experiencing disorders of ingestion, digestion, absorption and elimination; problems resulting from endocrine imbalances; and common problems of body supportive structures and locomotion.

**PRN 0302L Medical/Surgical Nursing II Laboratory.** 10 hours, 5 v.c.

**Lab fee. Prerequisites:** PRN 0200, PRN 0301L. **Corequisite:** PRN 0201. This course is designed to assist the student to use the phases of the nursing process in planning care of adult patients who are experiencing threats to adequate respiration, insults to cardiovascular integrity, and circulatory disorders.

**PRN 0303L Medical/Surgical Nursing III Laboratory.** 10 hours, 5 v.c.

**Lab fee. Prerequisites:** PRN 0201, PRN 0302L. **Corequisite:** PRN 0202. This course is designed to assist the student to utilize the phase of the nursing process in planning care and nursing interventions for patients experiencing disorders of the psychomotor or sensory function, disorders resulting in urologic problems, and common problems of disfigurement.

**PRN 0500C Gerontology.** 2 hours, 1 v.c.

**Corequisites:** HSC 0000, HSC 0591C. This course explores the issues and problems of aging. Theories of aging, concerns of aging families, adjustments confronted by the elderly, and the normal aging process are discussed. This course will serve as a foundation for Fundamentals of Nursing II, during which the student will interact with the elderly. Time will be spent in the clinical setting interacting with the elderly and completing selected written assignments which will aid in the application of theory.

**PRN 0904 Practical Nursing Seminar.** 2 hours, 1 v.c.

The Practical Nursing Seminar provides the student with an opportunity to learn about employment opportunities, licensure, continuing education, legal and ethical aspects of nursing, substance abuse and its effect on individuals and families, community agencies dealing with health issues and other major issues affecting nurses and the nursing profession.

**PSC 1321 Physical Science Survey I.** 3 hours, 3 c.c.

The study focuses on astronomy (celestial sphere, motions of the solar system, and stars) and physics (sound, light, electricity, magnetism, mechanics, and elements of modern physics). Basic math and high school algebra recommended.

**PSC 1930 Special Topics in the Physical Sciences.** 1-3 hours, 1-3 c.c.

This course is designed to allow flexibility for presenting a variety of topics in the physical sciences, such as a specialized offering in one of the physical science disciplines, or a hybrid/interdisciplinary course in two or more traditional disciplines in the physical sciences. This course may be repeated for credit when content varies.

- PSY 1000 Introduction to Psychology.** 3 hours, 3 c.c.  
An introductory course explaining the basic terms and concepts of psychology. This course will provide a basic understanding of human behavior and personality development with an emphasis on practical applications. It is not a prerequisite to PSY 2012 General Psychology. Students are advised to check program requirements of their major. Some schools may require PSY 2012 for transfer.
- PSY 2001 Introduction to Experimental Psychology.** 3 hours, 3 c.c.  
**Prerequisites:** Test score requirement same as ENC 1101 and PSY 1000 or PSY 2012. Introduces the methods psychologists use to study behavior. The student will learn how to do a literature search, and how to design, conduct and report on a laboratory experiment of his/her own design. **A writing emphasis course.**
- PSY 2012 General Psychology.** 3 hours, 3 c.c.  
**Prerequisite:** Test score requirement the same as ENC 1101. A survey of psychology as a natural science particularly suited for the psychology major. The course focuses on the adaptation of the individual to his physical and social environments. Human motives and emotions, learning and memory, attention, thinking, intelligence, personality, and abnormal mental conditions are among the topics covered. The emphasis is on the physiological and environmental bases of behavior. **Meets A.A. general education Category IV. A writing emphasis course.**
- PTN 0001 Introduction to Pharmacy Technician Practice.** 6 hours, 3 v.c.  
**Prerequisites:** MEA 0233, PRN 0050. An introduction to pharmacy technician practice. Purpose of course is to give participants an overview of the health care system and the profession of pharmacy. The administrative, professional, legal and ethical aspects of pharmacy technology are included. Participants will become familiar with the functions of pharmacists. The education and training of pharmacy technicians will be addressed.
- PTN 0009 Pharmacy Law and Ethics.** 2 hours, 1 v.c.  
**Corequisite:** PTN 0001. Course will introduce the participants to the basic principles of pharmacy law, with emphasis on the laws governing the practice of pharmacy in Florida. The course will also explore ethical issues related to pharmacy practice.
- PTN 0015 Pharmaceutical Calculations.** 4 hours, 2 v.c.  
**Prerequisite:** PTN 0001. **Corequisite:** PTN 0021. An introduction to the weights and measures used in pharmacy. The apothecary, avoirdupois, household, and metric systems will be covered. The course will include a review of basic mathematical skills, including decimals, fractions, percents, and ratios, proportions, and dosage formulations. Participants will perform conversions within and between systems of measure.
- PTN 0021 Pharmaceutical Products.** 6 hours, 3 v.c.  
**Prerequisites:** CHS 0401, MEA 0233, PRN 0050. **Corequisite:** PTN 0015. An introduction to basic concepts of pharmacology and biological factors that affect the actions of drugs. Includes survey of drugs according to pharmacological classification and identification of drugs by generic names and trade names. Major pharmacologic effects of drugs, indications for use, routes of administration, product identification, side effects, and interactions will be discussed.
- PTN 0030 Introduction to Community Pharmacy.** 6 hours, 3 v.c.  
**Prerequisites:** PTN 0009, PTN 0015, PTN 0021. An introduction to overall functions and services of community pharmacies. Participants will learn the duties and responsibilities of pharmacy technicians in community settings. The course will include discussion of federal and state laws and regulations applicable to community pharmacies. Purpose of course is to prepare participants for the community externship.
- PTN 0031 Introduction to Institutional Pharmacy.** 6 hours, 3 v.c.  
**Prerequisites:** PTN 0009, PTN 0015, PTN 0021. An introduction to overall functions and services of institutional pharmacies. Course will cover duties and responsibilities of pharmacy technicians in institutional pharmacies. Both legal and technical considerations will be addressed. The purpose of the course is to prepare participants for their institutional externships.
- PTN 0042L Community Pharmacy Practicum.** 6 hours, 3 v.c.  
**Lab fee. Prerequisite:** PTN 0030. Course provides supervised experience in community pharmacies. Under direct supervision of a registered pharmacist, participants will perform the duties and responsibilities of pharmacy technicians in community settings.
- PTN 0043L Institutional Pharmacy Practicum.** 6 hours, 3 v.c.  
**Prerequisite:** PTN 0031. Course provides supervised work experience in institutional pharmacies. Under direct supervision, participants will perform the duties and responsibilities of pharmacy technicians in institutions.
- REA 0001C College Preparatory Reading I.** 4 hours, 3 c.p.  
This is a basic course designed to increase a student's reading comprehension and vocabulary. This course will provide basic skills in word usage, or vocabulary pronunciation, as well as application of these skills to reading comprehension.
- REA 0002C College Preparatory Reading II.** 4 hours, 3 c.p.  
**Prerequisite:** Appropriate score on Florida Entry-Level Placement Exam or REA 0001C. A reading course required for students reading below the college level. This course provides instruction in vocabulary skills, listening skills, and comprehensive skills.
- REA 1105 Reading.** 3 hours, 3 c.c.  
**Prerequisite:** Appropriate score on Florida Entry-Level Placement Exam. **Corequisite:** REA 1105L. Course is designed to improve reading comprehension and vocabulary skills. Reading skills appropriate for college assignments are emphasized. Course can also be used as an elective for anyone wishing to improve the above skills.
- REA 1105L Reading Skills Laboratory.** 2 hours 1 c.c.  
**Corequisite:** REA 1105. Provides application of skills taught in REA 1105. The objectives are addressed through analysis of textbook articles, short stories, a novel, and practice on a computer software reading program.
- REA 1125 Essential Reading Skills.** 1 hour, 1 c.c.  
Course is recommended for students preparing for the CLAST. This course provides a review of each of the reading skills tested on the CLAST.
- REL 2000 Introduction to Religion.** 3 hours, 3 c.c.  
**Prerequisite:** Test score requirement the same as ENC 1101. An introduction to the religions of the world. The course will consider the nature and development of religious systems, elements of religious life, and role of cults, and the relation between religion and society. **Meets A.A. general education Category V. A writing emphasis course.**
- REL 2223 Biblical Studies I.** 3 hours, 3 c.c.  
A look at selected chapters of the Torah (Five Books of Moses) through the eyes of ancient, medieval and modern commentators. The student will learn how thinkers have searched for truth and understanding in the Biblical text.
- REL 2930 Special Topics in Religion.** 3 hours, 3 c.c.  
Designed to present various topics related to the field of religion.
- RET 1024L Introduction to Respiratory Care.** 2 hours, 1 c.c., A.S. only.  
This course is designed to introduce the student to the profession of respiratory care, included will be topics of respiratory care history, practitioner/patient communication, patient charts, charting and vital signs.
- RET 1026 Basic Respiratory Therapy Procedures.** 3 hours, 3 c.c., A.S. only.  
**Prerequisite:** RET 1024L. **Corequisite:** RET 1026L. A beginning course in respiratory concepts, equipment and policies. Topics covered include medical gases, humidity and aerosol therapy, chest physical therapy, airway care, intubation assist, emergency airway maintenance, CPR skills, coughing, flutter valves, huffing, PEP mask therapy, breathing exercises, incentive spirometry, body mechanics and respiratory drugs and basic respiratory microbiology.
- RET 1026L Basic Respiratory Therapy Procedures Laboratory.** 4 hours, 2 c.c., A.S. only.  
**Lab fee. Prerequisite:** RET 1024L. **Corequisite:** RET 1026. This lab is designed for the student to perform basic respiratory concepts and policies. The student will practice setting up basic respiratory equipment for oxygen therapy, airway care, intubation assist, emergency airway maintenance and administer drugs through aerosol therapy. Students will also demonstrate skills in CPR, coughing, huffing breathing exercises, body mechanics, the use of the flutter valves and PEP mask therapy.
- RET 1264 Mechanical Ventilation.** 3 hours, 3 c.c., A.S. only.  
**Prerequisite:** RET 1026. **Corequisite:** RET 1264L. This course is designed to introduce the student to hyperinflation therapy, basic mechanical ventilation, arterial blood gas punctures, arterial blood gas analysis, intubation assist, CPAP, BIPAP and adjunctive procedures.
- RET 1264L Mechanical Ventilation Laboratory.** 4 hours, 2 c.c., A.S. only.  
**Lab fee. Prerequisite:** RET 1026. **Corequisite:** RET 1264. The student will demonstrate skills in setting up and administering hyperinflation therapy including mechanical ventilation, arterial blood gas punctures, arterial blood gas analysis. CPAP, BIPAP and adjunctive procedures.

- RET 1484C Cardiopulmonary Pathology.** 4 hours, 3 c.c., A.S. only.  
**Prerequisites:** Grade of "C" or better in BSC 1094 and BSC 1094L.  
**Corequisite:** RET 1875. This course is an in-depth study of patient interview, history and physical, diagnostic tests and disease specific pathophysiology involved in developing a respiratory care plan. The respiratory care medical director will provide content as relevant to respiratory care.
- RET 1874 Respiratory Clinic I.** 3 hours, 1 c.c., A.S. only.  
**Lab fee. Prerequisites:** HSC 1592, RET 1024L. This course will introduce students to respiratory clinical sites, hospital policies and procedures, practical application of the patient care skills learned in Introduction to Respiratory Care, the use of medical terminology, patient charts and charting, vital signs, communicate skills with the health team and patients and practice infection control techniques.  
**Meets A.S. computer competence requirement for the Respiratory Care program.**
- RET 1875 Respiratory Clinic II.** 15 hours, 5 c.c., A.S. only.  
**Lab fee. Prerequisite:** RET 1874. This course is designed to allow a student to practice oxygen therapy, patient assessment, charts and charting, aerosol therapy, bedside spirometry, chest physical therapy, patient positioning, body mechanics, airway clearance with suction protocols, artificial airway administration, emergency airway management, incentive spirometry, breathing exercises and all other previously learned respiratory care techniques.
- RET 1876 Respiratory Clinic III.** 15 hours, 5 c.c., A.S. only.  
**Lab fee. Prerequisite:** RET 1875. This course is designed to allow the students to practice basic mechanical ventilator concepts, arterial punctures and all other respiratory care techniques learned in the previous terms. Assessment of patients with development of respiratory care plan protocols, hemodynamic monitoring, advanced ventilator concepts, chest tube management, physician rounds, EKG, ACLS certification and cath lab. The student will complete their patient case studies with an oral presentation. **Meets A.S. oral communications requirement for the Respiratory Care program.**
- RET 2350 Advanced Pharmacology.** 3 hours, 3 c.c., A.S. only.  
**Prerequisites:** Grade of "C" or better in CHM 1033, RET 1026.  
**Corequisite:** RET 1264. This course will cover cardiac drugs, related to CPR and the emergency crash cart including steroids and antibiotics, their classification action, their calculations and EKGs.
- RET 2415C Advanced Pulmonary Functions.** 3 hours, 2 c.c., A.S. only.  
**Lab fee.** This course is a combination of lecture and lab designed to teach pulmonary function mechanics in diagnostics such as helium dilution, nitrogen washout, Plethysmography, closing capacity, single breath nitrogen and DLCO. Equipment calibration, classification of equipment and performance of screening will be discussed and performed.
- RET 2417 Pediatric/Neonatal Care.** 3 hours, 3 c.c., A.S. only.  
 A study of normal and abnormal pediatric and neonatal cardiopulmonary anatomy and physiology.
- RET 2442 Cardio Hemodynamics and Instrumentation.** 3 hours, 3 c.c., A.S. only.  
**Prerequisite:** RET 1264. **Corequisite:** RET 2442L. This course will introduce students to advanced adult critical care concepts including advanced ventilator management flowby, PCV, high frequency ventilation and capnography. This course will also cover advanced topics of normal and abnormal cardiopulmonary anatomy and physiology with emphasis on electrocardiology, exercise physiology and testing, clinical assessment, chest tubes, hemodynamic monitoring, ventilatory support and advanced cardiac life support.
- RET 2442L Cardio Hemodynamics and Instrumentation Laboratory.** 4 hours, 2 c.c., A.S. only.  
**Lab fee. Prerequisite:** RET 1264. **Corequisite:** RET 2442. This lab is designed for students to set up ventilators using advanced modes, capnography monitors, EKG monitors and chest tubes. Included also is ACLS procedures and drugs.
- RET 2535C Pulmonary Rehabilitation Specialization.** 2 hours, 1 c.c., A.S. only.  
**Corequisite:** RET 2442. This course will cover the role of the respiratory therapists in home care, candidates for home care, equipment used in home care, discharge planning, home care admissions, home visits, assessments, coordinating with other services, respiratory care plan, adult, pediatric and infant care, infection control, reimbursement, and alternate sites for respiratory patients.
- RET 2877 Respiratory Clinic IV.** 15 hours, 5 c.c., A.S. only.  
**Lab fee. Prerequisite:** RET 1876. This course is designed to allow students to practice basic and advanced mechanical ventilator concepts for adults, pediatrics and infants. Assessment of patients with the development of respiratory care plan protocols, hemodynamic monitoring, ACLS concepts, chest tube management, physician rounds, EKG, cath lab, airway management and, dysrhythmia recognition, neonatal and pediatric respiratory care, home care, rehabilitation, management skills and intubation rotation.
- RET 2930 Respiratory Care Seminar.** 2 hours, 2 c.c., A.S. only.  
 This course will cover advanced material related to the registered respiratory therapists. Topics include leadership and supervisory skills and wellness issues such as smoking cessation, stress control, good personal health practices and RRT SAE.
- RET 2931 Respiratory Care Preceptorship.** 12 hours, 4 c.c., A.S. only.  
**Prerequisite:** RET 2877. **Corequisite:** RET 2930. This course allows students the opportunity to work in many areas of Respiratory Care. The student will spread the preceptor hours through many disciplines in Respiratory Care specific to our clinical sites.
- RTE 1000 Introduction to Radiologic Technology.** 1 hour, 1 c.c., A.S. only.  
 An introduction to the role of the Radiographer, the hospital, and the regulations of the program. Medical ethics and legal considerations are emphasized.
- RTE 1111 Radiographic Nursing Procedures.** 2 hours, 2 c.c., A.S. only.  
 Body mechanics, sterile technique, vital signs and emergency procedures are demonstrated with the student clinical activities.
- RTE 1418 Principles of Radiographic Exposure.** 2 hours, 2 c.c., A.S. only.  
**Lab fee. Prerequisite:** RTE 1420. An overview of the production of the radiographic image on film. Experiments performed with phantoms will be connected with the lecture material.
- RTE 1420 Darkroom Techniques.** 1 hour, 1 c.c., A.S. only.  
 An overview of automatic film processing, radiological film qualities, facility design and function.
- RTE 1503 Radiographic Positioning I.** 2 hours, 2 c.c., A.S. only.  
**Corequisites:** RTE 1702, RTE 1804. Positioning of the chest, abdomen, and extremities is coordinated with Radiography Clinic I.
- RTE 1512 Radiographic Positioning II.** 2 hours, 2 c.c., A.S. only.  
**Prerequisite:** RTE 1503. **Corequisite:** RTE 1712. Correct positioning of the bones of the body, as well as the GI and GU tracts will be presented and correlated with the clinical experiences of semester II.
- RTE 1562 Radiographic Special Procedures.** 2 hours, 2 c.c., A.S. only.  
 An overview of angiographic procedures and equipment as well as advanced nursing procedures.
- RTE 1613 Radiographic Physics I.** 2 hours, 2 c.c., A.S. only.  
 An introduction to the concept of radiation, atomic structure, energy, magnetism, basic electricity, and the use of high voltage.
- RTE 1623 Radiographic Physics II.** 2 hours, 2 c.c., A.S. only.  
**Prerequisite:** RTE 1613. A continuation of Radiographic Physics I, this course explores the production of high voltage and the x-ray machine parts and safeguards.
- RTE 1702 Radiographic Anatomy and Physiology I.** 2 hours, 2 c.c., A.S. only.  
**Corequisite:** RTE 1503. Chest, abdomen, extremity and spine anatomy and physiology is presented and correlated with the clinical experience of the first semester.
- RTE 1712 Radiographic Anatomy and Physiology II.** 2 hours, 2 c.c., A.S. only.  
**Prerequisite:** RTE 1702. **Corequisites:** RTE 1512, RTE 1814. Skull, cell tissue, G.I., G.U. and circulatory anatomy and physiology is presented and correlated with the clinical experience of the second semester.
- RTE 1804 Radiography Clinic I.** 20 hours, 5 c.c., A.S. only.  
**Lab fee.** Under direct supervision, students participate in actual clinical settings, combining the theory and concepts presented during the didactic portion of semester I.
- RTE 1814 Radiography Clinic II.** 20 hours, 5 c.c., A.S. only.  
**Lab fee. Prerequisite:** RTE 1804. **Corequisites:** RTE 1503, RTE 1712. Under direct supervision, students practice in actual clinical settings combining the theory and concepts presented during the didactic portion of semesters I and II.
- RTE 1824 Radiography Clinic III.** 8 hours, 2 c.c., A.S. only.  
**Lab fee. Prerequisite:** RTE 1814. Under direct supervision, students participate in actual clinical settings combining the theory and concepts presented during the didactic portion of semesters I, II and III.



**RTE 1834 Radiography Clinic IV.** 12 hours, 3 c.c., A.S. only.

**Lab fee. Prerequisite:** RTE 1824. Under direct supervision, students participate in actual clinical settings, combining the theory and concepts presented during the didactic portion of semesters I, II, IIIA and IIIB.

**RTE 2206 Computer Applications in Radiology.** 1 hour, 1 c.c., A.S. only.

**Lab Fee.** An overview of the types and uses of computers in the Radiologic Sciences. **Meets A.S. computer competence requirement for the Radiography program.**

**RTE 2385 Radiation Biology.** 1 hour, 1 c.c., A.S. only.

The principles of radiation interaction with the cell, and the effects of acute and chronic exposure to radiation are presented.

**RTE 2473 Introduction to Radiation Safety and Quality Assurance.** 1 hour, 1 c.c., A.S. only.

An introduction to the tests and equipment used to maintain consistent image quality in the Radiology Department.

**RTE 2523 Radiographic Positioning III.** 2 hours, 2 c.c., A.S. only.

**Prerequisite:** RTE 1512. Special views, as well as mammography, myelography, and special equipment will be presented and correlated with the clinical experiences of the second year student.

**RTE 2563 Advanced Radiographic Procedures II.** 1 hour, 1 c.c., A.S. only.

An overview of advanced radiographic procedures which includes Catherization, Radiation Therapy and Magnetic Resonance Imaging utilizing lecture, audiovisual media and on site practice in hospital settings.

**RTE 2602 Radiographic Imaging.** 2 hours, 2 c.c., A.S. only.

**Prerequisites:** RTE 1418, RTE 1623. An overview of radiographic, fluoroscopic and image recording equipment.

**RTE 2722 Radiographic Anatomy and Physiology III.** 2 hours, 2 c.c., A.S. only.

**Prerequisite:** RTE 1712. Respiratory, nervous, endocrine, and reproductive systems along with muscles, joints, and sense organs anatomy & physiology are presented and correlated with the clinical experiences of the second year student.

**RTE 2780 Applied Radiographic Pathophysiology.** 1 hour, 1 c.c., A.S. only.

**Prerequisite:** RTE 2722. Disease processes which affect the body, as well as those which are commonly demonstrated radiographically.

**RTE 2844 Radiography Clinic V.** 24 hours, 4 c.c., A.S. only.

**Lab fee. Prerequisite:** RTE 1834. Under direct supervision, students participate in actual clinical settings, combining the theory and concepts presented during the first year as well as semester IV.

**RTE 2854 Radiography Clinic VI.** 24 hours, 4 c.c., A.S. only.

**Lab fee. Prerequisite:** RTE 2844. Under both direct and indirect supervision, students participate in actual clinical settings combining the theory and concepts presented during the previous semesters.

