

CATALOG

2003-2004



PENSACOLA JUNIOR COLLEGE

You can get there from here.

An EA/BO Institution



CATALOG AND STUDENT HANDBOOK 2003–2004

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's degree.

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

VOLUME 46 NO. 1 MAY, 2003

DISTRICT OFFICE

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

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 32501-4731
(850) 484-1374

NAS Center
Naval Air Station, Bldg. 634
250 Chambers Avenue, Suite 23
Pensacola, FL 32508-5259
(850) 453-7526

www.pjc.edu



PENSACOLA JUNIOR COLLEGE

You can get there from here.

An Equal Access/Equal Opportunity Institution

PRESIDENT'S MESSAGE

Celebrating the Journey 1948-2003

Pensacola Junior College first opened for classes on September 13, 1948 with an enrollment of only 128 degree-seeking students. Today, we enroll nearly 30,000 students annually in college credit courses, precollegiate studies, enrichment programs and corporate training classes. This anniversary year, we will renew our directive to reach out to all members of the community with programs that enrich lives and provide opportunities for personal growth.

As we approach our 55th anniversary, we celebrate the life journeys of our students – past, present and future. I congratulate you for choosing to make PJC an important part of your life journey. You may be here to obtain a high school diploma, to earn a vocational certificate or associate's degree, or to study in our honors curriculum. Whatever your immediate goal, I trust that your PJC experience will expand your aspirations and lead to further opportunities for achievement.

Many community college alumni reflect on this experience as the starting point of their success. Make the most of it – get involved in a student organization, participate in student activities, attend a ball game, make new friends.

PJC has been an important part of this community for 55 years largely because of the contributions of our students and graduates. You are the reason we exist, and I wish you all the best!

Sincerely,



G. Thomas Delaino
President



NOTICE REGARDING CHANGES TO POLICIES

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

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

EQUAL ACCESS/EQUAL OPPORTUNITY

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

1. Pensacola Junior College is an equal access/equal opportunity employer and shall recruit, employ, evaluate, assign, promote, or dismiss employees in compliance with all federal and state legislation pertaining to non-discrimination.
2. The College shall provide equal educational opportunities to prospective and enrolled students to include recruitment, admission, programs and activities, facilities, counseling and testing, financial assistance, evaluation, dismissal, graduation, and placement.
3. The equal opportunity principle applies to students, applicants for admission, applicants for employment, employees, and otherwise qualified disabled persons with regard to employment, the delivery of educational programs and services, and all other appropriate areas in which the College is involved.
4. The College prohibits racial, ethnic, religious, physical, and sexual harassment of its employees and students. Furthermore, the College prohibits any form of discrimination based on sexual orientation or discrimination based upon religion and assures reasonable accommodation of religious observances, practices, and beliefs of individual students and employees in regards to admission, class attendance, scheduling of examinations, and work assignments.

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 Associate Vice President, Institutional Diversity, Room 705, Administration Building, 484-1759.

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STUDENT ACADEMIC CALENDAR 2003–2004

	FALL 2003	SPRING 2004	SUMMER 2004		12-Week Courses
	TERM I 20041	TERM II 20042	TERM III-A 20043	TERM III-B 20044	
Faculty Return	Aug. 20	Jan. 7	May 10	June 23	May 10
Classes Begin	Aug. 25	Jan. 8	May 10	June 23	May 10
Schedule Adjustment (Drop/Add) Period Ends	Aug. 29	Jan. 14	May 11	June 24	May 11
Last Date to Provide Documentation for Residency Change	Aug.29	Jan. 14	May 11	June 24	May 11
Mid-Term	Oct. 17	Mar. 5	May 27	July 14	June 21
Last Date to Withdraw	Nov. 7	Apr.2	June 8	July 22	July 8
Final Exams (Day)	Dec. 12–18	Apr. 30–May 6	June 21	Aug. 4	Aug. 3–4 (Last Class Meeting)
Finals Exams (Evening)	Dec. 11–17	Apr. 29–May 5	June 17 & 21	Aug. 3–4	July 29–Aug. 4 (Last Class Meeting)
Last Day of Term	Dec. 18	May 6	June 21	Aug. 4	Aug. 4
Adult High Graduation	Dec. 17	May 5	Aug. 4	Aug. 4	Aug. 4
College Graduation	Dec. 18	May 6	Aug. 5	Aug. 5	Aug. 5
Holidays	Sept. 1	Jan. 19	May 31	July 5	May 27
	Labor Day Nov. 11	M.L. King Mar. 15–21	Mem. Day	Ind. Day Obs.	Mem. Day July 5
	Vet. Day Obs. Nov. 26 4:00 p.m.– Nov. 27–28 Thanksgiving	Spring Break			Ind. Day Observed June 25 No Classes