**RTE 2864 Radiologic Technology Internship.** 12 hours, 3 c.c., A.S. only.

**Lab fee. Prerequisite:** RTE 2854. Under direct and indirect supervision, students participate in actual clinical settings, combining the theory and concepts presented during the previous semester.

**RTE 2930 Radiographic Critique I.** 1 hour, 1 c.c., A.S. only.

Current events pertinent to the field of Radiology as well as film evaluation of studies done by the students. **Meets A.S. oral communications requirement for Radiography program.**

**RTV 2241 TV Production I.** 3 hours, 3 c.c.

Develops basic techniques of television production including camera and audio operation, lighting, staging, graphics, and performing. WSRE-TV facilities are used.

**RTV 2242C TV Production II.** 5 hours, 3 c.c.

**Prerequisite:** RTV 2241. A course designed to develop basic techniques of television production, including camera and audio operation, lighting, staging, graphics, and directing. The facilities of WSRE-TV are used to develop skills covered in lecture periods.

**RUS 1120 Beginning Russian I.** 4 hours, 4 c.c.

Essentials in grammar; drill in pronunciation and reading. Special emphasis on oral communications in the language. The course will include four credits of classroom instruction which may be augmented by study in the Foreign Language Laboratory.

**RUS 1121 Beginning Russian II.** 4 hours, 4 c.c.

**Prerequisite:** RUS 1120. Not for beginners. The course will include four credits of classroom instruction which may be augmented by study in the Foreign Language Laboratory. Emphasis will be placed upon speaking and comprehension as well as culture. A wide variety of audio-visual materials will be at the student's disposal. **Meets A.A. general education Category V.**

**RUS 2200 Intermediate Russian I.** 3 hours, 3 c.c.

**Prerequisite:** RUS 1121 or two years of Russian in high school. Students who complete the course should be able to understand and respond to normal, everyday Russian spoken at a reasonable speed by native speakers. With the aid of a dictionary, the students should be able to read and write non-technical material easily as well as the standard works of Russian and Soviet literature.

**RUS 2201 Intermediate Russian II.** 3 hours, 3 c.c.

**Prerequisite:** RUS 2200. A continuation of the basic subject of everyday use of the Russian language but in a more in-depth and challenging manner.

**SLS 0341 Career Communications.** 2 hours, 1 v.c.

This course is designed to prepare students for planning and implementing a successful job search and for maintaining productive work experience on the job. Specific topics include: interpersonal skills, interview skills, problem solving techniques, job planning and developing responsible work behaviors.

**SLS 0380 Introduction to Entrepreneurship.** 6 hours, 3 v.c.

**Prerequisite:** Permission of program manager. This is a basic course in entrepreneurship: the formation, planning, management and operation of a small business. This course will present a logical sequence of the necessary steps for either starting a new business or strengthening and continuing an existing business. Basic principles of finance, marketing, business law, accounting, management will be presented within the context of the small business. Also included is insurance billing and networking.

**SLS 1101 College Success.** 3 hours, 3 c.c.

College Study Skills is designed to assist students in developing effective study habits that will help them to experience success in college. The student will learn to: improve test-taking skills, take good lecture notes, increase reading comprehension, use a textbook effectively, organize time, set realistic goals, and increase self-confidence.

**SLS 1102 Introduction to College.** 3 hours, 3 c.c.

A course designed to assist students to develop essential college study skills, library science capability, and educational planning orientation to become academically successful. The course emphasizes the utilization of library resources and technology, development of an individualized educational plan, and successful study strategies for mastering college level course work. **NOTE:** Students who complete this course will not be permitted to earn credit for the LIS 1001 Library Science or SLS 1122 Introduction to College Life courses which are offered in a one credit format.

**SLS 1122 Introduction to College Life.** 1 hour, 1 c.c.

This course is designed to introduce students to the many educational opportunities and services at Pensacola Junior College. It will include the techniques of educational planning, how to register, and will provide experiences for establishing identity, determining strengths, clarifying values, setting goals, and taking action. Students are encouraged to participate in appropriate developmental services to enable them to achieve optimal success in college.

**SLS 1345 Workplace Skills.** 3 hours, 3 c.c.

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. **Meets A.S. oral communications requirement for the Building Construction Technology, Chemical Technology, Child Development and Education, Computer Programming and Applications, Drafting and Design Technology, Electronics Engineering Technology, Environmental Sampling and Analysis, Fire Science Technology, Hazardous Materials Management, Industrial Management Technology, Instructional Services Technology, and Manufacturing Technology programs.**

**SLS 1371 PLA Portfolio Development.** 3 hours, 3 c.c.

This course is designed to help students identify and prioritize their education and career goals through a variety of activities and projects. Among the topics covered are: the PJC curriculum and PLA policies, goals clarification, career planning, resume writing, adult learning styles, non-traditional learning models, and PLA portfolio construction and design. Students will complete interest and skill inventories, case studies, a learning styles inventory, and other related projects designed to support the development of a PLA credit request portfolio. The culminating experience of the course is the production of a PLA credit request portfolio.

**SON 1111 Abdominal Sonography I.** 3 hours, 3 c.c., A.S. only.

**Prerequisites:** SON 1100, SON 1170. This course is an introduction to the cross-sectional anatomy of the abdominal area and its recognition on sonographic visualization systems.

**SON 1112 Abdominal Sonography II.** 3 hours, 3 c.c., A.S. only.

**Prerequisite:** SON 1111. An in-depth presentation of sonography of the abdominal area stressing deviation from the norm and the studies to make a diagnostically acceptable study.

**SON 1121 OB/GYN Sonography I.** 3 hours, 3 c.c., A.S. only.

**Prerequisites:** SON 1100 SON 1170. This course is an introduction to the cross-sectional anatomy of the female reproductive system with and without an existing pregnancy. The sonographic recognition of the normal throughout all terms of pregnancy is presented.

**SON 1122 OB/GYN Sonography II.** 3 hours, 3 c.c., A.S. only.

**Prerequisite:** SON 1121. Abnormalities, pathology, and deviation from normal in the female pregnant and non-pregnant pelvis is stressed along with sonographic views required for accurate diagnosis.

**SON 1170 Sonography of the Circulatory System.** 2 hours, 2 c.c., A.S. only.

**Corequisite:** SON 1100. An introduction to the hemodynamics of circulatory systems and the sonographic imaging and Doppler assessment of the cardiac and vascular structures.

**SON 1211 Medical Sonography Physics I.** 3 hours, 3 c.c., A.S. only.

**Prerequisites:** SON 1100, SON 1170. This course offers the principles of diagnostic ultrasound and presents the fundamental properties of ultrasound physics. Stresses tissue interactions and interfaces. Focusing characteristics and methods and intensity and power considerations are introduced, along with system resolution considerations.

**SON 1212 Medical Sonography Physics II.** 3 hours, 3 c.c., A.S. only.

**Prerequisite:** SON 1211. This course offers further consideration of the properties of diagnostic ultrasound stressing the operation of the diagnostic equipment, the display system, biological effects and quality assurance methods. Current developments in ultrasound are reviewed, discussed, and evaluated.

**SON 1214 Practical Aspects of Sonography I.** 3 hours, 3 c.c., A.S. only.

**Prerequisites:** SON 1100, SON 1170. This course offers the principles of diagnostic ultrasound and presents the practical aspects of scanning techniques, film critique, film identification and patient care and handling as related to sonographic Doppler examination. Stresses the operation of diagnostic ultrasonic equipment and routine images obtained.

**SON 1215 Practical Aspects of Sonography II.** 3 hours, 3 c.c., A.S. only.

**Prerequisite:** SON 1214. This course offers more advanced principles of diagnostic ultrasound, adding knowledge of pathological processes. Further presenting the practical aspects of scanning techniques, film critique, film identification and patient care and handling as related to the sonographic examination. Stressing the correlation of all patient data, including sonographic images obtained to assist in the differential diagnostic process.

**SON 1804 Sonography Clinic I.** 24 hours, 3 c.c., A.S. only.

**Lab fee. Prerequisites:** SON 1100, SON 1170. Clinical education requiring application of the didactic knowledge is learned. Professionalism and personal interactions are stressed along with technical abilities. Each student will be assigned to a registered sonographer employed by the clinical site with one-on-one supervision. Students will demonstrate basic skills utilizing equipment in scanning techniques. He/she will also demonstrate appropriate patient interaction, understand basic protocol/procedures associated with gynecological/obstetrical examinations in all stages of pregnancy and with scanning abdominal structures. As the student successfully completes practical competencies, he/she will require less supervision during examinations but will always be under the supervision of a registered sonographer.

**SON 1814 Sonography Clinic II.** 24 hours, 3 c.c., A.S. only.

**Lab fee. Prerequisite:** SON 1804. This course is a continuation of Sonography Clinic I. Student continues to build skills utilizing equipment. Can identify protocols for assigned clinical affiliate. Patient interaction appropriate for a sonographer is stressed. Understands protocols and procedures associated with gynecological and obstetrical examinations in all stages of pregnancy and with scanning abdominal structures. As the student successfully completes practical competencies, he/she will require less supervision during examinations but will always be under the supervision of a registered sonographer.

**SON 1824 Sonography Clinic III.** 32 hours, 4 c.c., A.S. only.

**Lab fee. Prerequisite:** SON 1814. This course is a continuation of Sonography Clinic II. Application of didactic knowledge continues. Professionalism and personal interactions are stressed along with advanced technical abilities. The student will be able to explain and demonstrate all procedures learned in prior clinics including scans for thyroid/parathyroid glands, bladder/prostate, scrotum/testes, breast, arterio/venous connections and lower extremity vascular structures. He/she will be under the supervision of a registered sonographer during all examinations.

**SOS 2006 Introduction to Soil Science.** 4 hours, 4 c.c.

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.

**SPA 1612C Introduction to American Sign Language.** 5 hours, 4 c.c.

This course will introduce the student to the syntax and morphology of the entire native language of deaf people. The course is designed to promote a better understanding of American Sign Language and to clarify how it differs not only from developed English Sign Systems, but from the English language as a whole. The course will also describe the history, values, and culture of deaf persons in America. Emphasis is placed on the students' receptive skills rather than expressive skills. Greater depth is explored in intermediate American Sign Language. Learning activities are designed to reinforce instruction through the use of videotaped materials and practice exercises developed to correspond to text book materials. Basic conversational receptive and expressive sign language practice will be emphasized. Greater depth is explored in Intermediate American Sign Language. **Meets foreign language requirement.**

**SPA 1613C Intermediate American Sign Language.** 5 hours, 4 c.c.

**Prerequisite:** SPA 1612C. This course will introduce the student to the principles of idiomatic speech and colloquialisms in conversational sign language. The course emphasizes intermediate level sign vocabulary, complex grammatical constructions, and the inflection patterns in spontaneous conversation. Additional instruction will be given on the production of the conceptually accurate sign. Emphasis will be placed on increasing the expressive and receptive proficiency of the student. Learning activities emphasize the use of videotaped materials and practice exercises developed to correspond with text book materials. Intermediate level expressive skills, (i.e., conversational skills) and receptive skills will be emphasized through interaction with deaf adults and videotaped stories. **Meets foreign language requirement.**

**SPC 1006C Basic Speaking and Listening Skills.** 2 hours, 1 c.c.

An introductory course which provides the speaking/listening skills prescribed by the Florida CLASP. **Meets A.A. oral communications requirement.**

**SPC 1300 Interpersonal Communication.** 3 hours, 3 c.c.

A general speech communication course that demonstrates the predominance of the spoken language in forming your personality and relating your ideas to others. Informal class experiences focus on understanding symbols and the dynamics of the speech process, values and message variables, participating effectively in small group discussions and conflict resolution. **Meets A.A. oral communications requirement.**

**SPC 1596 Introduction to Forensics.** 3 hours, 3 c.c.

This course is designed to assist students in preparation for competitive forensics activities. The course will include introduction to oral interpretation performance, public speaking, and limited preparation speaking. In order to master these areas, students will gain the capacity to select, shorten, and enact literature; research, organize, and give speeches; and research topics for limited preparation events. Course work will develop students in each of these areas. At the end of the course, students will compete with each other in two areas of competition. **Meets A.A. oral communications requirement.**

**SPC 1600 Public Speaking.** 3 hours, 3 c.c.

A study of speech principles and types of formal speeches. Emphasis is placed on development, critical analysis, and delivery of several types of formal speeches. **Meets A.A. oral communications requirement.**

**SPC 2594C Intercollegiate Forensics.** 2 hours, 1 c.c.

The study, evaluation and performance of a wide variety of speech activities: Impromptu, Extemporaneous, Informative and Persuasive speaking; prose, poetry, duo and group interpretation—as well as debate. Practicum required for those wishing to qualify for the traveling squad. Credit may be earned for three semesters. **Meets A.A. oral communications requirement.**

**SPN 1120 Beginning Spanish I.** 4 hours, 4 c.c.

Fundamentals of grammar, drill in pronunciation, reading, and special emphasis on oral expression in the language. The course includes four credits of classroom instruction which may be augmented by study in the Foreign Language Laboratory. If you have had two consecutive years of Spanish in high school, it is strongly advised you begin in SPN 1121.

**SPN 1121 Beginning Spanish II.** 4 hours, 4 c.c.

**Prerequisite:** SPN 1120. Not for beginners. The course will include four credits of classroom instruction which may be augmented by study in the Foreign Language Laboratory. Emphasis will be placed upon speaking and comprehension as well as culture. A wide variety of audio-visual materials will be at the student's disposal. This course is available in an intensive, six-week version during the summer term. If you have had two consecutive years of Spanish in high school, it is strongly advised you begin in SPN 1121. **Meets A.A. general education Category V.**

**SPN 2200 Intermediate Spanish I.** 3 hours, 3 c.c.

**Prerequisite:** SPN 1121. 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.

**SPN 2201 Intermediate Spanish II.** 3 hours, 3 c.c.

**Prerequisite:** SPN 2200. This course is designed to further enhance the knowledge of students in the Spanish language. The four language skills of listening, reading, writing and speaking will offer the students the opportunity to learn more about the stylistics of the language. Creative material will be introduced that will help students acquire more information about the history and the culture of the language.

**SPN 2240 Conversational Spanish I.** 3 hours, 3 c.c.

The course is intended for any student with at least six hours of Spanish who desires proficiency in spoken Spanish. The student is urged to use Spanish in class in the practicing of structural drills and the discussion of varied materials in Spanish.

**SPN 2241 Conversational Spanish II.** 3 hours, 3 c.c.

**Prerequisite:** SPN 2240. A continuation of Conversational Spanish I, SPN 2240.

**STA 2023 Elementary Statistics.** 3 hours, 3 c.c.

**Prerequisite:** Appropriate score on Florida Entry-Level Placement Exam or MAT 1033. The course emphasizes the meaning of statistics for the business, natural science, and social science student. The course introduces descriptive and inferential statistics through such topics as frequency distributions, measures of position, central tendency and dispersion, simple probability, binomial and normal distributions, and hypothesis testing. **Meets A.A. general education Category III.**

**SUR 1100C Construction Surveying.** 6 hours, 4 c.c., A.S. only.

**Corequisite:** MAC 1105 or higher math or permission of department head. An introductory course including the fundamentals of plane surveying and the use and care of equipment. Topics covered are theory of leveling, angles and bearings, curves and topography. An introductory laboratory designed to include measurement of distance, leveling, and land surveying. Includes use of Laser/Electronic Distance Meter.

**SYG 2000 Introduction to Sociology.** 3 hours, 3 c.c.

**Prerequisite:** Test score requirement the same as ENC 1101. Introductory course in the scientific study of human social activity. This course invites students to discover a fresh and exciting way to see their world and themselves. The core sociological concepts include: Culture and Diversity, Socialization, Social Interaction, Groups and Organizations, Deviance, Social Stratification, Global Inequality, Race and Ethnicity, Sex and Gender, Economics and Politics, Family and Religion, Education and Medicine, Population and Urbanization, and Social Change and Modernity. **Meets A.A. general education Category IV. A writing emphasis course.**

**SYG 2010 Social Problems.** 3 hours, 3 c.c.

**Prerequisite:** Test score requirement the same as ENC 1101. An in-depth analysis of selected problems of modern American society, including their origins and possible solutions. Problems in the basic institutions of marriage, family relations, education, economics and government are studied. Other topics include problems of American minority groups, crime and delinquency, population problems, and problems of ecology and urban living. **Meets A.A. general education Category IV. A writing emphasis course.**

**TAX 2000 Income Tax Procedures.** 3 hours, 3 c.c., A.S. only.

**Prerequisite:** ACG 2001 or ACG 2011. The study of current Federal Income Tax Laws and rules as they apply to individual income tax returns. Actual tax forms are studied and prepared by the student. Topics include gross income, inclusions, and exclusions, personal itemized deductions, tax credits and pre-payments, capital gains and losses, and rental and self-employment income.

**THE 2000 Introduction to Theatre.** 9 hours, 3 c.c.

**Prerequisite:** Test score requirement the same as ENC 1101. Designed to instill in the student a curiosity and interest in all areas of the theatre by inspiring him or her to look at this collaborative art form from the point of view of those who create it. This is not an acting class. **Meets A.A. general education Category V. A writing emphasis course.**

**THE 2083 Theatre Problems.** 9 hours, 3 c.c.

**Prerequisite:** THE 2000. This is an advanced course for students who have demonstrated that they are capable of advanced, highly specialized work in a particular area of theatre such as scene design, acting methods, play writing, and directing. Students are assigned to a teacher who will design, supervise, and evaluate their projects. May be used for certification or recertification of high school drama teachers. May be repeated for credit (three times).

**THE 2300 Dramatic Literature.** 3 hours, 3 c.c.

**Prerequisite:** THE 2000. This course explores dramatic literature and develops the student's knowledge and appreciation of the elements of literature through the study of selected scripts, playwrights and dramatic theories. Among these elements are the history of dramatic literature, genre study and the theory and practice of dramatic analysis and criticism.

**TPA 2200 Introduction to Technical Theatre.** 3 hours, 3 c.c.

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.

**TPA 2290 Technical Laboratory.** 3 hours, 1 c.c.

Course constitutes participation in the backstage technical operation of the current production. This course may be taken three times. Hours to be arranged.

**TPP 1100 Introduction to Acting.** 3 hours, 3 c.c.

An introduction to the basic skills of acting, voice, and dance for the stage. Course consists of one hour daily lectures/participation covering various aspects of theatre arts, including costumes, scenery, and make-up to be followed by three hours of rehearsal. Students will participate on stage or back stage in a musical or dramatic production. This course may be repeated as different productions are performed.

**TPP 1110 Acting I.** 3 hours, 3 c.c.

**Prerequisite:** Speech or permission of instructor. A practical study of beginning acting. Basic skills will be practiced in pantomime, improvisations, and selected scenes. Participation in current PJC 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.

**TPP 1111 Acting II.** 3 hours, 3 c.c.

**Prerequisite:** TPP 1110 or permission of instructor. A study of acting styles with practical application of acting skills in classroom exercises and extra-curricular activities. A study of the advantages and disadvantages of theatre as a vocation and/or an avocation.

**TPP 2190 Rehearsal and Performance.** 6 hours, 1 c.c.

**Prerequisite:** Permission of instructor. This credit hour is restricted to the students who are cast in performing roles in the dramatic productions of the semester. This credit may be earned three times. Hours to be arranged.

**TPP 2250 Introduction to Musical Theatre.** 3 hours, 3 c.c.

Introduction to the study of musical theatre analysis, creation, and performance as applied to the study of voice, dance, and acting.

**TPP 2300 Directing I.** 3 hours, 3 c.c.

**Prerequisite:** TPP 1110 or permission of instructor. Introduction of the fundamental principles and techniques of play direction to include script selection and analysis, casting, blocking, composition, picturization, interpretation and staging of plays.

**VPI 0100 Vocational Preparatory Reading.** 2 hours, 1 v.p.

**Prerequisite:** Must make application for a Vocational Certificate Program. Course is designed to develop reading skills, basic study skills and comprehension. Development of these skills is through individual lab activities, computer-assisted instruction, lab and home assignments, and pre/post evaluation. Two repeats allowed.

**VPI 0200 Vocational Preparatory Mathematics.** 2 hours, 1 v.p.

**Prerequisite:** Must make application for a Vocational Certificate Program. Course is designed for the student who needs to develop basic arithmetic skills focusing on relating math to the specific vocational training area. Emphasis is on individualized learning including lab activities, computer-assisted instruction, lab and home assignments and pre/post evaluation. Two repeats allowed.

**VPI 0311 Vocational Preparatory Language.** 2 hours, 1 v.p.

**Prerequisite:** Must make application for a Vocational Certificate Program. Course is designed for the student who needs to develop basic writing skills and language skills, including language mechanics, punctuation, and sentence and paragraph development. Individualized approaches include lab activities, computer-assisted instruction, lab and home assignments, and pre/post evaluation. Two repeats allowed.

**WIS 2600 Wildlife Management in Forestry.** 3 hours, 3 c.c.

The study of wild life management practices and wildlife habitat; and the manipulation of wildlife through forest management practices.

**WST 2010 Introduction to Women's Studies.** 3 hours, 3 c.c.

**Prerequisite:** Test score requirement same as ENC 1101. An interdisciplinary approach to the study of major issues relevant to the female experience. The course integrates imaginative literature with a variety of non-fiction readings from history, psychology, and other academic disciplines. Reading, writing, discussing, and working collaboratively will develop students' understanding of the experiences of women in Western culture and provide them with a context for evaluating their personal experiences. **A writing emphasis course.**

**ZOO 1010 General Zoology.** 3 hours, 3 c.c.

**Corequisite:** ZOO 1010L. Morphological, physiological, and taxonomic aspects of animals are studied. Representative animals are used to illustrate significant characteristics of major and animal groups. Variety of form and function in animals is given considerable emphasis throughout the course. Local beach and marine animals are emphasized. Recommended for biology majors. **Meets A.A. general education Category VI.**

**ZOO 1010L General Zoology Laboratory.** 2 hours, 1 c.c.

**Lab fee. Corequisite:** ZOO 1010. An introductory course with the appropriate microscope and dissection exercise to accompany ZOO 1010. **Meets A.A. general education Category VI.**

**ZOO 2303 Vertebrate Zoology.** 3 hours, 3 c.c.

**Prerequisite:** ZOO 1010. **Corequisite:** ZOO 2303L. A survey of the biology of vertebrates, with emphasis on evolution, taxonomy, anatomy, physiology, behavior, and ecology.

**ZOO 2303L Vertebrate Zoology Laboratory.** 2 hours, 1 c.c.

**Lab fee. Prerequisite:** ZOO 1010L. **Corequisite:** ZOO 2303. A laboratory course covering the anatomy, taxonomy, and behavior of the vertebrates, including survey of related chordates. Dissection of representatives of vertebrate classes, use of taxonomic keys, and a project are included in class assignments.

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## NEW COURSES

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\_\_\_\_\_ **Advanced Radiographic Procedures I.** 1 hour, 1 c.c.

An overview of advanced radiographic procedures which includes Nuclear Medicine, Ultrasound and Computer Tomography utilizing lecture, audiovisual media and on site practice in hospital settings.

\_\_\_\_\_ **Essentials of Networking.** 4 hours, 2 v.c.

**Lab fee. Prerequisite:** EEV 0532C. This course covers fundamental networking concepts which serve as a basis for future courses. The student will study the ISO Model, IP Addressing, LAN Media, and Topologies. This is one of the courses designed to prepare a student to take the Cisco Certified Network Associate Exam (CCNA).

\_\_\_\_\_ **Basic Router Theory.** 4 hours, 2 v.c.

**Lab fee. Prerequisite:** EEV 0580C. Basic router terminology and configurations are studied in this course. The student will study Router Components, Router Configuration, IOS, TCP/IP, IP Addressing, and Router Protocols. This is one of the courses designed to prepare a student to take the Cisco Certified Network Associate Exam (CCNA).

\_\_\_\_\_ **Intermediate Router Theory.** 4 hours, 2 v.c.

**Lab fee. Prerequisite:** \_\_\_\_\_ Basic Router Theory. This course expands on the concepts taught in the Basic Router course and introduces the various LAN configurations. Specific topics covered are: LAN Switching, VLANs, LAN Design, IGRP, Access List, and IPX. This is one of the courses designed to prepare a student to take the Cisco Certified Network Associate Exam (CCNA).

\_\_\_\_\_ **Network Cabling Fundamentals.** 4 hours, 2 v.c.

**Lab fee.** This course is designed to provide computer repair and network technicians with the knowledge and skills necessary for entry-level positions in the Network Cabling industry. Students will learn various industry standards, specific construction techniques, and develop skills in using specific cabling tools. Students will also learn to troubleshoot faulty cables and make repairs.

\_\_\_\_\_ **Router and Network Administration.** 4 hours, 2 v.c.

**Lab fee. Prerequisite:** \_\_\_\_\_ Basic Router Theory. Advanced router configurations, router administration, and network administration are covered in this course. Specific topics covered include the following: LAN Switching, VLANs, LAN Design, IGRP, Access List, and IPX. This is one of the courses designed to prepare a student to take the Cisco Certified Network Associate Exam (CCNA).

\_\_\_\_\_ **Advanced Network Cabling.** 4 hours, 2 v.c.

**Lab fee. Prerequisite:** \_\_\_\_\_ Network Cabling Fundamentals. This course builds on the fundamentals of copper cabling by covering the materials, tools, and techniques needed for fiber optic cabling. Students learn how to terminate and test fiber optic cables. Various industry standards are taught.

\_\_\_\_\_ **Advanced PC Hardware.** 4 hours, 2 v.c.

**Lab fee. Prerequisite:** EEV 0530C. This course is designed to teach the diagnostic theory, installation, and repair of personal computer hardware which is not included in the basic model. Students learn correct procedures for repair and basic technical skills needed to identify hardware problems.

\_\_\_\_\_ **Advanced PC Operating Systems.** 4 hours, 2 v.c.

**Lab fee. Prerequisite:** EEV 0533C. The intent of this course is to make the student proficient in personal computer operating systems. These operating systems include DOS, Win 3.X, and Win 95/98. Topics include disk, file and memory management, system configurations, virtual memory, device drivers, TSRs and basic system errors.

\_\_\_\_\_ **Nursing Leadership and Management.** 1 hour, 1 c.c., A.S. only.

**Prerequisites:** \_\_\_\_\_ Critical Thinking in Nursing, NUR 1211, NUR 1821. **Corequisites:** NUR 2420 or NUR 2310. This course focuses on essential leadership and management skills expected of entry-level staff nurses in contemporary health care settings. This course builds on basics of communication and leadership introduced in previous courses.

\_\_\_\_\_ **Critical Thinking in Nursing.** 1 hour, 1 c.c., A.S. only.

**Prerequisite:** NUR 1020. **Corequisite:** NUR 1210. This course introduces the student to the concept of critical thinking as it applies to the practice of nursing. Focus is given to developing general attitudes of critical thinkers and practicing critical thinking strategies. Emphasis will be placed on using critical thinking in the analysis of clinical situations.

\_\_\_\_\_ **Networking Essentials.** 3 hours, 3 c.c., A.S. only.

**Lab fee. Prerequisite:** CGS 1570 or CET 1462C. 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. 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.

\_\_\_\_\_ **NT Network Administration.** 3 hours, 3 c.c., A.S. only.

**Lab fee. Prerequisite:** \_\_\_\_\_ Networking Essentials. This course provides you with the knowledge and skills necessary to perform post-installation and day-to-day administrative tasks in single-domain and multiple-domain networks. In addition, this course gives you the background to understand Microsoft courses that cover detailed technical support of Windows NT 4.0 Workstation and Windows NT 4.0 Server.

- \_\_\_\_ **Basic Electronics for Computers.** 3 hours, 4 c.c., A.S. only.  
**Lab fee. Prerequisites:** CET1462C or CGS 1570, MAC 1105. This course is designed to meet the needs of computer repair and network technicians. The emphasis is mostly on digital electronics. The basics of analog electronics, as they relate to computer maintenance and repair, are covered early in the course. This course is not to be used by students pursuing an Electronics Engineering Technology Degree.
- \_\_\_\_ **NT Technical Support.** 3 hours, 3 c.c., A.S. only.  
**Lab fee. Prerequisite:** \_\_\_\_ NT Network Administration. This course provides students with the knowledge and skills necessary to install, configure, customize, and troubleshoot Microsoft Windows NT in a single-domain Microsoft Windows NT-base network. In addition, students learn how to integrate Windows NT and Novell NetWare networks.
- \_\_\_\_ **NT Server Enterprise Technologies.** 3 hours, 3 c.c., A.S. only.  
**Lab fee. Prerequisite:** \_\_\_\_ NT Technical Support. This course teaches strategies and tactics for implementing, administering, and troubleshooting information systems that incorporate Windows NT Server version 4.0 in an enterprise computing environment. An enterprise computing environment is typically a heterogeneous WAN. It might include multiple servers and multiple domains, and it might run sophisticated server applications.
- \_\_\_\_ **Windows NT 4.0 Internet Information Server.** 3 hours, 3 c.c., A.S. only.  
**Lab fee. Prerequisite:** \_\_\_\_ NT Server Enterprise Technologies. This course teaches students how to support the various features of Microsoft Internet Information Server 4.0 (IIS). Students will learn how to install, configure, and implement all components that comprise IIS. They will also have hands-on experience setting up a Web site.
- \_\_\_\_ **TCP/IP for Windows NT.** 3 hours, 3 c.c., A.S. only.  
**Lab fee. Prerequisite:** \_\_\_\_ NT Server Enterprise Technologies. This course provides you with the knowledge and skills required to set up, configure, use, and support Transmission Control Protocol/Internet Protocol (TCP/IP) on Microsoft Windows NT operating system version 4.0. This course also helps to prepare you to meet the certification requirements to become a Microsoft Windows NT Certified Professional.
- \_\_\_\_ **Principles and Protocols of Sonography.** 3 hours, 3 c.c., A.S. only.  
**Corequisite:** SON 1170. An introduction to the basic approaches to sonographic scanning and scanning protocols for the abdomen, pelvis, and vascular system.
- \_\_\_\_ **Superficial Structures (Small Parts).** 3 hours, 3 c.c., A.S. only.  
**Prerequisites:** SON 1215, SON 1814. This course is a general introduction to the following areas and the procedures done sonographically: thyroid and parathyroid glands, bladder and prostate, scrotum and testicles, breast, arterio/venous connections, lower extremity vascular structures and various other superficial structures.
- \_\_\_\_ **Introduction to Surgical Technology.** 12 hours, 6 v.c.  
The purpose of this course is to orient participants to the duties and responsibilities of the surgical technologist as a member of the surgical team in a health care organization. Course topics will include hospital organization and management, the physical environment of the surgical suite, and the historical development of surgery. Communication skills and the ethical, legal, and moral responsibilities of the surgical technologist will be emphasized throughout the course.
- \_\_\_\_ **Basic Microbiology.** 4 hours, 2 v.c.  
This course covers the characteristics and activities of microorganisms. It surveys the various microbial groups, especially bacteria, viruses, and fungi, with an emphasis on pathogenic forms. Bacterial growth, metabolism, and genetics are discussed in some detail. Theories and methods of destruction, removal and inhibition of microorganisms in the environment are studied, as well as how the human body's natural defenses act to protect us against pathogenic microorganisms and how chemotherapeutic agents assist in this task. Various significant aspects of several infectious diseases that occur in humans are also covered.
- \_\_\_\_ **Pharmacology and Anesthesia.** 4 hours, 2 v.c.  
**Prerequisites:** \_\_\_\_ Basic Microbiology, MEA 0233, PRN 0050.  
**Corequisite:** \_\_\_\_ Surgical Technology Clinical Practice. An introduction to pharmacology and anesthesia from the perspective of the surgical technologist. Participants will become familiar with the care and handling of drugs and solutions, the use of drugs in the care of surgical patients, and the principles of anesthesia administration.
- \_\_\_\_ **Surgical Theory and Practice.** 12 hours, 6 v.c.  
**Prerequisites:** \_\_\_\_ Introduction to Surgical Technology, HSC 0000, HSC 0591C. **Corequisite:** \_\_\_\_ Surgical Technology Clinical Practice. This course is designed to prepare participants for the practicum phase of the program. Skills needed in the operating room will be taught in the classroom and in clinical settings. Specific surgical specialties will be discussed. Participants will observe operating room procedures. To the maximum extent possible, theory and practice will be integrated into instruction.
- \_\_\_\_ **Surgical Technology Clinical Practice.** 12 hours, 6 v.c.  
**Lab fee. Corequisites:** \_\_\_\_ Pharmacology and Anesthesia, \_\_\_\_ Surgical Theory and Practice. This course consists of supervised learning experiences in clinical settings. Students will apply and reinforce principles and concepts presented in Surgical Theory and Practice and other didactic courses.
- \_\_\_\_ **Surgical Technology Practicum I.** 12 hours, 6 v.c.  
**Prerequisites:** \_\_\_\_ Surgical Technology Clinical Practice, \_\_\_\_ Surgical Theory and Practice. **Corequisite:** \_\_\_\_ Surgical Technology Seminar I. This is the first of two capstone courses of the Surgical Technology program. All prior instruction is intended to bring the student to this point. The purpose of the courses is that stated by the Association of Surgical Technologists: to enable participants "to practice the skills, decision making, and social-emotional attributes that make-up competent practice until such time as they are ready for entry-level performance." Therefore, most instruction will take place in the surgical suites of hospitals. Instruction may occur also at ambulatory surgical centers.
- \_\_\_\_ **Surgical Technology Seminar I.** 2 hours, 1 v.c.  
**Prerequisite:** \_\_\_\_ Surgical Theory and Practice. **Corequisite:** \_\_\_\_ Surgical Technology Practicum I. This is the first of two Surgical Technology seminars. The purpose of the seminars is to reinforce practicum training and facilitate the sharing of experiences and lessons learned at practicum sites. Participants will make presentations on topics relevant to their practicum experiences.
- \_\_\_\_ **Surgical Technology Practicum II.** 12 hours, 6 v.c.  
**Prerequisite:** \_\_\_\_ Surgical Technology Practicum I. **Corequisite:** \_\_\_\_ Surgical Technology Seminar II. This is the second capstone course of the Surgical Technology program. This course will reinforce and extend the instructional experiences of the first practicum course. Most instruction will take place in the surgical suites of hospitals. Instruction may occur also at ambulatory surgical centers.
- \_\_\_\_ **Surgical Technology Seminar II.** 2 hours, 1 v.c.  
**Prerequisite:** \_\_\_\_ Surgical Technology Seminar I. **Corequisite:** \_\_\_\_ Surgical Technology Practicum II. This is the second of two Surgical Technology seminars. The purpose of the seminars is to reinforce practicum training and facilitate the sharing of experiences and lessons learned at practicum sites. Participants will make presentations on topics relevant to their practicum experiences.
- \_\_\_\_ **Special Topics in Emergency Medicine.** 2 hours, 1 c.c.  
**Lab fee. Prerequisites:** EMS 1151C, EMS 1152C.  
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 EMS1151C and EMS 1152C. After successful completion, the student will meet the requirements for HIV/AIDS update and State of Florida EMS requirements for re-certification.
- \_\_\_\_ **Ethical Issues in Biology.** 2 hours, 2 c.c.  
**Prerequisite:** BSC 1005 or BSC 2010. In recent years, the life sciences have produced numerous techniques and laboratory devices whose applications have produced challenging ethical dilemmas for modern society. This course explores the complex interactions that occur at the overlap between ethics and modern biology. Topics to be presented will include the use of genetic information, genetic testing, genetic engineering, gene therapy, medical ethics, use of reproductive technologies, abortion, euthanasia, xenotransplantation and cloning.
- \_\_\_\_ **Graphic Information Systems.** 4 hours, 3 c.c., A.S. only.  
**Lab fee. Prerequisite:** CET 1462C or CGS 1570. A beginning course in Graphic 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.

\_\_\_\_\_ **Construction Management.** 4 hours, 3 c.c., A.S. only.

**Lab fee. Prerequisites:** BCN 1001, CET 1462C. A study of the techniques and skills needed to plan, manage, and oversee the processes involved in Building Construction Industry. A computer applications software is used in the course.

\_\_\_\_\_ **Quality Improvement in Health Information.** 3 hours, 2 c.c., A.S. only.

**Prerequisite:** HIM 2620C. An introduction to the concepts, techniques, and tools in the process of improving performance in the health care environment. Emphasis is on the key processes for identification, resolution of problems in the Health Information Management profession.

\_\_\_\_\_ **Basic Issues in Nursing.** 1 hour, 1 c.c., A.S. only.

**Lab fee. Prerequisite:** Acceptance to the R.N. Nursing program. This course is designed for the exploration of basic issues related to the health care system in general and the nursing profession in particular. The history of nursing and nursing education, basic legal and ethical concepts, and Florida mandated AIDS/OSHA content are included in this course.

\_\_\_\_\_ **Elephant Biology for Conservation Education.** 3 hours, 3 c.c., A.S. only.

**Lab fee. Prerequisite:** Zoo Animal Technology, A.S. Degree Program. This lecture course will introduce students to elephant husbandry, biology, morphology, taxonomy and physiology, and will include lectures on elephants as a flagship species for conservation in a modern zoo. The course is conducted at Chehaw Wild Animal Park, an AZA-accredited zoological park.

\_\_\_\_\_ **Elephant Husbandry and Management I.** 6 hours, 3 c.c., A.S. only.

**Lab fee. Prerequisite:** Zoo Animal Technology, A.S. Degree Program. This course will provide practical experience in the captive husbandry and management of elephants in a zoological park. Students will spend two weeks observing and participating in the operation of elephant management at Chehaw Wild Animal Park, an AZA-accredited zoological park. This focus is on basic elephant management terminology, management styles, and husbandry.

\_\_\_\_\_ **Elephant Husbandry and Management II.** 6 hours, 3 c.c., A.S. only.

**Lab fee. Prerequisite:** Completion of Zoo Animal Technology, A.S. Degree Program; \_\_\_\_\_ Elephant Biology for Conservation Education; \_\_\_\_\_ Elephant Husbandry and Management I. This course will provide practical experience in the captive husbandry and management of elephants in a zoological park. Students will spend two weeks observing and participating in the operation of elephant management at Chehaw Wild Animal Park, an AZA-accredited zoological park. This focus is on advanced aspects of elephant husbandry and management for students who have successfully completed the introductory lab and lecture courses.

\_\_\_\_\_ **Advanced Hairstyling.** 2 hours, 1 v.c.

This course is designed to teach the cosmetology student advanced styling and hair shaping techniques. The cosmetology student will accomplish objective through the development of dexterity and coordination skills and application of principles of these techniques in creating designs and patterns in the hair using a variety of techniques that will include sculpting for patrons coordinated with Pivot Point.

\_\_\_\_\_ **Advanced Design Clinic.** 2 hours, 1 v.c.

This course is designed to provide the cosmetology student with advanced styling and shaping exercises and practice to develop dexterity, coordination, and application skills necessary to create the designs and patterns in the hair for ladies, men, and long hair applications.

# College Personnel



2000-2001

**PENSACOLA JUNIOR COLLEGE  
DISTRICT BOARD OF TRUSTEES**

Carol H. Carlan (2001)  
R. Michael Saxon (2001)  
Elba W. Robertson (2001)  
Antoinette L. Goodman (2002)  
Thomas D. Tait (2002)

Dona W. Usry (2002)  
Richard R. Baker (2003)  
Gerald McKenzie (2003)  
Denis A. McKinnon (2003)

**ADMINISTRATIVE STAFF**

**CHARLES A. ATWELL, Ed.D.**  
**President**

G. Thomas Delaino, Ph.D.  
Senior Vice President for Planning and Administration  
Heijia L. Wheeler, Ph.D.  
Vice President for Academic Affairs  
Vacant  
Vice President for Business Affairs  
Isaac Brigham, Ph.D.  
Vice President for Student Affairs

Martin Gonzalez, Ph.D.  
Provost, Pensacola Campus  
Marcia Williams, Ed.D.  
Provost, Warrington Campus  
Richard A. Bedics, Ed.D.  
Provost, Milton Campus  
Elizabeth L. Smith, Ph.D.  
Associate Vice President for Institutional Advancement

**PRESIDENT'S OFFICE**

<b>President</b> .....	<b>Charles A. Atwell</b>
Staff Assistant .....	Carolyn Winebarger
Administrative Secretary .....	Sharon Sanders
Vice President for Academic Affairs .....	Heijia L. Wheeler
Vice President for Business Affairs .....	Vacant
Senior Vice President for Planning and Administration .....	G. Thomas Delaino
Vice President for Student Affairs .....	Isaac Brigham
Associate Vice President for Institutional Advancement .....	Elizabeth L. Smith
Executive Director, Governmental Relations .....	Larry Bracken



## DISTRICT OFFICES

### INSTITUTIONAL ADVANCEMENT

**Associate Vice President** ..... **Elizabeth L. Smith**  
**Executive Secretary** ..... **Sharon Ward**  
**Grants Coordinator** ..... **Lori Lanier**

#### Marketing and College Information

**Director** ..... **Mary M. Riker**  
**Coordinator, Art and Graphics** ..... **Robin Mertins**  
Graphic Arts/Graphic Design Specialist ..... **Mark Hopkins**  
Information Specialist ..... **Angeleque M. Hill**  
Public Television Information Specialist ..... **Holly Butcher**

#### College Development/ Foundation & Alumni Affairs

**Director** ..... **Patrice Whitten**  
Manager, Annual Fund/Alumni Affairs ..... **Kathy Miller**  
Business Mgr.–Direct Support Org. & WSRE ..... **Vacant**  
Administrative Specialist, Foundation ..... **Shebbie Shields**  
Senior Accounting Clerk ..... **Rosemary Ropke**  
Administrative Secretary ..... **Brenda Allison**

#### WSRE-TV

**Director, Center for Telecommunications/**  
**General Manager** ..... **Allan Pizzato**  
Senior Administrative Secretary ..... **Nan James**  
**Director, Engineering and Operations** ..... **Roland Phillips**  
Assistant Director, Engineering and Operations ..... **Herb Gilbert**  
**Director, Development and Marketing** ..... **Sandra Cesaretti**  
Business Manager, DSO & WSRE ..... **Vacant**  
**Coordinator, Art and Graphics** ..... **Robin Mertins**  
Graphic Arts/Graphic Design Specialist ..... **Mark Hopkins**  
**Coordinator, Educational Services** ..... **Jill Hubbs**  
Television Services Engineer ..... **Jeffery Massey**  
Information Specialist ..... **Angeleque M. Hill**  
Public Television Information Specialist ..... **Holly Butcher**  
**Director, Reading Services** ..... **Stanley Suarez**  
Senior Accounting Clerk ..... **Pat Duncan**  
Clerk ..... **Danny Lombardo**  
**Director, Television and Educational Production** ..... **Vacant**  
**Television Producer/Director** ..... **Peter Olafson**  
**Television Producer/Director** ..... **Vacant**  
Studio Supervisor ..... **Sonny Little**  
TV Production Assistant ..... **Eugene Pitcher**  
Operations Specialist ..... **China Carter**  
Operations Specialist ..... **Carl Jakim**  
Operations Specialist ..... **Donna Lymons**  
Operations Specialist ..... **Terry Williams**  
Operations Specialist ..... **Vacant**

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## ACADEMIC AFFAIRS

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<b>Vice President</b> .....	<b>Heijia L. Wheeler</b>
Executive Secretary .....	Patricia Crews
Dean, Community and Workforce Development .....	Rebecca J. Causey
Dean, Curriculum Implementation .....	Vacant
Dean, Distributed Learning .....	Vacant
Dean, Educational Services .....	Keith Samuels
Dean, Precollegiate Studies .....	Dona K. Cotten
Dean, Special Projects .....	David P. Borris
District Dean, Vocational Education .....	Ann Southerland
Provost, Milton Campus .....	Dick Bedics
Provost, Pensacola Campus .....	Martin Gonzalez
Provost, Warrington Campus .....	Marcia Williams