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

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

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

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

WHOM TO SEE ABOUT WHAT

SUBJECT	PERSON OR PLACE	ROOM	EXT.
Academic Information	Counseling Office	263	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 Connection	Career Connection	512	1768
Career Information	Student Job Services	610	1654
Catalogs	Admissions/Registration	219	1600
Change of Major (Field)	Counseling Office	263	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 Services*s	Counseling Office	263	1630
Course Advising	Counseling Office	263	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	263	1630
Emergency Calls	Department of Campus Police	519	2500
Enrollment Management	Student Affairs Building 6	632	1547
Equal Access-Equal Opportunity	Office of Institutional Diversity Bldg. 7	705	1759
Fees and Bills	Bursar's Office	208	1782
Financial Aid	Financial Aid Office	234	1680
Graduation Information	Counseling Office	263	1630
I.D. Cards	Recruitment/Dual Enrollment Bldg. 6	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 Bldg. 6	610	1654
Loans and Grants	Financial Aid Office	234	1680
Lost and Found	Campus Police	519	2500
Office of Recruitment	Student Affairs Bldg. 6	634	1406
Publicity	Institutional Advancement	707	1790
Refunds	Counseling	263	1630
Registration and Records	Admissions/Registration	219	1600
Scholarships	Financial Aid Office	237	1634
Student Activities	Student Activities Office	502	1501
Student Organizations	Student Activities Office	502	1501
Student Orientation	Counseling Office	263	1630
Student Parking	Campus Police	519	2500
Student Rights	Student Life	510	1689
Testing	Testing and Assessment Center Bldg. 6	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	263	1630
Women in Transition	Women in Transition Office Bldg. 6	650	2151
*Counseling Services Locations:			
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. 634		453-7526
5. Downtown Center	418 W. Garden St.		484-1374
Tutoring Services Locations:			
Disability Support Services	Student Services	603	1637
Learning Enrichment Center		121	2003
Phi Theta Kappa	Jeff Wooters, Bldg. 17	1750	1160
Student Support Services	Student Support Services Office, Bldg. 6	620	2028
Veterans	VA Office (PC)	234	1670
Bookstore:			
Books and Supplies	Bookstore—Pensacola Campus	550	1515
	Bookstore—Milton Campus	4241	484-4445
	Bookstore—Warrington Campus	3602	484-2233
FOR ASSISTANCE AT THE MILTON AND WARRINGTON CAMPUSES:			
Milton Campus	Director of Student Services	4202	484-4410
Warrington Campus	Director of Student Services	3615	484-2270

FOR ASSISTANCE AT OTHER LOCATIONS:
Downtown Center • 418 W. Garden St. • 484-1374
Naval Air Station • Bldg. 634, NAS Pensacola • 453-7526

PENSACOLA CAMPUS: (850) 484-1000
MILTON CAMPUS: (850) 484-4400
WARRINGTON CAMPUS: (850) 484-2200

THE COLLEGE

VALUE STATEMENT

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.

PHILOSOPHY

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.

MISSION

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, associate of applied 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.

STRATEGIC GOALS

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.

FACULTY

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

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

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

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

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

PJC FOUNDATION, INC.