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## COMMUNITY AND WORKFORCE DEVELOPMENT

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<b>Dean</b> .....	<b>Rebecca J. Causey</b>
Executive Secretary .....	Edith Y. Finley
Administrative Secretary .....	Brenda Williams

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### Training and Development

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<b>Coordinator, Milton Campus</b> .....	<b>Lynn Burden</b>
<b>Coordinator, Warrington Campus</b> .....	<b>Jennifer Ponson</b>
Administrative Secretary .....	Rebecca Gunter
<b>Director, Economic Development/ Downtown Center</b> .....	<b>Jean Norman</b>
<b>Coordinator, Downtown Center</b> .....	<b>Jacinta Straus</b>
<b>Coordinator, Training and Development</b> .....	<b>Gary Higgins</b>
Administrative Secretary .....	Cecilia Khan
Secretary .....	Tracy Hunter
Computer Lab Technician .....	Greg King

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### Health, Human Performance and Recreation

---

<b>Director</b> .....	<b>Theresa G. Dillon</b>
Administrative Secretary .....	Mildred Shipman
Continuing Education Specialist .....	Karen Livingston
Professor .....	Katie McLeod
Professor .....	Vacant

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### Police Department

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Police Officer .....	John Wheeler
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## DEAN, CURRICULUM IMPLEMENTATION

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<b>Dean</b> .....	<b>Vacant</b>
Senior Administrative Secretary .....	Vacant

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## DEAN, DISTRIBUTED LEARNING

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<b>Dean</b> .....	<b>Vacant</b>
Senior Administrative Secretary .....	Vacant

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### Instructional Computing Technology

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<b>Director</b> .....	<b>Vacant</b>
Secretary .....	Daulta Niles
Instructional Technologist .....	Vacant
Multimedia Specialist .....	Vacant
Audio Visual Technician .....	Gregory Simpson

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### Distance Learning

---

<b>Director</b> .....	<b>Vacant</b>
Distance Learning Specialist .....	Bernard O'Neill

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## DEAN, EDUCATIONAL SERVICES

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**Dean** ..... **Keith Samuels**  
Executive Secretary ..... Dianne Tinker  
Computer Systems Analyst ..... Barrow Coker

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### Learning Resource Services

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**District Dean** ..... **Lawrence D. Yax**  
Sr. Administrative Secretary ..... Carolyn Handler  
Professor/Librarian, Automated Systems ..... James M. Whaley  
**Department Head, LRC, Milton** ..... **Winifred Bradley**  
**Department Head, LRC, Pensacola** ..... **Sandra Lockney-Davis**  
**Department Head, LRC, Warrington** ..... **Darleen Abbott**

#### *LRC Technical Services*

**Coordinator** ..... **Frances Carroll**  
Assistant Professor/Librarian ..... Virginia Thomas  
LRC Acquisitions Technician ..... Gerald Barrie  
LRC Acquisitions Technician ..... Darene Harris  
LRC Acquisitions Technician ..... Vacant  
LRC Specialist ..... Greg Ledet  
Library Technician ..... Flonnie Dowell  
Library Clerk ..... Linda Johanson  
Library Clerk ..... Wanda Osborne  
Library Clerk ..... Martha Weyels

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### Staff and Program Development

---

**Director** ..... **Bill Waters**  
Administrative Secretary ..... Vacant

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## DEAN, PRECOLLEGIATE STUDIES

---

**Dean** ..... **Dona K. Cotten**  
Sr. Administrative Secretary ..... Debbie Gerard  
**Coordinator, Academic Computing** ..... **Robert Pierce**

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### Adult Basic Education Department

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**Department Head** ..... **Carolyn W. Formsma**  
Administrative Secretary ..... Alicia DaCosta-Williams  
Secretary ..... Marisa Brown  
Professor ..... Phyllis Hardaway  
Professor ..... Cheryl Sexton  
Professor ..... Camilla Turberville  
Professor/Counselor ..... Janie T. Watts  
Associate Professor ..... Dimity Clemons  
Associate Professor ..... Mary Kruczynski  
Instructor ..... Vacant

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### Developmental Studies

---

**Department Head** ..... **Wanda Cook**  
Administrative Secretary ..... Beth Herndon  
Learning Lab Supervisor, SAIL Pensacola ..... Rhae Tullos  
Learning Lab Supervisor, SAIL Warrington ..... Rebecca Spiegel  
Secretary, SAIL Pensacola ..... Sharon O'Gwynn  
Learning Lab Assistant, Computer Classroom ..... Sarah Snyder  
Learning Lab Assistant, Computer Learning Lab ..... Vacant  
Learning Lab Supervisor, Writing, Pensacola ..... Susan Scott  
Learning Lab Supervisor, Reading, Pensacola ..... Marilyn Carver  
Learning Lab Supervisor, Learning Enrichment Center ..... Clarence Manns  
Associate Professor, English ..... Patty Northup  
Associate Professor, CP Math/Algebra ..... Vacant  
Assistant Professor, English/Reading ..... Ruth Becker  
Assistant Professor, English ..... Deedra Herington  
Assistant Professor, English ..... Brenda Kelly  
Instructor, Reading ..... Diane Cole  
Instructor, CP/Math/Algebra ..... Chuck Folsom  
Instructor, CP Math/Algebra ..... Kathryn Merritt  
Instructor, English ..... Tracy Peyton  
Instructor, English/Reading ..... Paula Ingram

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### Secondary Education Department

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**Department Head** ..... **James E. Grant**  
**Assistant Department Head** ..... **Lanny W. Barnes**  
Administrative Secretary ..... Rebecca Blake  
Secretary ..... Mittie M. Douglas  
**Coordinator, Student Services** ..... **Joseph Kyle**  
Assistant Professor/Counselor, Student Services ..... Karen Atkins-Harris  
Professor ..... Deborah P. Friedman  
Professor ..... Kevin Slattery  
Professor ..... Kendall G. Wilder  
Associate Professor ..... Joyce Hopson  
Associate Professor ..... Elaine Miller  
Associate Professor ..... Susan Morgan  
Associate Professor ..... Kathleen Shelton  
Assistant Professor ..... Diane Reuszer  
Assistant Professor ..... Alvin Smith  
Instructor ..... Joan Younce  
Instructor ..... Charles F. Voltz  
Instructor ..... Ariana Smith

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## DEAN, SPECIAL PROJECTS

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**Dean** ..... **David P. Borris**  
Sr. Administrative Secretary ..... Rose Hall

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## VOCATIONAL EDUCATION

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**District Dean** ..... **Ann Southerland**  
Sr. Administrative Secretary ..... Carole Bradford

### *Student Job Services*

**Director** ..... **Laney Hiller**  
Administrative Secretary ..... Frances Dorin  
Secretary ..... Sarah Dowdy  
**Coordinator, Cooperative Education  
and Placement** ..... **Gil Bixel**  
**Coordinator, Cooperative Education  
and Placement** ..... **Debra Jack**  
Program Specialist, Job Services and Placement ..... Timothy Miller  
**Coordinator, Tech Prep** ..... **Barbara Wall**  
Secretary ..... Elizabeth Faires

### *Vocational Student Support Services*

**Program Coordinator** ..... **Laurie Winterberg**  
Program Specialist ..... Bonnie Brown  
Program Specialist ..... Chiquita Henderson  
Program Specialist ..... Sarah Skidmore  
Secretary ..... Shelby Elayne Diamond  
**Coordinator, WIA** ..... **Belinda Castleberry**  
Case Manager ..... Julianne Baldwin  
Case Manager ..... Angelia Hill  
Case Manager ..... Catherine Jeter  
Case Manager ..... Vacant  
Case Manager ..... Vacant

### *Welfare Programs*

**Program Director** ..... **Diane Bagwell**  
Program Specialist ..... Vacant  
**Career Management**  
**Employment Coordinator** ..... **Lorri Simoneaux Duff**  
Case Manager ..... Kathleen Burnside  
Case Manager ..... Jenifer Hendrix  
Case Manager ..... Kris Kastings  
Case Manager ..... Deborah Louie  
Case Manager ..... Margaret Mayes  
Case Manager ..... Shannon Miller  
Case Manager ..... Patricia Sanders  
Case Manager ..... Michael Somala  
Case Manager ..... Margaret Sowa  
Case Manager ..... Joel Williams  
Case Manager ..... Twila Wright  
**Education and Training Coordinator** ..... **Doris Burrill**  
Employability Skills Specialist ..... Cheryl Collinwood  
Employment/Training Follow-up Specialist ..... Richard Dunn  
Job Developer ..... Lachandra Barnes  
Job Developer ..... Anthony Boyer  
Job Developer ..... Erica Rishel  
Job Developer ..... Anne VanBrussel  
Job Developer ..... Ronnie Williams  
Project Specialist, Welfare Programs ..... Christopher Clark  
Project Specialist, Welfare Programs ..... Ami Lagergren  
Training and Services Specialist ..... James Boyden  
Training and Services Specialist ..... Loretta Long  
Welfare Services Specialist ..... Natasha Allen  
Student Services Representative ..... Marticia Johnson  
Student Services Representative ..... Zina Johnson  
Support Services Representative ..... Dushey Spivey  
Secretary ..... Tara Brown  
Secretary ..... Mary Frances Frazier  
Secretary ..... Patience Wilson

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## BUSINESS AFFAIRS

---

**Vice President** ..... **Vacant**  
**Legal Assistant** ..... Brandi Lynn Opager  
**Executive Secretary** ..... Vickie Laabs

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### Bursar's Office

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**Bursar** ..... **Shannon Black**  
**Administrative Secretary** ..... Donya Blackwell  
**Finance Coordinator** ..... **J. Nan Jackson**  
**Coordinator, Student Accounting and Collections** ..... **Brenda Carrier**  
**Accounting Specialist** ..... Mary Beth Johnson  
**Accounting Specialist** ..... Barbara McLean  
**Senior Accounting Clerk** ..... Judy Bower  
**Senior Accounting Clerk** ..... Donna Gee  
**Senior Accounting Clerk** ..... Sharon Miles  
**Senior Accounting Clerk** ..... Ahn Nguyen  
**Accounting Clerk** ..... Barbara Floyd  
**Accounting Clerk** ..... John Rose  
**Accounting Clerk** ..... Trina Holder  
**Accounting Clerk** ..... Vacant  
**Accounting Assistant** ..... Ramani Cantrell

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### Comptroller's Office

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**Comptroller** ..... **Gean Ann Emond**  
**Executive Secretary** ..... Maureen Connor  
**Assistant Comptroller** ..... **Nita Omley**  
**Coordinator, General Accounting** ..... **Jackie Padilla**  
**Accounting Specialist, General Accounting** ..... Ann Apel  
**Senior Accounting Clerk, General Accounting** ..... JoAnn Bjorensen  
**Senior Accounting Clerk, General Accounting** ..... Frances Jackson  
**Senior Accounting Clerk, Accounts Payable** ..... Gail True  
**Accounting Clerk, Accounts Payable** ..... Barbara Crenshaw  
**Coordinator, Restricted Accounting** ..... **Todd Page**  
**Accounting Specialist** ..... Ella Jordan  
**Manager, Restricted Accounting and Property Control** ..... **Marianne Darnell-Kennedy**  
**Senior Accounting Clerk** ..... Fran Buechler  
**Senior Accounting Clerk** ..... Jenifer Northrup  
**Property Control Clerk** ..... Donna Carlisle  
**Coordinator, Payroll** ..... **Margaret Libbey**  
**Accounting Specialist, Payroll** ..... Gerry Jones  
**Senior Accounting Clerk** ..... Vauna Long  
**Payroll Specialist** ..... Barbara Beck

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### Management Information Systems, Networking, Computer Services, Telecommunications

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**Executive Director,**  
**MIS/Telecommunications Systems** ..... **Carolyn Phillips**  
**Sr. Administrative Secretary** ..... Linda Ripley  
**Director, Networking/Systems Support** ..... **J. Wayne Stewart**  
**Network Systems Analyst** ..... Julius Jordan  
**Network Systems Analyst** ..... Cookie Duncan  
**Systems Support Analyst** ..... Erin Hernandez  
**Systems Support Analyst** ..... Vacant  
**Director, Software Development** ..... **Michael H. Pitts**

**Director, Software Development** ..... **Connie Coe**  
[Director, Florida Community College Computer Consortium]  
**Systems Coordinator** ..... **Albert Merritt**  
**Systems Coordinator** ..... **Tim Smith**  
**Systems Coordinator** ..... **Georgia Riley**  
**Senior Computer Systems Analyst** ..... Jamie Beck  
**Senior Computer Systems Analyst** ..... Beau McHenry  
**Computer Systems Analyst** ..... Jonathan Alexander  
**Computer Systems Analyst** ..... Michelle Dean  
**Computer Systems Analyst** ..... David DeLarge  
**Computer Systems Analyst** ..... Evelyn Gutknecht  
**Computer Systems Analyst** ..... Wayne Hill  
**Computer Systems Analyst** ..... Gene Kovacs  
**Computer Systems Analyst** ..... Madonna Martinez  
**Computer Systems Analyst** ..... Tyce Parker  
**Computer Systems Analyst** ..... Jeffrey Starke  
**Computer Systems Analyst** ..... Margaret Walden  
**Computer Systems Analyst** ..... Kathy Videnich  
**Computer Systems Analyst** ..... Steven Zukowski  
**Computer Programmer Intern** ..... Osmani Banos-Diaz  
**Documentation Specialist** ..... Lisa Ripley  
**Director, Computer Services and Telecommunications** ..... **Dennis Moore**  
**Information Resource Controller** ..... Terry Disney  
**Computer Services Supervisor** ..... Lydia Suarez  
**Systems and Computer Operation Technician** ..... Norma Brown  
**Systems and Computer Operation Technician** ..... Willie Thompson  
**Consortium Specialist** ..... Donna Woodcock  
**Telecommunications Network Analyst** ..... Bill Jones  
**Telecommunications Network Specialist** ..... George Herndon

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### Microcomputer Resources

---

**Director, Networking and Microcomputer Resources** ..... **Liz Gomez**  
**Coordinator, Microcomputer Support** ..... **Jim Hines**  
**Coordinator, Networking Services** ..... **Vacant**  
**Internet Systems Analyst** ..... Jeff Ward  
**Network Administrator** ..... Keith Ward  
**Microcomputer Specialist** ..... Bryan Eubanks  
**Microcomputer Specialist** ..... Charlie Varnell  
**Help Desk Specialist** ..... Karol Robertson

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### Purchasing, Auxiliary Services and Central Services

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**Director** ..... **Paul O. Harris**  
**Coordinator, Purchasing Assistance** ..... **Harriet McBroom**  
**Administrative Secretary** ..... Linette Hindsley  
**Purchasing Specialist** ..... Jean Carpenter  
**Purchasing Specialist** ..... Wannele Schamun  
**Central Services Specialist** ..... Karen Miller  
**Courier** ..... Renee Lott  
**Courier** ..... Robert Seay  
**Shipment Handler** ..... Frederick Walker  
**Shipment Handler** ..... Wanda White

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## PLANNING AND ADMINISTRATION

---

<b>Senior Vice President</b> .....	<b>G. Thomas Delaino</b>
Executive Secretary .....	Sue Henkel
<b>Director, Institutional Research &amp; Effectiveness</b> .....	<b>Marshall McLeod</b>
Administrative Secretary .....	Debbie Douma
<b>Director, Risk Management/Legal Affairs</b> .....	<b>Ben Findley</b>
Secretary .....	Susan Roberts

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### Human Resources/EA-EO

---

<b>Director</b> .....	<b>Gael Frazer</b>
<b>Coordinator</b> .....	<b>Tammy R. Henderson</b>
Sr. Administrative Secretary .....	Mary Scott
Administrative Secretary .....	Tania Leon
Secretary .....	Lee Taylor
Employment Specialist .....	Donna M. Sanders
Human Resources Specialist .....	Charlotte Newton
Human Resources Representative .....	Renate Eacret
Human Resources Representative .....	Rhonda Likely
Human Resources Representative .....	Vacant

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### Physical Plant

---

<b>Director</b> .....	<b>Thomas Heffernan</b>
Sr. Administrative Secretary .....	Cathy Beck
Secretary .....	Sherrill Horton
Laborer Supervisor .....	Kenneth Kinnison
Truck Driver/Laborer Leader .....	Vacant
Maintenance Computer Operator .....	Malcolm Nelson, Jr.
Senior Storekeeper .....	Gregory Perkins
<b>Director, Facilities Planning</b> .....	<b>Todd Harrington</b>
<b>Assistant Director, Facilities Planning</b> .....	<b>F. Allan Wiggle</b>
Administrative Secretary .....	Betty Freaney

#### *Environmental Services*

Manager .....	Jerry Gordon
Custodial Supervisor, Northside .....	Charles Miller
Custodial Supervisor, Southside .....	Claude James
Custodial Supervisor, Milton .....	Helen Davis
Custodial Supervisor, Warrington .....	Leonard Houston

#### *Grounds*

Senior Groundskeeper Supervisor .....	Robert Lovelace
Greenhouse Technician, Milton Campus .....	Mary Ann Jenkins
Sr. Groundskeeper .....	Larry Brewer
Sr. Groundskeeper .....	Michael Houston
Sr. Groundskeeper, Warrington .....	Herman Travis
Sr. Groundskeeper, Athletics Areas .....	Michael Johnson
Irrigation Technician .....	S. Greg Hardin

#### *Maintenance Services*

Maintenance Manager, Mechanical & Electrical .....	Wallace Crowder
Maintenance Supervisor .....	Doug Adkins
Maintenance Supervisor, Electrical Shop .....	Charles Decker
Maintenance Supervisor, Milton .....	Walter Chambers
Maintenance Supervisor, Warrington .....	Greg Oliver

#### *Renovation Services*

Maintenance Manager, Renovations .....	Kent Spencer
Maintenance Supervisor, Carpenter Shop .....	William Warner
Maintenance Supervisor, Paint Shop .....	James Fields

#### *Transportation Services*

Maintenance Supervisor, Transportation .....	Ralph Peyton
Maintenance Specialist .....	Kenneth Witt

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## STUDENT AFFAIRS

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<b>Vice President</b> .....	<b>Isaac Brigham</b>
Executive Secretary .....	Karen Roshell
<b>Athletic Director</b> .....	<b>Bill Hamilton</b>
<b>Dean</b> .....	<b>Joan Ziel</b>
<b>Dean</b> .....	<b>Earl Evans</b>

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### Admissions and Registration

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<b>Registrar</b> .....	<b>James B. Callaway</b>
Registrar Systems Specialist .....	Cheryl Cullison
<b>Coordinator, Admissions/Registration</b> .....	<b>Martha Caughey</b>
Admissions/Registration Specialist .....	Becky Chavers
Admissions/Graduation Technician .....	Sheila Shiver
Clerk .....	Diane Lewis-Davis
Clerk .....	Antoinette Lowery
Clerk .....	Keith Rapley
Data Scheduling Specialist .....	Barbara Grandison

Secretary .....	Trisha Cohron
Secretary .....	Jennifer Lee Murphy
Secretary .....	Wilson Poteet
Student Services Representative .....	Denise Bradley
Student Services Representative .....	Sylvia Campbell
Student Services Representative .....	Arnetta Holifield
Student Services Representative .....	Annie McCormick
Student Services Representative .....	Mildred Richardson
Student Services Representative .....	Lois Stallworth
Student Services Representative .....	Audrey Weaver
Switchboard Operator/Receptionist .....	Gayle Kuhhirte

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## Athletics

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**Director/Coach** ..... **Bill Hamilton**  
Administrative Secretary ..... Cyndi K. Sizemore  
Coach, Softball, Women ..... Brenda Pena  
Coach, Volleyball, Women ..... Pedro (Pete) Pena  
Coach, Basketball, Men ..... Paul Swanson  
Coach, Basketball, Women ..... Vicki Carson  
Assistant Athletic Coach-Basketball, Men ..... Dwayne Kelley  
Assistant Athletic Coach-Basketball, Women ..... Carla Williams  
**Coodinator, Intramurals** ..... **Doug Rogers**  
Transportation Technician ..... John Noski

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## Financial Aid/Veterans Affairs

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**Director** ..... **James R. Mooney**  
**Coordinator** ..... **Cecilia D. Atchison**  
**Coordinator** ..... **Virginia Santoni**  
Administrative Secretary ..... Kathy Golden  
Financial Clerk ..... Shirley Curry  
Financial Clerk ..... Verlinda Poindexter  
Fin. Aid/VA Representative ..... Joan Disney  
Fin. Aid/VA Representative ..... Edith Fox  
Fin. Aid/VA Representative ..... Rod Goben  
Fin. Aid/VA Representative ..... Stephen Hill  
Fin. Aid/VA Representative ..... Carolyn Laster  
Fin. Aid/VA Representative ..... Cheryl McPherson  
Fin. Aid/VA Representative ..... William Parsons  
Fin. Aid/VA Representative ..... Ronald Wiles  
Fin. Aid/VA Specialist ..... Maroline Campbell  
Fin. Aid/VA Specialist ..... Debra Sims  
Fin. Aid/VA Specialist ..... Ardy Wright  
Scholarship Representative ..... Vacant

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## Police Department Pensacola Campus

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**Chief/Director** ..... **Nancy Newland**  
Administrative Secretary ..... Glenna Lampley  
Police Sergeant ..... John Milam  
Police Sergeant ..... Peggy Anderson  
Police Officer ..... Al Alston  
Police Officer ..... Lamar Pate  
Police Officer ..... Rodney Rani  
Police Officer ..... George Roschel  
Police Officer ..... Lisa Van Natter  
Police Officer/Resource Officer ..... Mark Lyster  
Service Officer/Dispatcher ..... Coreen Goben  
Service Officer/Dispatcher ..... Vacant

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## Dean, Student Affairs

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**Dean** ..... **Joan Ziel**  
**Educational Opportunity Center Director** ..... **Debi Bick**  
Administrative Secretary ..... Mary Lou Fisk  
Student Services Specialist ..... Carolyn Albritton  
Student Services Specialist ..... Robin Giacini  
Student Services Specialist ..... Albert Huffman

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## Educational Talent Search

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**Director** ..... **Ann J. Smith**  
Administrative Secretary ..... Betty A. Ellis  
Student Services Specialist ..... Margaret Darnell  
Student Services Specialist ..... Lisa Roberts

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## Enrollment Management Services

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**Coordinator** ..... **Rosemarie Long**

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## Recruitment and Dual Enrollment

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**Coordinator** ..... **Mary Esslinger**

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## Student Support Services

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**Director, Student Support Services** ..... **Vacant**  
Administrative Secretary, SSS ..... Nancy Fogel  
**Coordinator of Transfer Services, SSS** ..... **Cindy Minor**  
**Coordinator of Services, SSS** ..... **Pamela Willis**  
Learning Lab Supervisor, SSS ..... Randall Broxton

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## Testing, Assessment, and Orientation

---

**Director** ..... **Elaine Elledge**  
Administrative Secretary ..... Kathy Brower  
Senior Test Technician ..... Jane Duke  
Test Technician ..... Vacant

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## Dean, Career Planning and Counseling Director

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**Dean** ..... **Earl Evans**  
Sr. Administrative Secretary ..... Joyce Edgar  
Administrative Secretary ..... Sandra Colville  
Assistant Professor/Counselor ..... William D. Beck  
Assistant Professor/Counselor ..... Carolyn Ziegler  
Instructor/Counselor ..... Joe Cashwell  
Instructor/Counselor ..... Paul D. Mosley  
Student Services Specialist ..... Marsha Layfield

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## College Reach Out Program

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**Dean** ..... **Earl Evans**

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## Disability Support Services/ADA

---

**Director** ..... **James Nickles**  
**Coordinator** ..... **Linda Sheppard**  
Sign Language Interpreter ..... Rebecca Adkins

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## Student Life

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**Director** ..... **Peter E. Wilkin**  
**Coordinator, Student Activities** ..... **Dennis Reynolds**  
Administrative Secretary ..... Angie Jones  
Campus Coordinator, Student Activities-Warrington ..... Melinda Ross

# MILTON CAMPUS

Provost ..... **Richard A. Bedics**  
Executive Secretary ..... Carol Quinn

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## Learning Resource Services

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### *Learning Resource Center*

Department Head ..... **Winifred R. Bradley**  
Assistant Professor/Librarian ..... Dorothy Abbott  
Library Clerk ..... Anna Seawright  
Library Clerk ..... Dwight Chavis

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## Liberal Arts and Environmental Sciences

---

Department Head ..... **Vacant**  
Administrative Secretary ..... Dawn Stone  
Administrative Secretary ..... Vacant

### *Liberal Arts*

Professor ..... Michel Boillot  
Professor ..... Wanda Davis  
Professor ..... Jean Roberts  
Professor ..... Mickey Settle  
Associate Professor ..... Sharon Harmon  
Associate Professor ..... Rufus Jimerson  
Associate Professor ..... Dorothy King  
Associate Professor ..... Dorinda Lynn  
Associate Professor ..... Raymond Wolf  
Assistant Professor ..... Dan Bell  
Instructor ..... Mary Lou Zimmerman  
Computer Lab Technician ..... Gwendolyn Seawright  
Learning Lab Supervisor, Reading/Writing ..... Larry Bush

### *Environmental Sciences*

Professor ..... Conrad Brewer  
Professor ..... Danny A. Philips  
Associate Professor ..... Salman Elawad  
Assistant Professor ..... Logan Fink  
Instructor ..... Amy Compton  
Instructor ..... Thomas Gee

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## Student Affairs

---

Director, Student Services ..... **Georgianna B. Bryant**  
Administrative Secretary ..... Ina Ruth Miller  
Associate Professor/Counselor ..... Tonie Anderson  
Assistant Professor/Counselor ..... Suzanne Toye  
Student Services Representative ..... Starlit Zackowski  
Financial Aid/Veterans Affairs Representative ..... Traci Jones

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## Police Department

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Police Officer ..... Terry White  
Police Officer ..... Vacant

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## Training and Development

---

Coordinator ..... **Lynn Burden**



# PENSACOLA CAMPUS

Provost .....	Martin Gonzalez
Executive Secretary .....	Carmen Carr
Sr. Administrative Secretary .....	Blanche Boswell

## Academic Computer Center

Coordinator, Academic Computing .....	Mike Hual
Computer Lab Technician .....	James Gray
Computer Lab Technician .....	Calvin McDowell

## Advanced Technology

Department Head .....	Conley Winebarger
Assistant Department Head .....	Charles Donahue
Administrative Secretary .....	Janice Halstead
Secretary .....	Janet Witt
Professor .....	Kenneth Dunn
Professor .....	George Hendrickson
Professor .....	Fitzhugh Miller
Associate Professor .....	James Drennen
Associate Professor .....	Timothy H. Bone
Assistant Professor .....	Harold Martin
Instructor .....	Michael Cannon
Instructor .....	Vacant
Instructor .....	Vacant
Electronics Technician .....	Winston Fish

### Cosmetology

Director .....	Lawrence Gardner
Assistant Professor .....	Jacqueline Knudsen
Cosmetology Technician .....	Judy Geise

### Culinary Management

Instructor .....	Vacant
Culinary Technician .....	Raymona Reed

### Northwest Florida Fire Academy

Coordinator .....	David Adams
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### Public Service Careers

Associate Professor .....	Robert A. Scroggs
Instructor .....	David Adams

## Behavioral Sciences/Human Services

Department Head .....	Edward L. Thomas
Administrative Secretary .....	Sadiqa Ali
Secretary .....	Nettie Varnell
Professor .....	Richard Behnke
Professor .....	Gary G. Bothe
Professor .....	Glen C. Bradley
Professor .....	Peter C. Gram
Professor .....	Janet E. Levins
Professor .....	Michael Morris
Professor .....	Rodney Smith
Professor .....	Jane C. Spruill
Professor .....	Vincent J. Sullivan
Professor .....	Elizabeth Werre
Associate Professor .....	Diane L. Carter
Associate Professor .....	Michael G. Horton
Associate Professor .....	Peter Nash
Associate Professor .....	Jerry T. Smith
Instructor .....	Reda Brooks
Instructor .....	Gloria Gonzalez

## Biological Sciences

Department Head .....	James A. Brady
Administrative Secretary .....	Clara Ezell
Professor .....	C. Aubrey Morris
Professor .....	Henry E. Seiler, Jr.
Professor .....	Jeffery S. Wooters
Associate Professor .....	Frances H. Duncan
Associate Professor .....	Margaret L. Olive
Assistant Professor .....	Joyce B. Kaplan
Science Lab Specialist .....	Marty Foster

## Business

Department Head .....	Linda Bloom
Administrative Secretary .....	Sarah Vice
Secretary .....	Debra Bigelow
Professor .....	Richard M. Irvine, Jr.
Professor .....	B. Nowlin Keener
Professor .....	Francis S. Key
Professor .....	Janet Martin
Professor .....	Evelyn Pete
Professor .....	Judith Resch
Professor .....	Carla Rich
Professor .....	Leonard B. (Sandy) Southerland
Professor .....	Patricia Trachy
Associate Professor .....	John Atkins
Associate Professor .....	Gary R. Gage
Associate Professor .....	Eugene Gentzel
Associate Professor .....	Vance Q. Land
Assistant Professor .....	Audrey Morrison
Assistant Professor .....	John H. O'Donnell, Jr.

## Computer Science

Department Head .....	Lister W. Horn
Administrative Secretary .....	Phyllis Stallworth
Professor .....	Yin-Chieh Lemley
Professor .....	Dennis Stevenson
Assistant Professor .....	Rich Cacace
Assistant Professor .....	Stephen C. Jones
Instructor .....	Vacant

## English/Communications

Department Head .....	Marian O. Wernicke
Administrative Secretary .....	Sandra Vick
Professor .....	Tom Bailey
Professor .....	Thomas M. Botsford
Professor .....	Mary Bozeman
Professor .....	Diane Jackson
Professor .....	Kenneth J. McAferty
Professor .....	Karen Sirmans
Professor .....	Nancy Strebeck
Professor .....	Guangping Zeng
Associate Professor .....	Keith Prendergast
Associate Professor .....	Jelle Roos
Associate Professor .....	Richard Shannon
Assistant Professor .....	William Fisher
Assistant Professor .....	Sara Sawyer
Assistant Professor .....	Narla Zinerman
Instructor .....	Stacey Albaugh
Instructor .....	Rodney Garrett

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## History/Languages/Philosophy

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**Department Head** ..... **Charles G. Schuler**  
Administrative Secretary ..... Virginia Malston  
Professor ..... W. Mark Cobb  
Professor ..... Elsbeth Griffin  
Professor ..... Leon Walker  
Professor ..... Zeida Ward  
Associate Professor ..... L. James Chancy  
Associate Professor ..... Owen Farley  
Assistant Professor ..... Michael Gilbert  
Assistant Professor ..... Latricia Gill  
Instructor ..... Vacant

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## Mathematics

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**Department Head** ..... **Michael E. Palmer**  
Administrative Secretary ..... Mary Green  
Professor ..... Christine Bond  
Professor ..... Kathleen Burk  
Professor ..... Deborah Lucas  
Professor ..... Ronald McCuiston  
Professor ..... Sharon Spencer  
Professor ..... James Ward  
Professor ..... Charles Washington  
Assistant Professor ..... Delois Jones  
Assistant Professor ..... Virginia Lund  
Instructor ..... Jeremy Carr  
Instructor ..... Mary Anne C. Petruska

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## Music and Theatre

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**Department Head** ..... **Don Snowden**  
Administrative Secretary ..... Vacant  
Secretary ..... Sara Allison  
Professor ..... William J. Clarke  
Professor ..... Joe W. Stallings  
Assistant Professor ..... Richard Jernigan  
Instructor ..... Stan Dean  
Instructor ..... Xiaolun Chen  
Technical Director ..... Stephen Andrews

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## Physical Sciences

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**Department Head** ..... **Edwin W. Stout**  
Administrative Secretary ..... Kim LaFlamme  
Professor ..... Lois A. Dixon  
Professor ..... Thomas E. Grow  
Professor ..... Ned H. Mayo  
Professor ..... A. Carol Palma  
Professor ..... Brooke L. Towery  
Professor ..... John W. Wooten  
Professor ..... Joseph M. Zayas  
Assistant Professor ..... Duke Pooré  
Instructor ..... Mitchell Rhea  
Instructor ..... Vacant  
Science Lab Specialist ..... Neil Clark

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## Science and Space Theatre

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**Director** ..... **Vacant**  
Vax Systems Manager ..... Vacant

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## Visual Arts

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**Department Head** ..... **Allan Peterson**  
Administrative Secretary ..... Betty J. Ray  
Professor ..... William R. Clover  
Professor ..... David S. Hinds  
Professor ..... Carol Horgan  
Professor ..... Warren W. Thompson  
Associate Professor ..... Michael F. Boles  
Associate Professor ..... Don Huber  
Associate Professor ..... Patricia Reppenhagen  
Associate Professor ..... Patrick M. Rowe  
Computer Graphics/Multimedia Specialist ..... Spiros Zachos

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## LEARNING RESOURCE SERVICES

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### LRC Reader Services

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**Department Head** ..... **Sandra Lockney-Davis**  
Professor/Librarian ..... Virginia Vail  
Associate Professor/Librarian ..... Barbara Bedell  
Associate Professor/Librarian ..... Charlotte Sweeney  
Instructor/Librarian ..... Vacant

Library Technician ..... Annie Blackwell  
Library Technician ..... Cindy Koklas  
Library Technician ..... Shirley Korinchak  
Library Clerk ..... Jennifer Green  
Library Clerk ..... Miriam King  
Library Clerk ..... Sandra Neal  
Library Clerk ..... Grace Berry-Wynder

# PLANNING AND ADMINISTRATION

## Physical Plant

### *Environmental Services*

Custodian, Milton .....	Gwendolyn Archie
Custodian .....	Charlie Bass
Custodian .....	Linda Blackmon
Custodian .....	Herman Booker
Custodian .....	Deborah Brown
Custodian, Warrington .....	Pearl Burrowes
Custodian .....	Mattie Culpepper
Custodian .....	Ottle Dale
Custodian .....	Joyce Dees
Custodian .....	Ursula Fell
Custodian .....	Mable Graham
Custodian .....	Ossie Hale
Custodian .....	Thomas Hedger
Custodian .....	Agnes Hollinhead
Custodian .....	Laura Hollinhead
Custodian .....	Diane Hicks
Custodian .....	Barbara Jackson
Custodian .....	Joe Jackson
Custodian .....	Betty Johnson
Custodian .....	Jesse Johnson
Custodian .....	Nina Jones
Custodian, Milton .....	Karen Lindsay
Custodian, Warrington .....	Catherine McDonald
Custodian .....	Ima Middleton
Custodian .....	Emma Minor
Custodian .....	George Moorer

Custodian .....	Betty Parker
Custodian .....	Edna Shoemore
Custodian .....	Deborah Talley
Custodian .....	Susan Walker
Custodian .....	Vacant
Storekeeper/Custodian .....	Vacant

### *Maintenance Services*

Maintenance Specialist .....	Michael Allen
Maintenance Specialist .....	Obediah Bonham
Maintenance Specialist .....	Larry Hunt
Maintenance Specialist .....	Thomas Kurant
Maintenance Specialist, Milton .....	Jerry Laughbaum
Maintenance Specialist .....	Warren Lewis
Maintenance Specialist, Warrington .....	Dale Moorer
Maintenance Specialist, Warrington .....	William Keirn
Maintenance Specialist .....	Michael Nash
Maintenance Specialist .....	Gary Navarro
Maintenance Specialist .....	Gerald Sanders
Maintenance Specialist .....	Alan Tart
Maintenance Specialist .....	David Tallman
Maintenance Specialist .....	Vacant
Maintenance Technician .....	Anderson Johnson
Maintenance Technician .....	Rueben Cochran
Maintenance Technician .....	Allen Faires
Maintenance Technican .....	Wayne Henry
Maintenance Technician .....	Fred Loper
Maintenance Technican .....	Daniel Myers
Maintenance Technician .....	Paul Owens

## WARRINGTON CAMPUS

<b>Provost</b> .....	<b>Marcia Williams</b>
Executive Secretary .....	Dianne Burkhead
<b>Coordinator, Academic Computing</b> .....	<b>Thomas Kuklish</b>
Computer Lab Technican .....	Jonathan Waugh
Admissions Specialist .....	Evelyn McGhee

## Applied Health Technologies

<b>Department Head</b> .....	<b>William Moore</b>
Administrative Secretary .....	Alice Brenny
Professor .....	Joseph Diamond
Assistant Professor .....	Wilma Duncans-Burnett
Assistant Professor .....	Sheila Peterson
Instructor .....	Randall Anderson
Instructor .....	Amy Crum
Instructor .....	Cena Harmon
Instructor .....	Sandra Hartley
Instructor .....	Susan Sill

## Arts and Sciences

<b>Department Head</b> .....	<b>Ann S. Webb</b>
Administrative Secretary .....	Phyllis Evans
Administrative Secretary .....	Mary Graves
Learning Lab Supervisor, Math .....	Martha Stewart
Learning Lab Supervisor, Writing .....	Paige Norton
Science Lab Specialist .....	Shelley Martineau

### *Business, Computer Science, & Technology*

Professor .....	Dale Brewer
Professor .....	Eris Reddoch
Associate Professor .....	Ernest Forester
Associate Professor .....	Cecil Powell
Instructor .....	Michelle Haggard
Instructor .....	Theodora Heavey

### *Liberal Arts*

Professor .....	Carol Hemmye
Professor .....	Mary Lou Kelly
Associate Professor .....	Brian Rucker
Assistant Professor .....	T. Rand Anderson
Assistant Professor .....	Judy Diaz
Assistant Professor .....	Donald Miller

### *Math and Science*

Professor .....	Patricia A. Horacek
Professor .....	June K. Ramsey
Professor .....	Carl T. Summerlin
Associate Professor .....	Lynn B. Cade
Instructor .....	Vacant

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## Dental and Radiographic Sciences

---

<b>Department Head</b> .....	<b>Jane Smythe</b>
Administrative Secretary .....	Lisa Williams
Dental Clinic Technician .....	Debbie Stallworth
Secretary .....	Lucinda Bateman
Professor .....	Mindy Adshead
Professor .....	Irene Blackwell
Professor .....	Marilyn Coseo
Professor .....	Louis Fazio
Associate Professor .....	Linda Lambert
Associate Professor .....	Margaret Ward
Assistant Professor .....	Melissa Roe
Instructor .....	Liesa Bromet
Instructor .....	Barbara Harris

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## Naval Air Station

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<b>Director, Military Programs</b> .....	<b>David Sutton</b>
Admissions/Registration Specialist .....	Susan Kaemmerling
Secretary .....	Vacant

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## Nursing

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<b>Department Head</b> .....	<b>Joan Connell</b>
<b>Assistant Department Head</b> .....	<b>Ellen Stanley</b>
Administrative Secretary .....	Brian Bradford
Secretary .....	Vacant
Professor .....	Vicki Garlock
Professor .....	Shirley Holt-Hill
Professor .....	Hope Laughlin
Associate Professor .....	Paul Mayo
Assistant Professor .....	Patricia Posey-Goodwin
Assistant Professor .....	Carol Stinson
Assistant Professor .....	Melinda Hamilton
Assistant Professor .....	Deborah Waters
Instructor .....	Margaret Dykstra
Instructor .....	Gayle Griffin
Instructor .....	Patricia Jones
Instructor .....	Susan Mack
Instructor .....	Debra Mathis
Instructor .....	Linda Rich
Instructor .....	Mary Turner
Instructor .....	Linda Bowen
Instructor .....	Vacant
Instructor .....	Vacant
Instructor .....	Vacant
Learning Lab Supervisor .....	Suzanne Collyer

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## Learning Resource Services

---

<b>Department Head</b> .....	<b>Darleen B. Abbott</b>
Professor/Librarian .....	Dorothy Moloney
Library Technician .....	William Fitzgerald
Library Clerk .....	Mary Trapp
Library Clerk .....	Vacant

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## Student Affairs

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### *Financial Aid/Veteran's Affairs*

<b>Coordinator</b> .....	<b>Patricia Peterson</b>
Fin. Aid/V.A. Representative .....	Michael Driggers

### *Police Department*

<b>Police Lieutenant</b> .....	<b>Gordon Melton</b>
Police Sergeant .....	Phil Wismer
Police Officer .....	Clifton Disney
Service Officer/Dispatcher .....	Fred Pack

### *Student Services*

<b>Director</b> .....	<b>Courtney R. Winstead</b>
Administrative Secretary .....	Betty Perry
Professor/Counselor .....	Judith Floyd
Assistant Professor/Counselor .....	Anthony Harris
Student Services Representative .....	Jere Jaillitte
Switchboard Operator/Receptionist .....	Alicia White

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## Training and Development

---

<b>Coordinator</b> .....	<b>Jennifer Ponson</b>
Administrative Secretary .....	Rebecca Gunter