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

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

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

The board of governors of the PJC Foundation meets quarterly and holds an annual meeting in May each year to elect new governors. The 2002-03 Foundation board of governors includes H. Miller Caldwell, president; Thomas Owens, vice president; Carolyn R. Davis, secretary; Grover Robinson IV, treasurer; Denis McKinnon Jr., assistant treasurer; Diane Appleyard, past president; Patrice Whitten, executive director; Carol H. Carlan, Thomas "Bo" Carter, Ed Chadbourne III, Lisa McKenzie Dampier, Sparkie Folkers, Diane Gup, Hal Hudson, Don McMahan, Charles C. Sherrill Jr., Charlie Switzer, directors; Warren Austin, Ted Brown, Pam Hunt Caddell, Marcy Cameron-Kugelman, Nina Campbell, Christian Garman, Hank Gonzales, Keith Gregory, David Hawkins, Jim Hill, John Hutchinson, Coy Irvin, Gina Jogan, Roy Jones Jr., Jack Kugelman, Pat Miller, Margie Moore, Eric Nickelsen, Robert Peoples, Betty Gail Peters, Bart Pullum, DeeDee Ritchie, Ray Russenberger, Gwen Snowden, Steve Timberlake, Michael Wiggins, Greg Woodfin, Ken Woolf, governors; Wayne Peacock, James Stohlanske, governors emeriti; G. Thomas Delaino, Betsy Smith, ex officio.

HISTORY

1948-1957

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

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

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

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

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

Henry L. Ashmore, 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 employee newsletter, *Green & White*, was initiated in 1955 to facilitate internal communication. The name of the student newspaper changed from *The Beachcomber* to *The Corsair*.

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

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

1958-1967

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

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

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

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

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

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

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

Expansion continued in 1965 with the opening of a new Educational Television Building. 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 reported to the State Board of Education. PJC's former advisory committee was redesignated the District Board of Trustees and became the governing body of the college. The district was defined as including Escambia and Santa Rosa counties.

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

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

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

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

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

A new campus in Warrington opened for classes on Aug. 22, 1977. The \$8 million facility was built on 164.7 acres donated by the U.S. Government. Gaspare 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, Kan. 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, Ark.

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

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

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

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

Designed to preserve the natural, undisturbed environment of the land, 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 provided the latest in science, math, computer science and advanced technology programs and housed a high-tech planetarium.

1993 was a banner year for PJC sports. With Coach Bob Marlin at the helm, the Pirates basketball team traveled to Hutchinson, Kan. 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, Ga. 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 Department and the PJC Foundation. The \$7 million, 43,000-square-foot facility is home to the area's first digital television station.

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

Looking toward 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, the bell tower rises more than 80 feet above the campus with clock faces and carillon bells that chime hourly.

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

1998-2003

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

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

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

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

During the 1999-2000 school year, PJC served 30,742 students in both college credit and non-credit courses including those offered through dual enrollment at area high schools.

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

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

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

Construction for the Warrington campus Health Sciences Complex and the Anna Lamar Switzer Center for Visual Arts also began in January 2001. The first Anna Lamar Switzer Endowed Teaching Chair was awarded to photography professor Warren

Thompson, and two PJC art students were awarded the first Switzer Scholarships.

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

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

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

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

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

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

On July 3, 2001, WSRE-TV launched a new era of quality television and became the 32nd public broadcaster in the country, and the second in Florida, to air a digital signal. The station initiated a capital campaign in 2002 with a goal of raising \$2 million to complete the digital conversion.

The PJC Foundation launched the Universal Scholarship and Adult Literacy Fund with a visit from former first lady, Barbara Bush, in February 2002. The fund's goal is that no resident of Escambia County or Santa Rosa County be turned away from higher education because of financial barriers.

Also during 2001-02, PJC's non-credit workforce training efforts expanded into PJC Corporate Services.