## FACULTY & ADMINISTRATION

- ATWELL, Charles A.** (1986)  
*President*  
 B.S.Ed., M.Ed., Ed.D., University of Florida
- ABBOTT, Darleen B.** (1972)  
*Department Head, Learning Resources Center, Warrington Campus*  
 B.A., State of University of New York  
 M.L.S., Florida State University
- ABBOTT, Dorothy D.** (1993)  
*Assistant Professor/Librarian Learning Resources Center, Milton Campus*  
 A.A., Pensacola Junior College  
 B.A., University of West Florida  
 M.L.S., University of Southern Mississippi
- ADAMS, David L.** (1997)  
*Instructor of Fire Technology Coordinator, Northwest Florida Fire Academy*  
*Department of Advanced Technology*  
 A.S., Valencia Community College
- ADSHEAD, Mindy** (1985)  
*Professor of Dental Hygiene Department of Dental and Radiographic Sciences, Warrington Campus*  
*Selected for Academy of Teaching Excellence in 1998*  
 A.S., Broome Community College  
 B.S., University of Kentucky  
 M.Ed., Loyola University  
 R.D.H., CDA
- ALBAUGH, Stacey** (1999)  
*Instructor of Speech*  
*Department of English/Communications*  
 A.S., Jefferson Davis Junior College  
 B.A., M.A., University of West Florida
- ALEXANDER, Jonathan** (1999)  
*Computer Systems Analyst Department of MIS*  
 A.A., Pensacola Junior College  
 B.S., University of West Florida
- ALLEN, Natasha** (1995)  
*Welfare Services Specialist, Welfare Programs*  
*Department of Vocational Education*  
 A.A., Pensacola Junior College  
 B.S., University of Florida
- ANDERSON, Thomas R.** (1997)  
*Assistant Professor of Psychology Department of Arts and Sciences, Warrington*  
 B.S., University of Montebello  
 M.S., Southern Mississippi  
 Ph.D., Florida Institute of Technology
- ANDERSON, Randall** (1999)  
*Instructor, Respiratory Care Applied Health*  
 A.S., Greenville Technical College
- ANDERSON, Tonie E.** (1991)  
*Associate Professor/Counselor Student Services, Milton Campus*  
 A.A., Pensacola Junior College  
 B.A., University of West Florida  
 M.S., Troy State University
- ATCHISON, Cecilia D.** (1982)  
*Coordinator, Financial Aid/Veterans Affairs/Scholarships*  
 A.A., George Corley Wallace State Community College
- ATKINS, John** (1989)  
*Associate Professor of Business Department of Business*  
 A.S., Central Carolina Technical College  
 B.S., University of North Carolina-Chapel Hill  
 M. of Econ., North Carolina State  
 M.S., North Carolina State
- ATKINS-HARRIS, Karen** (1996)  
*Assistant Professor/Counselor Secondary Education*  
 B.S., M.S., Troy State University
- BAGWELL, Diane** (1995)  
*Program Director, Welfare Programs Department of Vocational Education*  
 B.A., University of Florida  
 M.S., University of West Florida
- BAILEY, Thomas L.** (1981)  
*Professor of English Department of English/Communications*  
*Selected for Academy of Teaching Excellence in 1990*  
 B.A., Emory University  
 M.A., University of Florida
- BALDWIN, Julianne** (1996)  
*Case Manager, WIA Department of Vocational Education*
- BANOS-DIAZ, Osmani** (2000)  
*Computer Programmer Intern Department of MIS/Telecommunications*  
 A.S., Pensacola Junior College  
 B.A., Hermanos Saiz University, Cuba
- BARNES, LACHANDRA** (1998)  
*Job Developer Department of Vocational Education*  
 B.A., University of West Florida  
 M.S., Troy State University
- BARNES, Lanny** (1996)  
*Assistant Department Head/Curriculum Coordinator Department of Secondary Education*  
 B.S.Ed., M.S.Ed., SE Missouri State University  
 Ed.D., University of Mississippi
- BECK, Jamie** (1995)  
*Senior Computer Systems Analyst Department of MIS*  
 A.A., Pensacola Junior College  
 B.S., M.S., University of West Florida
- BECK, William D.** (1981)  
*Assistant Professor/Counselor Counseling, Pensacola Campus*  
 B.S., M.A., University of Alabama
- BECKER, Ruth** (1993)  
*Assistant Professor of Reading and English Department of Developmental Studies*  
 B.A., M.Ed., University of Hartford
- BEDELL, Barbara A.** (1978)  
*Associate Professor/Librarian LRC, Reader Services, Pensacola Campus*  
 B.A., University of Arizona  
 M.S.L.S., Florida State University
- BEDICS, Richard A.** (1975)  
*Provost, Milton Campus*  
 B.S., Moravian College  
 M.Ed., Kutztown State College  
 Ed.D., University of Alabama
- BEHNKE, Richard** (1973)  
*Professor of Sociology Department of Behavioral Sciences/Human Services*  
*Selected for Academy of Teaching Excellence in 1987*  
 B.A., M.Ed., St. Mary's College  
 M.S.T., Illinois Institute of Technology  
 Ph.D., University of Nebraska
- BELL, Dan** (1987)  
*Assistant Professor of English Department of Liberal Arts and Environmental Sciences Milton Campus*  
 B.A., M.A., Michigan State  
 M.A., California State University  
 B.A., University of Missouri
- BICK, Deborah F.** (1996)  
*Director Educational Opportunity Center*  
 A.A., Metro Community College  
 B.A., University of Missouri, Kansas City  
 M.S., Troy State University
- BIXEL, Gil** (1977)  
*Coordinator, Cooperative Education Student Job Services*  
 A.A., Okaloosa-Walton Junior College  
 B.A., University of West Florida
- BLACK, Shannon G.** (1990)  
*Bursar*  
 A.A., St. Petersburg Junior College  
 B.A., University of West Florida
- BLACKWELL, Irene F.** (1977)  
*Professor Department of Dental and Radiographic Sciences, Warrington Campus*  
*Certified Dental Assistant*  
*Selected for Academy of Teaching Excellence in 1999*  
 A.S., Pensacola Junior College  
 B.S., University of West Florida  
 M.S.M., Troy State University
- BLOOM, Linda C.** (1978)  
*Associate Professor of Business Department Head*  
*Department of Business, Pensacola Campus*  
*Selected for Academy of Teaching Excellence in 1991*  
 B.S., Mississippi College  
 M.S., University of Southern Mississippi  
 Ph.D., University of Southern Mississippi
- BOILLOT, Michel H.** (1970)  
*Professor of Computer Science Department of Liberal Arts and Environmental Science Milton Campus*  
 B.A., M.S., University of Wisconsin  
 Ed.D., Nova University
- BOLES, Michael F.** (1980)  
*Associate Professor of Art Department of Visual Arts*  
 B.S., M.F.A., Sam Houston State University
- BOND, Christine Baehr** (1981)  
*Professor of Mathematics Department of Mathematics*  
 B.S., Louisiana State University  
 M.S., University of West Florida  
 Ph.D., Florida State University

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Associate Professor of Advanced Technology  
Department of Advanced Technology  
B.S., Florida State University  
M.S., University of West Florida
- BORRIS, David P.** (1990)  
Dean, Special Projects  
B.A., Arizona State University  
Ph.D., State University of New York  
at Albany
- BOTHE, Gary G.** (1973)  
Professor of Psychology  
Department of Behavioral  
Sciences/Human Services  
B.A., University of Wisconsin  
M.S., Ph.D., Florida State University
- BOTSFORD, Thom** (1986)  
Professor of Journalism  
Department of English/Communications  
B.A., Auburn University  
MACT, Auburn University
- BOWEN, Linda** (1999)  
Instructor, Nursing  
Department of Nursing  
A.A., Jones County Community College  
B.S.N., William Carey College  
M.S., University of Southern Mississippi
- BOYDEN, James R.** (1996)  
Training and Services Specialist,  
Welfare Programs  
Department of Vocational Education  
B.A., University of West Florida
- BOYER, Anthony** (1999)  
Job Developer, Welfare Programs  
Department of Vocational Education  
B.S., M.P.A., Troy State University
- BOZEMAN, Mary C.** (1976)  
Professor of English  
Department of English/Communications  
B.A., Randolph-Macon Women's College  
M.A., Duke University
- BRACKEN, Lawrence J.** (1983)  
Executive Director of Government Affairs  
B.A., Arkansas Tech University  
M.A., University of Arkansas at Little Rock
- BRADLEY, Glen C.** (1974)  
Professor of Psychology  
Department of Behavioral Sciences/  
Human Services  
Selected for Academy of Teaching  
Excellence in 1998  
A.A., Pensacola Junior College  
B.A., M.A., University of West Florida
- BRADLEY, Winifred R.** (1988)  
Assistant Professor, Librarian  
Department Head, LRC Milton Campus  
B.S., Florida A&M University  
M.L.S., Florida State University
- BRADY, James A.** (1995)  
Department Head  
Department of Biological Sciences  
A.B., Cornell University  
M.S., John Carroll University
- BREWER, Conrad** (1989)  
Professor of Forestry  
Department of Liberal Arts and  
Environmental Sciences, Milton Campus  
Selected for Academy of Teaching  
Excellence in 1995  
B.S.F., M.S., University of Georgia  
Ph.D., Louisiana State University
- BREWER, Dale** (1988)  
Professor of Business  
Department of Arts and Sciences,  
Warrington Campus  
B.S., M.Ed., University of West Florida
- BRIGHAM, Isaac** (1991)  
Vice President for Student Affairs  
B.S., M.S., Ph.D., Southern Illinois  
University
- BROMET, Liesa L.** (2000)  
Instructor of Diagnostic Medical  
Sonography  
Department of Dental and  
Radiographic Sciences  
A.S., Broward Community College  
B.S., University of Missouri  
RDMS: Abdomen, OB/GYN,  
Neurosonology Certifications  
RDCS: Adult Echocardiography  
RVT: Vascular Technology
- BROOKS, Reda F.** (1996)  
Instructor of Early Childhood Education  
Department of Behavioral  
Sciences/Human Services  
B.S., Mississippi State University  
M.Ed., Mississippi State University
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Program Specialist  
Department of Vocational Student  
Support Services  
B.A., University of West Florida
- BROXTON, Randall** (1995)  
Learning Lab Supervisor  
Department of Student Support Services  
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Excellence in 1998  
B.S., University of South Alabama  
M.S., Troy State University
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A.A., Tallahassee Community College  
B.A., M.S., Ph.D., Florida State University
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Coordinator, Training and Development  
Milton Campus  
B.B.A., University of Montevallo  
M.Ed., University of West Florida
- BURK, Kathleen B.** (1989)  
Professor of Mathematics  
Department of Mathematics  
B.S., M.S., Northwestern State University  
of Louisiana
- BURNSIDE, Kathleen** (1997)  
Case Manager, Welfare Programs  
Department of Vocational Education  
B.S., Old Dominion University
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Education and Training Coordinator,  
Welfare Programs  
Department of Vocational Education  
A.A., Pensacola Junior College  
B.S.W., University of West Florida
- BUSH, Larry C.** (1999)  
Learning Lab Supervisor  
Department of Liberal Arts,  
Milton Campus  
B.A., M.A., Florida State University
- BUTCHER, Holly Adams** (2000)  
Information Specialist  
WSRE-TV  
B.A., Texas A&M University
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B.S., U.S. Naval Academy  
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Associate Professor of Mathematics  
Department of Arts and Sciences,  
Warrington Campus  
A.A., Bishop State Junior College  
B.S., Alabama State University  
M.A., University of West Florida
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Registrar  
B.S., Livingston University  
M.S., University of South Alabama  
Ed.D., Nova University
- CANNON, Michael** (1992)  
Instructor of Manufacturing Technology  
Department of Advanced Technology  
B.S., East Tennessee State University
- CARR, Jeremy** (1996)  
Instructor of Mathematics  
Department of Mathematics  
B.S., M.S., University of South Alabama
- CARRIER, Brenda** (1993)  
Coordinator, Student Accounting  
and Collections  
B.A., University of West Florida
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Coordinator, Technical Services  
Learning Resources Center  
B.A., University of Florida  
M.L.S., Florida State University
- CARSON, Vicki** (1980)  
Coach, Women's Basketball Team  
B.S.E., University of Arkansas  
M.A., University of Alabama
- CARTER, Diane L.** (1987)  
Associate Professor of Psychology  
Department of Behavioral  
Sciences/Human Services  
B.A., Louisiana State University  
M.A., University of Louisville
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Learning Lab Supervisor  
Department of Developmental Studies  
B.S., M.A., University of South Alabama
- CASTLEBERRY, Belinda** (1996)  
Coordinator, WIA  
Department of Vocational Education
- CAUGHEY, Martha F.** (1969)  
Coordinator, Admissions/Registration  
A.A., Pensacola Junior College
- CAUSEY, Rebecca J.** (1989)  
Dean, Community and  
Workforce Development  
B.S., M.S., Ph.D., University of  
Southern Mississippi
- CESARETTI, Sandra** (1995)  
Director of Development and Marketing,  
WSRE  
A.A., Miami Dade Community College  
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M.S., Troy State University
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Associate Professor of History  
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A.A., Tallahassee Community College  
B.S., Florida State University  
M.S., Eastern Kentucky University
- CHEN, Xiaolun** (1998)  
Instructor, Director of Choral Activities  
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B.A., The Central Conservatory of Music,  
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B.A., University of West Florida
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A.S., Pensacola Junior College  
B.A., State University of New York
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*Professor of Music*  
Department of Music and Theatre  
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B.F.A., University of Florida  
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- CLEMONS, Dimity T.** (1975)  
*Associate Professor of Adult*  
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Department of Adult Basic Education  
B.S., M.S., Florida A & M
- CLOVER, William** (1966)  
*Professor of Art*  
Department of Visual Arts  
A.A., Santa Monica City College  
B.A., Long Beach State College  
M.F.A., Cranbrook Academy of Art
- COBB, William M.** (1988)  
*Associate Professor of Philosophy*  
Department of History, Languages,  
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A.A., Young Harris College  
B.A., M.A., University of Georgia
- COE, Connie A.** (1976)  
*Director, Software Development*  
*Director, Florida Community College*  
*Computer Consortium*  
Department of MIS  
B.S., University of West Florida  
M.S., Troy State University
- COLE, DIANE** (1997)  
*Instructor, Reading*  
Department of Developmental Studies  
B.A., M.Ed., Western IL University  
M.S., St. Thomas University
- COKER, Barrow M.** (1998)  
*Computer Systems Analyst*  
*Educational Services*  
A.S., Phillips College  
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- COLLYER, Suzanne S.** (1987)  
*Learning Lab Supervisor, Multisensory*  
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Department of Nursing  
B.S., Alderson Broaddus College  
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Department of Nursing,  
Warrington Campus  
B.S.N., Catholic University of America  
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at Birmingham
- COSEO, Marilyn** (1986)  
*Professor of Radiography*  
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Sciences, Warrington Campus  
A.S., Reading Area Community College  
B.S., Salem College  
R.T., Eastern Suffolk School of  
Radiologic Technology  
M.Ed., Ed.S., University of West Florida
- COTTEN, Dona K.** (1974)  
*Dean, Pre-Collegiate Studies*  
Selected for Academy of Teaching  
*Excellence in 1986*  
A.A., Holmes Junior College  
B.S., M.S., Mississippi State College  
for Women  
Ed.D., Florida State University
- CRUM, Amy** (1998)  
*Instructor of Physical Therapy*  
Department of Applied Health
- DARNELL, Margaret** (1991)  
*Student Services Specialist*  
Educational Talent Search  
B.S., Campbell University
- DAVIS, Wanda C.** (1971)  
*Professor of English*  
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Environmental Sciences, Milton Campus  
B.S., Florida State University  
M.T.E., University of West Florida
- DEAN, Michelle D.** (1996)  
*Computer Systems Analyst*  
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A.A., Pensacola Junior College  
B.S., University of West Florida
- DEAN, Stan** (1995)  
*Director, Lyceum and Theatre*  
Department of Music and Theatre  
B.A., University of West Florida  
M.F.A., University of Oklahoma
- DELAINO, G. Thomas** (1993)  
*Senior Vice President for Planning*  
*and Administration*  
B.S., M.A., Ph.D., University of Florida
- DELARGE, David** (1993)  
*Computer Systems Analyst*  
Department of MIS  
A.S., Pierce Junior College
- DIAMOND, Joseph E.** (1980)  
*Professor of Emergency Medical Technology*  
Department of Applied Health,  
Warrington Campus  
E.M.T., Paramedic, A.S., Pensacola  
Junior College
- DIAZ, Judy** (1991)  
*Assistant Professor of English*  
Arts and Sciences Department,  
Warrington Campus  
B.A., M.A., University of West Florida
- DILLON, Theresa G.** (1988)  
*Director*  
Department of Health, Human  
Performance & Recreation  
A.A., Pensacola Junior College  
B.S., M.S., University of West Florida
- DIXON, Lois A.** (1988)  
*Professor of Chemistry*  
Department of Physical Sciences  
A.A., Pensacola Junior College  
B.S., University of West Florida  
M.A., Duke University  
Ph.D., University of Florida
- DONAHUE, Charles R.** (1985)  
*Assistant Professor of Electronics*  
*Assistant Department Head*  
Department of Advanced Technology  
B.S., M.S., University of West Florida
- DRENNEN, James D.** (1982)  
*Associate Professor of Electronics*  
Department of Advanced Technology  
Certified Electronics Technician  
A.S., Pensacola Junior College  
B.S., University of West Florida
- DUFF, Lorri Simoneaux** (1997)  
*Career Management Employment*  
*Coordinator, Welfare Programs*  
Department of Vocational Education  
B.S., University of West Florida
- DUNCAN, Cookie** (2000)  
*Network Systems Analyst*  
Department of MIS/Telecommunications  
B.S., William Carey College
- DUNCAN, Frances H.** (1992)  
*Associate Professor of Biology*  
Department of Biological Sciences  
Selected as Outstanding New Faculty  
*Member in 1994*  
Selected for Academy of Teaching  
*Excellence in 1997*  
B.S., Middle Tennessee State University  
M.A., Central Michigan University
- DUNCANS-BURNETT, Wilma** (1988)  
*Assistant Professor of Respiratory Therapy*  
Department of Applied Health,  
Warrington Campus  
C.R.T.T., A.S., R.R.T., Pensacola  
Junior College  
A.A., Normandale Community College
- DUNN, Kenneth M.** (1976)  
*Professor of Electronics*  
Department of Advanced Technology  
A.A., East Central Junior College  
B.S., University of Alabama  
M.S., University of West Florida
- DUNN, Richard** (1997)  
*Employment and Follow-up Specialist,*  
*Welfare Programs*  
Department of Vocational Education  
B.S., Wright State University
- DYKSTRA, Margaret** (1998)  
*Instructor of Nursing*  
Department of Nursing, Warrington  
A.A.S., Orange County  
Community College  
B.S.N., State University of New York  
M.S.N., University of South Alabama
- ELAWAD, Salman H.** (1993)  
*Associate Professor of Biology*  
Department of Liberal Arts and  
Environmental Sciences,  
Milton Campus  
Selected for the Academy of Teaching  
*Excellence in 1998*  
B.S., University of Kartoum  
M.S., University of Hawaii  
Ph.D., University of Florida
- ELLEDDGE, Elaine K.** (1990)  
*Director,*  
Department of Testing, Assesment  
and Orientation  
B.A., Alabama College  
M.Ed., University of Florida
- EMOND, Eugenia S.** (1991)  
*Comptroller*  
*Comptroller's Office*  
A.A., Pensacola Junior College  
B.A., M.B.A., University of West Florida  
Certified Public Accountant

- ESSLINGER, Mary V.** (1993)  
*Coordinator,*  
*Department of Recruitment and*  
*Dual Enrollment*  
 B.A., University of Mississippi  
 M.Ed., Auburn University-Montgomery
- EVANS, Earl** (1998)  
*Dean*  
*Career Planning and Counseling Director*  
 B.S., Alabama State College  
 M.Ed., Alabama State University  
 M.S., Troy State University
- FARLEY Jr., Owen E.,** (1967)  
*Associate Professor of History*  
*Department of History, Languages*  
*and Philosophy*  
 B.A., University of North Alabama  
 M.A., University of West Florida  
 M.Div., D. Min., Southern Christian  
 University
- FAZIO, Louis** (1989)  
*Professor of Dental Health*  
*Department of Dental and Radiographic*  
*Sciences, Warrington Campus*  
*Selected for Academy of Teaching*  
*Excellence in 1996*  
 B.S., Albany College of Pharmacy  
 D.M.D., New Jersey College of Dentistry  
 M.S., Ohio State University
- FINDLEY, Jr., Benjamin F.** (1988)  
*Director, Risk Management/Legal Affairs*  
 Registered Financial Consultant  
 B.S., M.S., West Virginia University  
 Ed.D., University of Northern Colorado
- FINK, Logan** (1984)  
*Assistant Professor of Agriculture*  
*Department of NLiberal Arts and*  
*Environmental Sciences, Milton Campus*  
 B.S., M.S., University of Florida
- FISHER, William** (1988)  
*Assistant Professor of English*  
*Department of English/Communications*  
 B.S., M.A., University of Kansas
- FLOYD, Judith** (1988)  
*Professor/Counselor*  
*Student Services, Warrington Campus*  
 B.S., University of Arkansas  
 M.S., University of New York, Plattsburgh
- FOLSOM, Charles P.** (1993)  
*Instructor of Mathematics*  
*Department of Developmental Studies*  
*Selected for Academy of Teaching*  
*Excellence in 1992*  
 B.S., Emory & Henry College  
 M.S., Troy State University  
 Ed.S., University of West Florida
- FORESTER, Earnest R.** (1988)  
*Associate Professor of Automotive*  
*Service Technology*  
*Department of Arts and Sciences,*  
*Warrington Campus*  
 A.S., Pensacola Junior College  
 ASE Certified Master Automotive Technician  
 ASE Certified Master Medium/Heavy  
 Trucks Technician  
 ASE Certified Master Engine Machinist
- FOSTER, Marty** (1997)  
*Science Lab Specialist*  
*Department of Biological Sciences*  
 B.S., University of West Florida
- FRAZER, Gael** (1989)  
*Director, Human Resources/EAEO*  
 B.A., M.S., State University of New York  
 at Albany  
 J.D., Howard University
- FRIEDMAN, Deborah P.** (1988)  
*Associate Professor of Secondary Education*  
*Department of Secondary Education*  
*Selected for Academy of Teaching*  
*Excellence in 2000*  
 A.A., Pensacola Junior College  
 B.A., University of West Florida
- GAGE, Gary** (1972)  
*Associate Professor of Business*  
*Department of Business*  
 B.S., M.B.A., East Tennessee State
- GARDNER, Lawrence P.** (1978)  
*Director, Cosmetology and Barbering*  
*Professor of Cosmetology/Barbering*  
*Department of Advanced Technology*  
*Selected for Academy of Teaching*  
*Excellence in 1997*  
 A.S., Pensacola Junior College  
 B.S., Auburn University  
 M.S., University of West Florida
- GARLOCK, Vicki Lynn** (1976)  
*Professor of Nursing*  
*Department of Nursing,*  
*Warrington Campus*  
*Selected for Academy of Teaching*  
*Excellence in 1995*  
 B.S.N., Drury College  
 M.S.N., University of South Alabama
- GARRETT, Joanne** (1997)  
*Student Services Specialist*  
*Educational Opportunity Center*  
 B.A., Shorter College  
 Ed.S., Ed.D., George Peabody College
- GARRETT, Rodney** (1999)  
*Instructor of Speech*  
*Department of English/Communications*  
 B.A., Auburn University  
 M.A., University of Alabama
- GENTZEL, W. Eugene** (1975)  
*Associate Professor of Business*  
*Department of Business*  
 B.S., Penn State  
 M.Ed., University of Pittsburgh  
 Ed.D., University of Tennessee
- GIACIN, Robin** (1997)  
*Student Services Specialist*  
*Educational Opportunity Center*  
 B.S., Troy State University
- GILBERT, Herb** (1997)  
*Assistant Director of Engineering*  
*& Operations*  
 WSRE-TV
- GILBERT, Michael W.** (1989)  
*Assistant Professor of Political Science*  
*Department of History, Languages*  
*and Philosophy*  
 A.B.D., Vanderbilt University  
 B.A., M.A., University of Southern  
 Mississippi
- GILL, Latricia** (1995)  
*Assistant Professor of History*  
*Department of History, Languages*  
*and Philosophy*  
*Selected as Outstanding New Faculty*  
*Member in 1997*  
 B.A., Trinity College  
 M.A., University of Wisconsin – Madison
- GOMEZ, Liz** (1999)  
*Director, Networking and*  
*Microcomputer Resources*  
*Microcomputer Resources*  
 Certified Novell Engineer, Instructor  
 Microsoft Certified System Engineer,  
 Trainer
- GONZALEZ, Gloria** (1997)  
*Instructor of Nutrition*  
*Department of Behavioral*  
*Sciences/Human Services*  
 B.S., Ouachita Baptist University  
 M.S., Mississippi University for Women
- GONZALEZ, Martin** (1988)  
*Provost, Pensacola Campus*  
 A.A., Northwest Mississippi Junior College  
 B.S., M.B.A., Delta State University  
 Ph.D., University of Mississippi
- GRAM, Peter C.** (1973)  
*Professor of Psychology*  
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 B.A., University of Virginia  
 M.Ed., Memphis State University  
 Ph.D., University of Georgia
- GRANT, James E.** (1978)  
*Associate Professor of Secondary Education*  
*Department Head*  
*Department of Secondary Education*  
 B.S., M.Ed., South Carolina State College  
 Ed.D., University of Illinois
- GRIFFIN, Elsbeth H.** (1989)  
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 B.F.A., M.A., University of West Florida
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*Instructor of Nursing*  
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- GROW, Thomas E.** (1988)  
*Professor of Chemistry*  
*Department of Physical Sciences*  
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*Excellence in 1995*  
 A.A., Pensacola Junior College  
 B.S., University of West Florida  
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 A.A., Pensacola Junior College  
 B.A., University of West Florida
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 B.A., M.A., University of West Florida  
 Certified Public Accountant
- HAMILTON, G. William** (1990)  
*Assistant Athletic Director and Coach,*  
*Men's Baseball*  
 B.A., Huntingdon College  
 M.Ed., Columbus College
- HAMILTON, Melinda** (1991)  
*Assistant Professor of Nursing*  
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 B.S.N., University of West Florida  
 M.S.N., University of South Alabama
- HARDAWAY, Phyllis M.** (1976)  
*Professor of Adult Basic Education*  
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*Excellence in 1986*  
 A.A., Washington Junior College  
 B.A., Huston Tillotson  
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B.A., Wittenberg University  
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*Director, Facilities Planning*  
B.A., University of Florida
- HARRIS, Anthony L.** (1986)  
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B.S., M.S., Alabama State University
- HARRIS, Barbara** (1998)  
*Instructor of Dental Assisting*  
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*Radiographic Sciences*  
A.S., Pensacola Junior College  
Certified Dental Assistant
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*Director, Purchasing and Aux. Services*  
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- HARTLEY, Sandra** (1999)  
*Instructor, EMS/Paramedic*  
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A.A., Florida Community College  
M.S., Florida State University
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B.S., M.C.S., Florida Atlantic University  
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- HEFFERNAN, Thomas J.** (1990)  
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B.A., University of Puerto Rico  
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A.S., Spartanburg Technical College  
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B.S., University of Kentucky  
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- HILL, Wayne** (1998)  
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*Director, Student Job Services*  
B.A., M.Ed., University of West Florida
- HINDS, David S.** (1983)  
*Associate Professor of Art*  
*Department of Visual Arts*  
B.F.A., Edinboro State College  
M.Ed., Bowling Green State University
- HINES, Jim** (1998)  
*Coordinator, Microcomputer Support*  
*Microcomputer Resources*  
A.S. Pensacola Junior College
- HOLT-HILL, Shirley A.** (1980)  
*Associate Professor of Nursing*  
*Department of Nursing,*  
*Warrington Campus*  
B.S.N., Dillard University  
M.Ed., M.S.N., University of South Alabama
- HOPKINS, Mark A.** (2000)  
*Graphic Arts/Graphic Design Specialist*  
*Department of Institutional Advancement*  
B.A., The London Institute Camberwell  
College of Arts
- HOPSON, Joyce M.** (1977)  
*Associate Professor of Business Education*  
*Department of Secondary Education*  
*Selected for Academy of Teaching*  
*Excellence 1999*  
B.S., M.Ed., University of Arkansas  
Ph.D., University of Columbia-Missouri  
Community College Specialist in Business  
Education, University of Arkansas
- HORACEK, Patricia A.** (1987)  
*Professor of Mathematics*  
*Department of Arts and Sciences,*  
*Warrington Campus*  
*Selected for Academy of Teaching*  
*Excellence in 1994*  
B.S., M.S., Pensacola Christian College  
M.A., University of West Florida
- HORIGAN, Carol Jean** (1974)  
*Professor of Art*  
*Department of Visual Arts*  
B.A., Purdue University  
M.F.A., George Washington University
- HORN, Lister Wayne** (1969)  
*Professor of Computer Science*  
*Department Head*  
*Department of Computer Science*  
B.S., M.Ed., University of Arizona  
M.A.S., Southern Methodist University  
Ed.D., Florida State University
- HORTON, Michael G.** (1974)  
*Associate Professor of Sociology*  
*Department of Behavioral*  
*Sciences/Human Services*  
A.A., St. Petersburg Junior College  
B.S., Stetson University  
M.S., Ph.D., Florida State University
- HUAL, Mike** (1981)  
*Coordinator, Academic Computing*  
*Academic Computer Center*  
A.A., Pensacola Junior College  
B.S., University of West Florida
- HUBBS, Karen Jill** (1996)  
*Coordinator, Educational Services*  
*WSRE*  
A.A., Pensacola Junior College  
B.A., University of West Florida
- HUBER, Don F.** (1971)  
*Associate Professor of Art*  
*Department of Visual Arts*  
B.F.A., M.F.A., University of Cincinnati
- HUFFMAN, Albert** (1992)  
*Student Services Specialist*  
*Educational Opportunity Center*  
B.A., University of West Florida  
M.S., Troy State University
- INGRAM, Paula** (1998)  
*Instructor, Reading and English*  
*Department of Developmental Studies*  
B.S., University of Illinois  
M.A., University of West Florida
- IRVINE Jr., Richard M.,** (1988)  
*Professor of Business*  
*Department of Business*  
A.A., Pensacola Junior College  
B.A., M.B.A., University of West Florida  
Certified Public Accountant
- JACK, Debra S.** (1975)  
*Coordinator, Cooperative Education*  
*& Placement*  
*Student Job Services*  
A.S., Pensacola Junior College  
B.A., University of West Florida
- JACKSON, Diane** (1983)  
*Professor of English*  
*Department of English/Communications*  
B.A., M.A., Chicago State University
- JACKSON, J. Nan** (1994)  
*Finance Coordinator*  
A.A., Pensacola Junior College  
B.A., University of West Florida
- JERNIGAN, Richard** (1993)  
*Assistant Professor of Music*  
*Department of Music & Theatre*  
A.A., Pensacola Junior College  
B.A., University of West Florida  
M.M., Louisiana State University
- JETER, Catharine** (1997)  
*Case Manager, WIA*  
*Department of Vocational Education*
- JIMERSON, Rufus O.** (1989)  
*Associate Professor of Social Science*  
*Department of Liberal Arts and*  
*Environmental Sciences, Milton Campus*  
B.A., Jersey City State  
M.A.T., Rutgers University  
Ed.M., Columbia University  
M.A., Kean College  
Ed.D., Rutgers University

- JONES, Charles (Bill)** (1978)  
*Telecommunications Network Analyst*  
*Telecommunications Systems*
- JONES, Delois Salter** (1981)  
*Assistant Professor of Mathematics*  
*Department of Mathematics*  
B.S., University of West Florida  
M.S., Michigan State University
- JONES, Patricia** (1995)  
*Instructor of Nursing*  
*Department of Nursing,*  
*Warrington Campus*  
B.S.N., University of West Florida  
M.S.N., University of Miami
- JONES, Stephen C.** (1998)  
*Assistant Professor of Computer Science*  
*Computer Science Department*  
B.A., B.S., Athens College  
M.A.E., University of Birmingham  
Ph.D., Nova Southeastern
- JORDAN, Julius** (1993)  
*Network Systems Analyst/CNA*  
*Department of MIS*
- KAPLAN, Joyce B.** (1997)  
*Assistant Professor of Biology*  
*Department of Biological Sciences*  
*Selected for Academy of Teaching*  
*Excellence in 2000*  
B.S., Cornell University  
M.S., University of Idaho
- KASTINGS, Kris** (2000)  
*Case Manager, Welfare Programs*  
*Department of Vocational Education*  
B.S., University of West Florida
- KEENER, B. Nowlin** (1977)  
*Professor of Business*  
*Department of Business*  
B.A., J.D., University of Mississippi
- KELLEY, Wayne** (1997)  
*Assistant Athletic Coach, Men's Basketball*  
B.A., University of Detroit-Mercy
- KELLY, Brenda K.** (1996)  
*Assistant Professor of English*  
*Department of Developmental Studies*  
B.A., Spring Hill College  
M.A., University of West Florida
- KELLY, Mary L.** (1981)  
*Professor of Reading*  
*Department of Arts and Sciences,*  
*Warrington Campus*  
*Selected for Academy of Teaching*  
*Excellence in 1989*  
B.S., Loyola University  
M.A., University of West Florida
- KEY, Jr., F. Scott** (1976)  
*Professor of Business*  
*Department of Business*  
B.S., Florida A & M University  
M.B.A., University of West Florida
- KING, Dorothy** (1993)  
*Associate Professor of Math*  
*Department of Liberal Arts and*  
*Environmental Sciences, Milton Campus*  
B.S., University of Southern Mississippi  
M.A., Louisiana State University
- KNUDSEN, Jacquelyn B.** (1988)  
*Assistant Professor of Cosmetology*  
*Department of Advanced Technology*  
A.A., A.S., Pensacola Junior College  
A.S., LaSalle University
- KOVACS, Eugene** (1998)  
*Computer Systems Analyst*  
*Department of MIS*  
B.S., University of West Florida
- KRUCZYNSKI, Mary C.** (1993)  
*Associate Professor of Adult*  
*Basic Education*  
*Department of Adult Basic Education*  
*Selected for Academy of Teaching*  
*Excellence in 1997*  
B.A., Daemen College  
M.A., University of West Florida
- KYLE, Joseph V.** (1993)  
*Coordinator, Student Services*  
*Department of Secondary Education*  
A.A., Pensacola Junior College  
B.S., Florida A & M University  
M.S., Troy State University
- LAGERGREN, Amelia S.** (1995)  
*Case Manager, Welfare Programs*  
*Department of Vocational Education*  
B.S., Livingston University
- LAMBERT, Linda L.** (1990)  
*Associate Professor of Dental Hygiene*  
*Department of Dental and Radiographic*  
*Sciences, Warrington Campus*  
B.S., Thomas Jefferson University  
M.S., University of West Florida
- LAND, Vance Q.** (1982)  
*Associate Professor of Business*  
*Administration*  
A.A., Pensacola Junior College  
B.A., University of West Florida  
M.S., Troy State University  
D.P.A., University of Alabama  
Certified Public Accountant
- LANIER, Lorraine** (1998)  
*Grants Coordinator*  
*Institutional Advancement*  
B.S., M.A., University of West Florida
- LAUGHLIN, Hope B.** (1980)  
*Professor of Nursing*  
*Department of Nursing,*  
*Warrington Campus*  
B.S.N., University of Connecticut  
M.S., University of Southern Maine  
M.S.N., University of South Alabama  
Ed.D., Nova University
- LAYFIELD, Marsha** (1998)  
*Student Services Specialist*  
*Career Planning*  
B.S., Columbus College  
M.S., Troy State University
- LEBESCH, Anna M.** (1995)  
*Project REWARD Program Specialist*  
*Department of Vocational Education*  
B.E.S., M.Ed., University of Missouri
- LEMLEY, Yin-Chieh** (1986)  
*Professor of Computer Science*  
*Department of Computer Science*  
B.A., National Chung Hsing University  
B.S., M.S., M.Ed., University of West Florida
- LEVINS, Janet E.** (1980)  
*Professor of Home Economics*  
*Department of Behavioral*  
*Sciences/Human Services*  
B.S., Florida State University  
M.P.H., Tulane University
- LIBBEY, Margaret A.** (1993)  
*Coordinator, Payroll*  
*Comptroller's Office*  
B.S., Florida State University
- LOCKNEY-DAVIS, Sandra L.** (1981)  
*Department Head, Reader Services*  
*Learning Resources Center,*  
*Pensacola Campus*  
B.A., Arizona State University  
M.S.L.S., Catholic University  
Ed.D., Florida State University
- LUCAS, Deborah A.** (1986)  
*Professor of Mathematics*  
*Department of Mathematics*  
B.A., M.A., University of West Florida
- LUND, Virginia E.** (1984)  
*Assistant Professor of Mathematics*  
*Department of Mathematics*  
B.S., Florida Atlantic University  
M.S., University of Florida
- LYNN, Dorinda** (1980)  
*Associate Professor of Business*  
*Administration*  
*Department of Liberal Arts and*  
*Environmental Sciences, Milton Campus*  
*Selected for Academy of Teaching*  
*Excellence in 1988*  
A.A., Pensacola Junior College  
B.A., M.B.A., University of West Florida  
Certified Public Accountant
- MACK, Susan** (1997)  
*Instructor of Nursing*  
*Department of Nursing*  
B.S.N., University of West Florida  
M.S.N., University of Alabama
- MARTIN, Harold S.** (1981)  
*Assistant Professor of Electronics*  
*Department of Advanced Technology*  
A.S., Pensacola Junior College  
B.S., University of West Florida
- MARTIN, Janet K.** (1969)  
*Professor of Business*  
*Department of Business*  
*Selected for Academy of Teaching*  
*Excellence in 1988*  
B.S., Mercyhurst College  
M.S., Syracuse University
- MARTINEZ, Madonna** (1999)  
*Computer Systems Analyst*  
*Department of MIS/Telecommunications*  
A.A., Pensacola Junior College  
B.S., University of West Florida
- MARTINEAU, Shelley** (1994)  
*Science Lab Specialist*  
*Department of Arts and Sciences,*  
*Warrington Campus*  
A.A., Pensacola Junior College  
B.S., University of West Florida
- MASSEY, Jeffrey** (1988)  
*Television Services Engineer*  
WSRE-TV  
B.A., University of Missouri  
M.A., Southern Illinois University
- MATHIS, Debra L.** (1994)  
*Instructor of Nursing*  
*Department of Nursing,*  
*Warrington Campus*  
B.S.N., M.S.N., University of South Alabama
- MAYO, Ned H.** (1988)  
*Professor of Physical Science*  
*Department of Physical Sciences*  
B.S., Georgia Tech  
M.S., Naval Postgraduate School
- MAYO, Paul** (1971)  
*Associate Professor of Practical Nursing*  
*Department of Nursing,*  
*Warrington Campus*  
A.S., Pensacola Junior College  
B.S., University of West Florida
- McAFERTY, Kenneth J.** (1984)  
*Professor of English*  
*Department of English/Communications*  
*Selected for Academy of Teaching*  
*Excellence in 1993*  
B.A., M.A., University of Northern Colorado

- McBROOM, Harriet I.** (1986)  
*Coordinator for Purchasing Assistance*
- McCUISTON, Ronald S.** (1971)  
*Professor of Mathematics*  
Department of Mathematics  
B.S., Auburn University  
M.A., Louisiana State University  
Ed.D., University of Georgia
- McHENRY, William B.** (1993)  
*Senior Computer Systems Analyst*  
Department of MIS  
A.A., Jefferson Davis Junior College  
B.S., Troy State University
- McLEOD, Katie** (1967)  
*Professor of Physical Education*  
Department of Health, Human  
Performance, & Recreation  
B.S., M.S., University of Alabama  
Ed.D., Florida State University
- McLEOD, Marshall W.** (1986)  
*Director, Institutional Research*  
*and Effectiveness*  
A.B., Pfeiffer College  
M.S., Appalachian State University  
Ed.S., Ed.D., University of Florida
- MELTON, Gordon** (1973)  
*Coordinator, Campus Police,*  
*Warrington Campus*  
A.S., Pensacola Junior College
- MERRITT, Albert** (1986)  
*Systems Coordinator*  
Department of MIS  
B.S., University of West Florida
- MERRITT, Kathryn** (1991)  
*Assistant Professor of Mathematics*  
Department of Developmental Studies  
*Selected as Outstanding New Faculty*  
*Member in 1993*  
*Selected for the Academy of Teaching*  
*Excellence in 1998*  
A.A., Pensacola Junior College  
B.S., Florida State University
- MERTINS, Robin** (1998)  
*Coordinator, Art and Graphics*  
Department of Institutional Advancement  
B.A., Florida State University
- MILLER, Donald** (1987)  
*Assistant Professor of English*  
Department of Arts and Sciences,  
Warrington Campus  
B.A., St. Mary's University  
M.A., University of Arizona at Tucson
- MILLER, Fitzhugh L.** (1974)  
*Professor of Drafting and Design*  
Department of Advanced Technology  
Registered Architect  
B., Architecture, University of Florida
- MILLER, Kat** (2000)  
*Annual Fund/Alumni Affairs Manager*  
*PJC Foundation*  
B.A., University of West Florida
- MILLER, Marilyn E.** (1993)  
*Associate Professor of Secondary Education*  
Department of Secondary Education  
*Selected for Academy of Teaching*  
*Excellence 1999*  
A.A., Pensacola Junior College  
B.S., University of West Florida
- MILLER, Shannon** (1997)  
*Case Manager, Welfare Programs*  
Department of Vocational Education  
B.S.W., University of West Florida
- MILLER, Timothy** (1999)  
*Program Specialist, Job Services*  
*and Placement*  
*Student Job Services*  
A.A., Florida Community College  
B.A., University of West Florida
- MINOR, Cindy** (1996)  
*Coordinator, Transfer Services*  
*Student Support Services*  
B.A., M.A., University of West Florida  
M.S.M., Troy State University
- MOLONEY, Dorothy E.** (1983)  
*Professor/Librarian*  
*LRC, Warrington Campus*  
A.A., Miami-Dade Junior College  
B.A., M.L.S., Florida State University
- MOONEY, James R.** (1984)  
*Director, Financial Aid, Veterans Affairs*  
*and Scholarships*  
B.S., Mississippi State University  
M.B.A., Mississippi College
- MOORE, Dennis** (1983)  
*Director, Computer Services and*  
*Telecommunications*  
A.A., St. Petersburg Junior College
- MOORE, William** (1997)  
*Department Head*  
*Department of Applied Health,*  
*Warrington Campus*  
B.S., University of West Florida  
B.S., M.S., University of South Alabama
- MORGAN, Susan** (1989)  
*Associate Professor of Social Studies*  
Department of Secondary Education  
*Selected for Academy of Teaching*  
*Excellence in 1996*  
B.A., Berry College  
M.A., University of West Florida
- MORRIS, C. Aubrey** (1970)  
*Professor of Biology*  
Department of Biological Sciences  
B.S., Florida State University  
B.S., M.S., University of West Florida
- MORRIS, Michael** (1970)  
*Professor of Sociology*  
Department of Behavioral  
Sciences/Human Services  
B.S., Arizona State University  
M.A., University of Tennessee
- MORRISON, Audrey** (1980)  
*Associate Professor of Business*  
Department of Business  
B.A., M.A., University of West Florida  
Certified Public Accountant
- MOSLEY, Paul D.** (1971)  
*Instructor/Counselor*  
*Counseling, Pensacola Campus*  
B.S., M.Ed., Florida A & M University
- NASH, Peter E.** (1981)  
*Associate Professor*  
Department of Behavioral  
Sciences/Human Services  
*Selected for Academy of Teaching*  
*Excellence in 1989*  
A.A.S., Dental Lab, Greenville Tech.  
B.S.Ed., Ferris State College  
M.Ed., University of West Florida  
C.D.T.s, University of North Carolina,  
Chapel Hill and Atlanta College of  
Medicine and Dentistry
- NEWLAND, NANCY A.** (1994)  
*Director, Campus Police/Chief,*  
*Campus Police*  
A.A., Pensacola Junior College  
B.A., University of South Florida  
M.S., Troy State University
- NICKLES, James L.** (1993)  
*Director*  
*Disability Support Services/ADA*  
B.S., M.S., Eastern Montana College  
Ed.D., University of Northern Colorado
- NORMAN, Jean F.** (1988)  
*Director of Economic Development/*  
*Downtown Center*  
B.S., M.S., Purdue University
- NORTHUP, Patricia** (1991)  
*Associate Professor of English*  
Department of Developmental Studies  
B.A., M.A., M.B.A., University of  
West Florida
- NORTON, Paige** (1997)  
*Learning Lab Supervisor,*  
*Reading/Writing Lab*  
Department of Arts and Sciences,  
Warrington Campus  
B.A., M.A., Emory University
- O'DONNELL, Jr., John H.** (1987)  
*Assistant Professor Business*  
Department of Business  
B.S., Birmingham Southern College  
J.D., University of Alabama
- OLAFSON, Peter** (1999)  
*Television Producer/Director*  
WSRE-TV  
A.A., Pensacola Junior College  
B.A., University of West Florida
- OLIVE, Margaret** (1993)  
*Associate Professor of Biology*  
Department of Biological Sciences  
B.S., M.S., Frostburg State College
- OMLEY, Nita** (1977)  
*Assistant Comptroller*  
A.A., Pensacola Junior College  
B.A., University of West Florida  
Certified Public Accountant
- PADILLA, Jackie** (1996)  
*Coordinator, General Accounting*  
A.A., Pensacola Junior College  
B.S., M.A., University of West Florida  
Certified Public Accountant
- PAGE, Todd** (1999)  
*Coordinator, Restricted Accounting*  
*Comptroller's Office*  
A.A., Pensacola Junior College  
B.A., University of West Florida
- PALMA, A. Carol** (1966)  
*Professor of Physical Science*  
Department of Physical Sciences  
B.S., St. Bonaventure University  
M.A.T., Farleigh Dickson University
- PALMER, Michael E.** (1971)  
*Professor of Mathematics*  
Department Head  
Department of Mathematics  
B.S., M.A., Samford University  
Ph.D., Ohio State University
- PARKER, Tyce** (1998)  
*Computer Systems Analyst*  
Department of MIS  
A.A., Hillsborough Community College  
A.A., Community College of the Air Force  
B.S., University of West Florida
- PENA, Brenda** (1997)  
*Coach, Women's Softball*  
A.A., Pensacola Junior College  
B.S., University of Florida  
M.S., University of West Florida
- PENA, Pedro "Pete"** (1999)  
*Coach, Women's Volleyball*  
*Assistant Coach, Women's Softball*  
A.A., Pensacola Junior College  
B.A., University of Florida