Under the umbrella of Continuing Education, the PJC Planetarium held a grand reopening with new shows, and the Pensacola Pirate Swimmers finished 10th of 135 teams in the U.S. Masters Short Course National Championships. The swimmers range in age from 55 to 79 years old.

The 2002 Pirates baseball team hosted ball games at renovated facilities that also became home to the Pensacola Pelicans (of the Southeastern Association of Professional Baseball) and host to thousands of local fans during their inaugural season.

For the first time since 1991, the PJC Pirates went to the State Baseball Tournament. The Pirates placed third and set a team record with 39 wins.

In men's basketball, Elijah Warren was named Panhandle Conference Basketball Player of the Year.

2001-02 was a good year for Lady Pirates, as well. The PJC volleyball team won the conference championship, the softball team was voted Academic Team of the Year in the Panhandle Conference, and Coach Vicki Carson earned her 400th win in women's basketball.

During the 2001-02 school year, 28,834 students attended PJC. During the spring semester, the Anna Lamar Switzer Center for Visual Arts held a grand opening, and the Charles A. Atwell Health Sciences Complex was dedicated. The new hospital-like facility opened for summer classes.

President Charles Atwell retired in 2002 for health reasons. Later that year, G. Thomas Delaino was selected as the college's fifth president. Delaino had served as senior vice president and vice president for planning and administration.

PJC's three campuses and Downtown Center have a physical plant of 1.1 million square feet on 633 acres in Escambia and Santa Rosa counties. During the 2002-03 year, the college continued to acquire property north of the Ninth Avenue campus. Site planning has been completed for a fourth campus in Midway to service the growing population in south Santa Rosa County.

From its modest beginnings 55 years ago, PJC has grown into

ACADEMIC AND STUDENT SERVICES

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ACADEMIC AND STUDENT SERVICES

ACADEMIC ADVISING AND COUNSELING

PJC offers academic advising, career and personal counseling, and educational planning for students. Counselors are available days and some 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 declared a major, or are pursuing an A.S. or A.A.S. degree may receive advising through the appropriate department head or faculty advisor. All new students to PJC are required to attend a new student orientation session presented by counselors by appointment, or complete an orientation session on-line utilizing the PJC web page.

Internet site www.FACTS.org, a comprehensive computerized advising system, is available to aid department heads, faculty, counselors, and students in understanding program requirements, course options, graduation readiness and other important advising information.

CAREER CONNECTION CENTER

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

1. Pensacola campus, Building 5, 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 career employment counseling.

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

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

PJC offers a mentoring program for all incoming freshman students including the international students. This mentoring program pairs the student with a PJC 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.

STUDENT JOB SERVICES

JOB PLACEMENT—Employment assistance is provided to all students and graduates. Full-time and part-time jobs are listed on the Internet at pjc.edu/sjs. PJC Works Online allows students/graduates to search for jobs and employers to contact applicants. Listings of jobs are posted on all campuses: Building 6, Pensacola, Career Connection Centers on the Warrington and Milton campuses.

- Students should update their on-line student profile each term.

- Graduates should do so shortly before completing their programs.

Assistance is available for students to develop employability and work effectiveness skills. Resume writing assistance and job interview counseling is available. Student Job Services, Building 6, Room 610, Pensacola campus, 484-1654.

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

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

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

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

LIBRARY/LEARNING RESOURCES CENTER

"The mission of the District Learning Resources is to promote the goals and initiatives of the College and Distributed Learning by creating and maintaining access to traditional and digital information resources, reference assistance, instruction, library services and state-of-the-art technology in both the traditional and digital (electronic) environments for students, faculty, staff, and community."

The Learning Resources Center on each campus provides a comprehensive program of web-based learning resource materials and services including the online book catalog and full text magazine articles at the LRC Web site lrc.pjc.edu. The PJC photo ID number

is required to access the Web-based resources.

Each LRC provides services such as reference assistance, interlibrary loan, photocopy machines, microcomputer facilities, workshops and offers Library courses, such as LIS 1001, use of library materials, a one-college-credit-hour, self-study course, CGS1050 Electronic Access to Information, CGS1052H Research in the Electronic Age, a one-credit-hour honors course and LIS1004 Introduction to Internet Research, a Distance Learning course. All three LRCs house material for Distributed Learning courses taken for credit. The Pensacola LRC maintains a collection of descriptive videos for the hearing impaired and special equipment for visually impaired students is available at all three LRCs. The LRC Web site is ADA compliant.

Regular LRC hours:			
7:30 a.m.–8:30 p.m.	M-Th	(Pensacola, Warrington)	Milton,
7:30 a.m.–4:00 p.m.	F	(Pensacola, Warrington)	Milton,
Closed	Saturday	(Pensacola, Warrington)	Milton,
1:00 p.m.–5:00 p.m.	Sunday	(Pensacola, Warrington)	Milton,
Summer LRC hours:			
7:00 a.m.–8:30 p.m.	M-Th	(Pensacola, Warrington)	Milton,
Closed	F	(Pensacola, Warrington)	Milton,
Closed	Saturday	(Pensacola, Warrington)	Milton,
1:00 p.m.–5:15 p.m.	Sunday	(Pensacola, Warrington)	Milton,

Call 484-2002 for Holiday schedules and between terms hours.

TESTING

The Testing and Assessment Center administers 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 also available in the Student Services offices on the Milton and Warrington campus sites, and at the 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 Testing and Assessment Center, Building 6, Pensacola campus, or from Student Services offices on district campus sites. Prospective students may obtain application packets from area school guidance offices.

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

PLACEMENT TESTING AND COLLEGE PREP INSTRUCTION

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

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

The Florida Entry Placement Test, (CPT), is given throughout the year on each campus. An examination schedule and brochure may be picked up in Student Services or Testing and Assessment

Offices. Additional testing may be required after the CPT.

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

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

Students who test into college preparatory instruction and enroll in college preparatory instruction must successfully complete the required college preparatory studies by the time they have accumulated 12 hours of college credit coursework, 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, for college credit course selection or for additional information about this state requirement, contact a counselor.

TEST OF ADULT BASIC EDUCATION (TABE)

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

GENERAL EDUCATIONAL DEVELOPMENT (GED) TEST

PJC administers the General Educational Development examination. The GED examination is scheduled throughout the year. Applicants must meet specific eligibility requirements. 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. All students must attend an orientation session. Upon successful completion of the GED examination, a high school diploma is issued by the State Department of Education.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

The College Level Examination Program (CLEP) is a nationally developed program for credit-by-examination. Credit may be granted for scores meeting the established criterion score on approved tests. Examination fees are established by the College Entrance Examination Board. CLEP application information is available in the College Testing and Assessment Center on the Pensacola campus. Students who earn Florida Academic or Merit Scholars Awards for the 2002-2003 academic year who are admitted to and enroll in a Florida state university or community college will be required to use an acceleration mechanism that has the potential to earn college credit in at least five of the following academic areas: English, humanities, mathematics, natural science or social sciences. The acceleration mechanisms that can be used include: CLEP examinations taken before course work OR Advance Placement (AP) examinations, International Baccalaureate (IB) examinations, and dual enrollment courses completed in the above academic areas before high school graduation. A CLEP examination, taken at no cost to these students, can be passed or failed and still satisfy one out of five of the above requirements; however, for an AP or IB examination or a dual enrollment course to satisfy one of the five requirements, the student must earn college credit. Students must consult with a counselor regarding their education plan prior to submitting a CLEP application.

FLORIDA COMPREHENSIVE ASSESSMENT TEST (FCAT)

The Florida Comprehensive Assessment Test (FCAT) or the High School Competency Test (HSCT) is a required examination for students to 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 for the examination in the Counseling Office at the Adult High School.