- PETE, Evelyn** (1978)  
*Professor of Business*  
*Department of Business*  
 B.S., University of West Florida  
 M.S., Troy State University  
 Ed.D., Nova University
- PETERSON, Allan** (1974)  
*Associate Professor of Art*  
*Department Head, Gallery Director*  
*Department of Visual Arts*  
 B.F.A., Rhode Island School of Design  
 M.F.A., Southern Illinois University
- PETERSON, Patricia L.** (1982)  
*Financial Aid/Veterans Affairs Coordinator,*  
*Warrington Campus*  
 A.S., Pensacola Junior College
- PETERSON, Sheila** (1982)  
*Assistant Professor of Respiratory Therapy*  
*Department of Applied Health,*  
*Warrington Campus*  
 A.S., R.R.T., Pensacola Junior College  
 B.S., University of Central Florida
- PETRUSKA, Mary Anne C.** (1996)  
*Instructor of Mathematics*  
*Department of Mathematics*  
 A.A., Pensacola Junior College  
 B.S., M.S., University of West Florida
- PEYTON, Tracy A.** (1997)  
*Instructor, English*  
*Department of Developmental Studies*  
*Selected as Outstanding New Faculty*  
*Member in 1999*  
 A.S., Jefferson State Junior College  
 B.A., University of Alabama  
 M.A., University of Alabama/Birmingham
- PHILIPS, Danny A.** (1989)  
*Professor of Chemistry/Hazardous*  
*Materials Management*  
*Department of Liberal Arts and*  
*Environmental Sciences, Milton Campus*  
*Selected for Academy of Teaching*  
*Excellence in 1996*  
 B.A., Loyola University  
 M.S., McNeese State University  
 Ph.D., University of Southern Mississippi
- PHILLIPS, Carolyn** (1973)  
*Executive Director,*  
*MIS/Telecommunications Systems*  
*Department of MIS/Telecommunications*  
*Systems*  
 B.S., University of West Florida  
 M.S., Troy State University
- PHILLIPS, Roland** (1998)  
*Director, Engineering and Operations*  
*WSRE-TV*
- PIERCE, Robert** (1998)  
*Coordinator, Academic Computing*  
*Precollegiate Studies*  
 A.S., Pensacola Junior College  
 B.S., The Citadel, MCSC
- PITTS, Michael H.** (1970)  
*Director, Software Development*  
*Department of MIS*  
 B.S., University of West Florida
- PIZZATO, Allan** (1987)  
*Director Center for Telecommunications/*  
*General Manager*  
 B.S., M.A., Indiana State University
- POORE, Duke** (1997)  
*Assistant Professor of Chemistry*  
*Department of Physical Sciences*  
 B.S., Bethune-Cookman College  
 M.S., Purdue University  
 Ph.D., University of South Florida
- PONSON, Jennifer** (1990)  
*Coordinator, Training and Development*  
*Warrington Campus*  
 A.S., C.D.A., Pensacola Junior College  
 B.S., University of West Florida
- POSEY-GOODWIN, Patricia** (1992)  
*Assistant Professor of Nursing*  
*Department of Nursing,*  
*Warrington Campus*  
 A.S., Pensacola Junior College  
 B.S.N., University of West Florida  
 M.S.N., Georgia State University
- POWELL, Cecil D.** (1992)  
*Associate Professor of Health Unit*  
*Coordinator*  
*Department of Business, Computer Science,*  
*and Technology, Warrington Campus*  
*Selected for Academy of Teaching*  
*Excellence 1999*  
 B.A., M.S., University of West Florida
- PRENDERGAST, Keith R.** (1984)  
*Associate Professor of English*  
*Department of English/Communications*  
 A.A., Okaloosa-Walton Junior College  
 B.A., University of West Florida  
 B.A., M.A., University of West Florida
- RAMSEY, June** (1974)  
*Professor of Biology*  
*Department of Arts and Sciences,*  
*Warrington Campus*  
*Selected for Academy of Teaching*  
*Excellence in 1992*  
 A.B., Huntingdon College  
 M.A.T., University of North Carolina  
 Ph.D., Florida State University
- REDDOCH, Eris** (1985)  
*Professor*  
*Department of Arts and Sciences,*  
*Warrington Campus*  
*Selected for Academy of Teaching*  
*Excellence in 1990*  
 B.A., B.S., M.Ed., M.B.A., University of  
 West Florida
- REPPENHAGEN, Patricia A.** (1993)  
*Associate Professor of Art*  
*Department of Visual Arts*  
 B.S., M.F.A., Portland State University  
 B.S., Wayne State University
- RESCH, Judith** (1967)  
*Professor of Business*  
*Department of Business*  
*Selected for Academy of Teaching*  
*Excellence in 1994*  
 B.A., M.S., Western Kentucky University
- REUSZER, Diane C.** (1993)  
*Assistant Professor of English*  
*Department of Secondary Education*  
 B.Ed., M.Ed., University of Miami
- REYNOLDS, Dennis** (1997)  
*Coordinator, Student Activities*  
 A.A., St. Petersburg Junior College  
 B.S., University of South Florida  
 M.Ed., University of West Florida
- RHEA, Mitchell** (1999)  
*Instructor, Organic Chemistry*  
*Department of Physical Science*  
 B.S., University of Tennessee, Chattanooga  
 Ph.D., University of Tennessee, Knoxville
- RICH, Carla L.** (1983)  
*Professor of Business*  
*Department of Business*  
 B.A., University of West Florida  
 M.B.A., Golden Gate University  
 D.P.A., University of Alabama
- RICH, Linda** (1996)  
*Instructor of Nursing*  
*Department of Nursing,*  
*Warrington Campus*  
 B.S.N., Prairieview A & M University  
 M.S.N., University of South Alabama
- RIKER, Mary M.** (1997)  
*Director, Marketing and College Information*  
*Department of Institutional Advancement*  
 B.S., Troy State University
- RILEY, Georgia** (1990)  
*Systems Coordinator*  
*Department of MIS*  
 A.A., Pensacola Junior College  
 B.S., University of West Florida
- RIPLEY, Lisa** (1997)  
*Documentation Specialist*  
*Department of MIS*  
 A.A., B.A., University of West Florida
- ROBERTS, Jean** (1988)  
*Professor of English*  
*Department of Liberal Arts and*  
*Environmental Sciences, Milton Campus*  
*Selected for Academy of Teaching*  
*Excellence in 1992*  
 B.A., Metropolitan State College  
 M.A., University of Colorado at Denver  
 Ed.S., University of West Florida
- ROBERTS, Lisa** (1994)  
*Student Services Specialist*  
*Educational Talent Search*  
 A.A., Cuyahoga Community College  
 B.S., Florida A&M University
- ROE, Melissa P.** (1993)  
*Assistant Professor, Dental Hygiene*  
*Department of Dental and Radiographic*  
*Sciences, Warrington Campus*  
*Selected as Outstanding New Faculty*  
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*Selected for Academy of Teaching*  
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 B.S., M.S., University of North Carolina  
 at Chapel Hill
- ROGERS, Douglas K.** (1987)  
*Coordinator of Intramurals*  
 A.A., Pensacola Junior College  
 B.S., M.S., University of West Florida
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*Associate Professor of English*  
*Department of English/Communications*  
 A.A., Miami-Dade Junior College  
 B.A., Florida-Atlantic University  
 M.S., Florida State University
- ROSS, Melinda** (1975)  
*Campus Coordinator, Student Activities,*  
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 A.A., Pensacola Junior College  
 B.S.W., University of West Florida  
 M.S.W., Florida State University
- ROWE, Patrick M.** (1983)  
*Associate Professor of Art*  
*Department of Visual Arts*  
 B.A., Florida-Atlantic University  
 M.A., Ph.D., Florida State University
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 A.A., Pensacola Junior College  
 B.A., M.A., University of West Florida  
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*Case Manager, Welfare Programs*  
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 B.S., Florida State University

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Dean, Educational Services  
B.S., Clemson University  
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Professor of Law Enforcement  
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Department of Vocational Student  
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Professor  
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Assistant Professor of English  
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Student Affairs  
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*Environmental Sciences, Milton Campus*  
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 A.S., Lincoln Land Community College  
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*District Dean, Learning Resource Services*  
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*Computer Graphics/Multimedia Specialist*  
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 A.A.S., Junior College of Albany
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*Professor of Physics*  
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 B.S., Iona College  
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 B.S., University of Rochester  
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*Associate Professor of English*  
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 B.A., M.A., Shanghai International  
 Studies University  
 Ph.D., Indiana University of Pennsylvania
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*Dean, Student Affairs*  
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Selected for Academy of Teaching  
Excellence in 1988*  
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Selected for Academy of Teaching  
Excellence in 1987*  
B.A., Huntingdon College  
M.A., Arizona State University

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*(1995) Faculty Emerita  
in Biological Sciences*  
B.S., Birmingham Southern College  
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B.A., M.A., Florida State University

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in Secondary Education*  
B.A., Huntingdon College



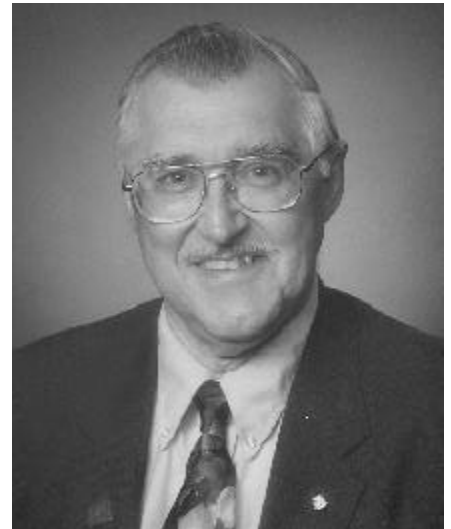
1999–2000 Academy of Teaching Excellence Inductees



DEBORAH FRIEDMAN  
Secondary Education



JOYCE KAPLAN  
Biological Sciences



FRANCIS PALMA  
Physical Sciences



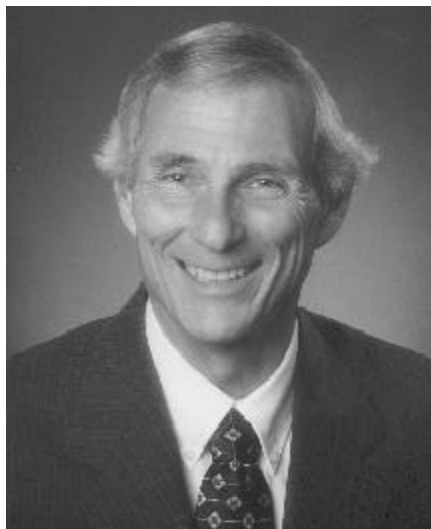
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BRIAN RUCKER  
Liberal Arts



JANE SPRUILL  
Behavioral Sciences/Human Services



DENNIS STEVENSON  
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ZEIDA WARD  
History, Languages and Philosophy



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2000-2001

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# Campus Maps



2000-2001

# PENSACOLA CAMPUS



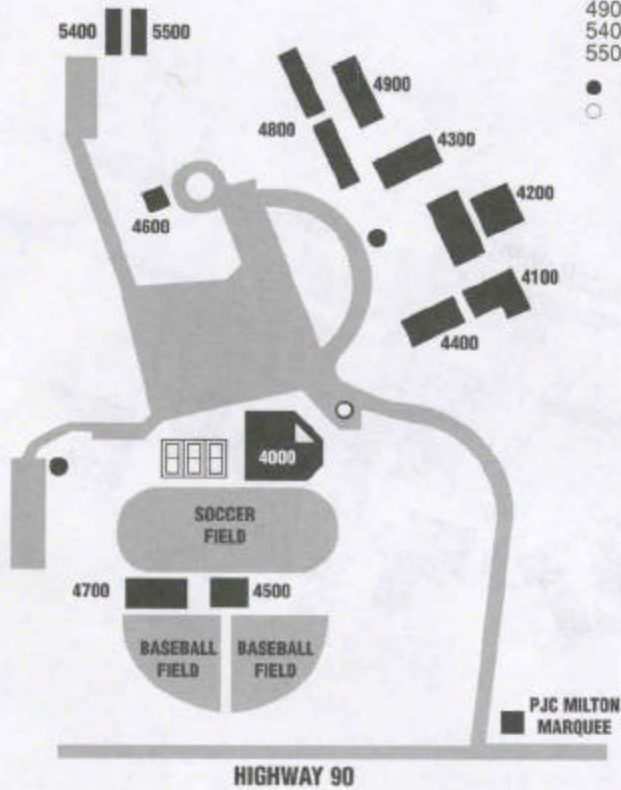


# MILTON CAMPUS

## BLDG. NO. / NAME

- 4000 L.I.F.E. Center/  
Sports Complex
- 4100 Learning Resources Center
- 4200 Massey Administration/  
Student Services Building
- 4300 Classroom No. 1
- 4400 Classroom No. 2
- 4500 Vending
- 4600 Horticulture Building  
and Greenhouses
- 4700 Field House  
Women's Softball
- 4800 Natural Resource  
Studies Building
- 4900 Exhibition/Faculty Building
- 5400 UF/PJC Greenhouse
- 5500 UF/PJC Greenhouse

- HANDICAPPED PARKING
- MOTORCYCLE PARKING

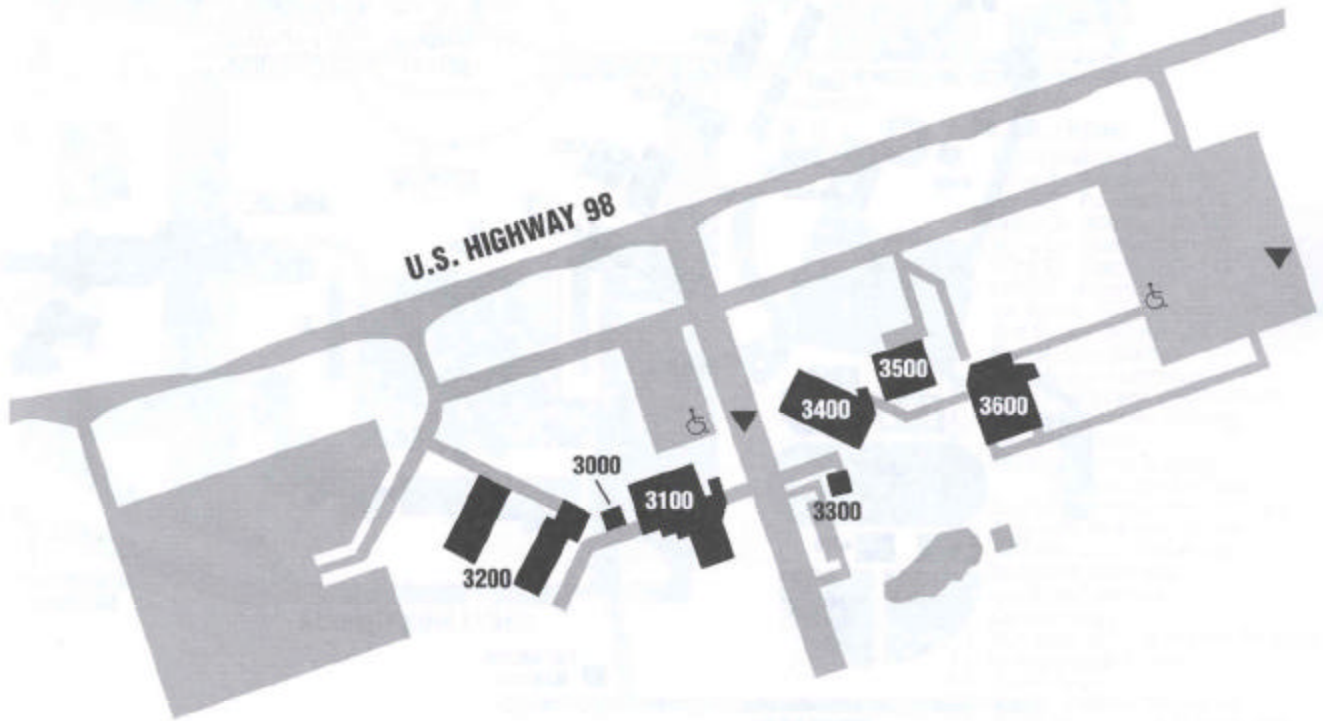


# WARRINGTON CAMPUS

**BLDG. NO. / NAME**

- 3000 Auditorium
- 3100 Simon William Boyd  
Health Related Education
- 3200 Business and Professional  
Building
- 3300 Administration Building  
PJC Police Department
- 3400 John T. Venettozzi  
Arts and Sciences Building
- 3500 Learning Resources Center
- 3600 T. Felton Harrison  
Student Affairs Building

- ♿ HANDICAPPED PARKING
- ▼ MOTORCYCLE PARKING



# WHO TO SEE ABOUT WHAT

## PENSACOLA CAMPUS

SUBJECT	PERSON OR PLACE	ROOM	EXT.
Academic Information	Counseling Office	265	1630
Admissions Information	Admissions/Registration	219	1600
AIDS Information	Director, Student Life	510	1689
Books and Supplies	Bookstore—Student Center	550	1515
Business Matters	Bursar's Office	208	1782
Career Information	Student Job Services	610	1654
Catalogs	Admissions/Registration	219	1600
Change of Major (Field)	Counseling Office	265	1630
Change of Name or Address	Admissions/Registration	219	1600
Class Absences	Counseling Office	265	1630
Class Schedules	Admissions/Registration	219	1600
CLEP	Testing and Assessment Center	636	1656
College Reach Out Program (CROP)	CROP Office	669	2158
Continuing Education	Continuing Education Office	9617	1797
Cooperative Education	Student Job Services	610	1653
Counseling Service	Counseling Office	265	1630
Course Advising	Counseling Office	265	1630
Credit by Exam (Dept)	Admissions/Registration	219	1600
Director of Testing	Testing and Assessment Center	635	2145
Disability Support Services	Disability Support Services Office	603	1637
Dropping or Adding a Class	Counseling Office	265	1630
Emergency Calls	Department of Campus Police	519	2500
Enrollment Management	Student Affairs Building 6	632	1547
Equal Access-Equal Opportunity	EA/EO Office/Human Resources	715	1760
Fees and Bills	Bursar's Office	208	1782
Financial Aid	Financial Aid Office	234	1680
Graduation Information	Counseling Office	265	1630
I.D. Cards	Recruitment/Dual Enrollment	658	1530
Illness or First Aid	Health Clinic	301	1322
International Student Information	Admissions/Registration	219	1600
Intramurals	Department of Physical Education	322	1317
Job Placement	Student Job Services	610	1654
Loans and Grants	Financial Aid Office	234	1680
Lost and Found	Campus Police	519	2500
Office of Recruitment	Recruitment Office	634	1406
Publicity	Institutional Advancement	707	1790
Refunds	Counseling	265	1630
Registration and Records	Admissions/Registration	219	1600
Scholarships	Financial Aid Office	237	1680
Student Activities	Student Activities Office	502	1501
Student Organizations	Student Activities Office	502	1501
Student Orientation	Counseling Office	265	1630
Student Parking	Campus Police	519	2500
Student Rights	Student Life	510	1689
Testing	Testing and Assessment Center	635	1656
Traffic Appeals Court	Student Public Defender	510	1502
Transcript Evaluation	Admissions/Registration	219	1600
Transcript and Grades	Admissions/Registration	219	1600
Tutoring	(See below)	131	1195
Veterans Affairs	Veterans Affairs Office	234	1670
Vehicle Registration	Campus Police	519	2500
Vocational Student Support Services	Vocational Student Support Services Office	641	2163
Withdrawal from the College	Counseling Office	265	1630
Women in Transition	Women in Transition Office	650	2151
<b>*Counseling Services Locations:</b>			
1. Pensacola Campus		265	1630
College Transfer Degrees			
Technical Degrees			
Vocational Certificates			
Adult High School		1113	2177
2. Warrington Campus (All programs)		3616	484-2200
3. Milton Campus (All programs)		4202	484-4410
4. Naval Air Station, Pensacola	Bldg. 679		453-7526
5. Downtown Center	418 W. Garden St.		484-1374
<b>Tutoring Services Locations:</b>			
Disability Support Services	Student Services	603	1637
Learning Enrichment Center		121	2003
Phi Theta Kappa	Student Activities	502	1501
Student Support Services	Student Support Services Office	620	2028
Veterans	VA Office (PC)	234	1670
<b>Bookstore:</b>			
Books and Supplies	Bookstore—Pensacola Campus	550	1515
	Bookstore—Milton Campus	4241	484-4445
	Bookstore—Warrington Campus	3602	484-2233

### FOR ASSISTANCE FOR ANY OF THE ABOVE

#### FOR ASSISTANCE AT THE MILTON AND WARRINGTON CAMPUSES:

Milton Campus	Director of Student Services	4202	484-4410
Warrington Campus	Director of Student Services	3615	484-2270

#### FOR ASSISTANCE AT OTHER LOCATIONS:

Downtown Center	418 W. Garden St.	484-1374
Naval Air Station	Bldg. 659, NAS Pensacola	453-7526

PENSACOLA CAMPUS: (850) 484-1000

MILTON CAMPUS: (850) 484-4400

WARRINGTON CAMPUS: (850) 484-2200



## PENSACOLA JUNIOR COLLEGE

You can get there from here.

**Pensacola Campus**

1000 College Boulevard • Pensacola, FL 32504-8998

**Milton Campus**

5988 Highway 90 • Milton, FL 32583-1798

**Warrington Campus**

5555 West Highway 98 • Pensacola, FL 32507-1097

**Downtown Center**

418 West Garden Street • Pensacola, FL 32501-4731

**NAS Center**

Naval Air Station • 140 Fred Bauer Street, Suite B • Pensacola, FL 32508-5238

Call (850) 484-1000 for information.

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