COLLEGE LEVEL ACADEMIC SKILLS TEST (CLAST)

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

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

CLAST Alternatives

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

- A. Students may be exempt from the Essay, Reading, and/or English Language Skills subtest(s) of the CLAST if the following criteria are met:
 1. 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).
 - b. ACT English Score of 21 or better (on the Enhanced ACT or its equivalent on the original ACT). ACT Reading Score of 22 or better will exempt a student from the Reading section of the CLAST.
- OR-
2. The student has:
 - a. completed ENC 1101 English Composition I and ENC 1102 English Composition II with a combined grade point average 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.
- B. Students may be exempt from the mathematics skills subtest of the CLAST if the following criteria are met:
 1. 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-
2. 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 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 requires the CLAST. Satisfying the CLAST requirements through the alternative method (see CLAST Alternatives above) will not satisfy admission requirements for education programs in the Florida 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 take the CLAST.

Preparing for the CLAST

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

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

CLAST Information

To register or prepare for the 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 Curriculum on the Pensacola campus.

CLAST (Computer Adaptive Version)

PJC students may take the English, reading, or mathematics subtests of the CLAST on the computer (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 484-1659.

TUTORING SERVICES

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

LEARNING ENRICHMENT CENTER/MATH LAB

The Learning Enrichment Center, located in Building 1, Room 131, on the Pensacola Campus. The lab provides free tutoring assistance to any PJC student on a walk-in basis. Tutoring services are offered on Sundays from 1p.m. until 5 p.m. The lab provides individualized tutoring in all math courses taught at PJC and tutoring for others subjects as the need arises. Math videotapes for most math courses are available for viewing. Instruction in using both graphing and scientific calculators is available. Students may borrow graphing and scientific calculators for use while in the lab. Computers with tutorial math software are also located in this lab.

SAIL LAB

System for Applied Individualized Learning

The SAIL LAB, located in Building 1, Room 101, is designed to assist ALL vocational students (Certificate, A.S. Degree & A.A.S.

Degree seeking) with academic support. SAIL provides an individualized, diagnostic prescriptive approach toward mastery of basic skills - reading, math, language, for those students mandated by the State of Florida to acquire competency levels on the TABE in order to complete their certificates. SAIL is technologically equipped with sixteen individualized computer stations offering software programs in association with college preparatory courses, word processing, and computer graphics. SAIL is also available on the Warrington Campus, located in Building 3400, Room 3421.

COMPUTER CLASSROOM/LEARNING LAB

The Computer Classroom/Learning Lab is located in Building 1, Rooms 120/12. These labs have fifty-five networked computers (twenty-five in the Computer Learning Lab and thirty in the Computer Classroom), and provide instructional support for LIN 1670C, ENC 0001C, and ENC 0002C, as well as offering other computer resources for all PJC students. These labs provide computer-assisted instruction for prep math, prep/intermediate algebra, math CLAST preparation, statistics, reading, grammar and writing skills, vocabulary, and typing. Microsoft Word is available for word processing with a conversion program for most other word processing programs. The lab manager and/or 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 4416.

STUDENT SUPPORT SERVICES

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

READING LAB

The Reading Lab is located in Building 1, Rooms 106 and 107. This lab provides instructional support for assigned classes for REA0001C and REA0002C. Walk-ins are welcomed during posted hours, and instructors are encouraged to refer students. Tutorial assistance is available by way of computer software and individualized help in all reading courses, in evaluation and improvement of basic reading skills, vocabulary development, reading comprehension and rate improvement, CLAST preparation, grammar fundamentals, and word processing. The reading lab on the Warrington Campus is located in Building 3400, Room 3425, and in Building 4400, Room 4403 on the Milton Campus.

WRITING HELP CENTER

The Writing Help Center, located in Building 1, Room 132, provides free tutoring to all students who are enrolled at PJC. In the lab, students can receive one-on-one help with papers for any PJC courses and individualized tutoring with specific concepts in English grammar for any developmental or college credit English classes. This lab's learning environment is structured so that students are taught to proof and edit their own papers. Computers for tutorial assistance and word processing are available.

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	120/121	484-2008
Computer Lab, Milton	4400	416	484-4468
Learning Enrichment Center/Math	1	131	484-2003
SAIL Learning Lab-Pensacola	1	101	484-2025
SAIL Learning Lab-Warrington	3400	3421	484-2376
Student Support Services	6	620	484-2028

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 Lab-Pensacola	1	106/107	484-1451
*Writing Help Center-Pensacola	1	132	484-1943

DISABILITY SUPPORT SERVICES

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

DIVISION OF VOCATIONAL REHABILITATION

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

VETERANS AFFAIRS

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 PJC and is not an affiliate of the 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, associate of applied science, or certificate at PJC. The student must follow the catalog in effect for the academic year the student began the pro-

gram 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 or not on academic probation or suspension. 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. A student who is on academic probation or suspension will be certified for one term only until the student has been removed from academic probation or suspension.

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.

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.

FORENSICS

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.

LYCEUM

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.

ART GALLERY

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.

ATHLETICS

Pensacola Junior College is a member of the National Junior College Athletic Association, Region VIII, and a member of the Florida Community College Activities Association 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.

WSRE-TV

WSRE-TV, public television for the Gulf Coast, began operations in 1967 under a license granted to Pensacola Junior College by the Federal Communications Commission.

The mission of WSRE-TV 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.

WSRE-TV launched a new era of quality television with the transmission of the digital signal on July 3, 2001. With this digital technology, WSRE-TV will realize revolutionary advances as high definition television, multi-casting and enhanced television are applied. With DTV, WSRE will be able to simultaneously inform, educate and entertain, and all with high definition in the comfort of your own home.

COLLEGE PUBLICATIONS

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.

The Jolly Roger is a monthly newsletter published by the Student Leadership and Activities office highlighting events on all campuses.

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

PJC WEB SITE — PJC.EDU

The PJC 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.

ACADEMIC HONORS

The college recognizes student achievement in several ways:

SEMESTER HONORS LISTS. Two academic honors lists are published at the end of the fall and spring terms of each academic 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 PRESIDENT'S 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.

DEAN'S LIST. Full-time students accruing 12 or more semester hours of college or vocational credit, in residence, with a GPA of 3.5-4.0, part-time students accruing between 6 and 11 semester hours of college or vocational credits with a GPA of 3.5-4.0 will be eligible for Dean's List. High school students earning 4 or more Carnegie units per semester with a GPA of 3.5-4.0 will also be eligible for this honor. This honor will only be awarded at the conclusion of fall and spring semesters. All students who qualify for recognition will receive notification on their grade reports for the semester and will also receive an academic honors certificate.

GRADUATION. Students graduating with honors based on GPA are designated as:

- Summa Cum Laude — 4.0
- Magna Cum Laude — 3.75-3.99
- Cum Laude — 3.5-3.74

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 service 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 three 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 a.m. to 11 p.m., Monday through Friday, for the protection of students, staff, faculty, and visitors. Uniformed police officers patrol the campus by marked vehicle, by foot patrol, by buggy, and by bicycle. Police officers carry firearms and have arrest powers. Additionally, uniformed service officers assist in situations that do not call for specific police action. Student assistants, identified by safety vests, also assist with non-enforcement duties. Contract security guards patrol the campus from 11:00 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 3300.

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

Downtown Center Police: 484-1373. On campus, call extension 1373. Located in Room 306. Cell phone, 380-9289.

During non-duty times call:

Pensacola campus: 484-1549, 484-2500, 484-2000
712-7889 (cellular telephone)

Warrington campus: 484-2283
712-7890 (cellular telephone)

Milton campus: 484-4481
712-7891 (cellular telephone)

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:	2000	2001	2002
Murder	0	0	0
Alcohol violations	0	0	0
Robbery	1	1	0
Aggravated assault	7	1	1
Burglary	1	10	4
Larceny/Theft	62	83	74
Motor vehicle theft	3	0	1
Forcible sex offenses	0	0	0
Non-forcible sex offenses	0	0	0
Weapons violations	11	4	1
Drug abuse violations	10	6	2

OTHER SUPPORT SERVICES

SNACK BAR/VENDING

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

COLLEGE BOOKSTORES

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

Refunds on textbooks 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 Leadership and Activities office on each campus.

ALCOHOL/DRUG EDUCATION AND PREVENTION INFORMATION

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

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

AIDS POLICY

The Pensacola Junior College AIDS policy is on file in each col-

lege 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 LEADERSHIP AND ACTIVITIES OFFICE

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

The Jolly Roger

The Jolly Roger is published monthly and highlights events for all campuses. Information for inclusion in the Jolly Roger should be submitted to the Student Leadership and Activities office.

AIDS Information

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

Posting Student Notices

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

STUDENT ORGANIZATIONS

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

Academic and Departmental Organizations:

- Band & Jazz Ensembles
- Biology Club
- Cheerleaders
- Chorale
- Cosmetology Club
- Corsair (newspaper)
- Debate/Forensics
- Dental Health Club
- Education Club
- Engineering Club
- Forestry Club
- Hospitality Management Association
- Humanities Club
- Instrument Society of America
- Literary Club
- Medical Assisting Club
- Phi Beta Lambda—Business
- Physics Club
- PJC Entertainers
- PJC Volunteers

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

Honor Organizations:

Alpha Beta Gamma—Business
Alpha Mu Gamma—Foreign Language
Beta Phi Gamma—Journalism
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
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.

STUDENT ORGANIZATION GUIDELINES

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

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

Final responsibility for the good name and standing of an organization rests solely on its members. All 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 Leadership and Activities Manuals are available for all advisors in the Student Leadership and Activities office.
2. To accept all responsibility for organizational financial matters of the individual organization. No action on the part of any organization, collectively or by individual members, shall incur any indebtedness to PJC.
3. To furnish to the Student Leadership and Activities office a complete list of officers and members. Also, to furnish to this office, within two weeks of the beginning of the spring and fall terms, 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 Leadership and Activities office.
4. To limit membership to current PJC students maintaining mini-

- mum 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 Leadership and Activities office three weeks prior to the end of the spring term a report consisting of the names, addresses and phone numbers of officers for the coming year, and a list of major activities engaged in during the past year.
 7. To refrain from any type of hazing (see the anti-hazing laws).
 8. Any SGA chartered club/organization that sponsors an activity/ event on or off the campus must submit a detailed outline of said activity to the appropriate campus Student Leadership and Activities coordinator a minimum of two weeks in advance of the activity. Each activity is to be approved by the Student Leadership and Activities coordinator in addition to the club sponsor and the department head of the facility being used (if held on campus). The Student Leadership and Activities coordinator will meet with the sponsoring organization to discuss their proposed plans and assist with ideas/suggestions to help insure the success of the activity. Again, all of the above must be completed a minimum of two weeks prior to the planned activity. Activity forms are available in the Student Leadership and Activities office.
 9. To complete and return a re-chartering request to the StudentActivities office each term.
 10. All funded clubs must present one campus-wide event per term I and II as well as other obligations set forth by the Student Leadership and Activities office.

Penalties

Organizations failing to fulfill the above responsibilities are subject to the following penalties:

1. Forfeiture of social privileges.
2. Forfeiture of representation in student publications.
3. Forfeiture of representation in intramural or other competitive campus activities.
4. Forfeiture of campus charter.
5. Suspension of campus charter.
6. Suspension of individual members' right to participate in other campus activities or organizations.
7. Trial of officers or members suspected of violating the PJC Honor Code.
8. Any penalty as set forth in the college statement on student rights and responsibilities. Penalties may be prescribed for organizations by the SGA for infractions of a minor nature in accordance with procedures outlined in the college statement on student rights and responsibilities.

ORGANIZATION ACTIVITIES

Time

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

Registered Activities

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

Speakers

Guest speakers on campus must also be approved by the college. Completed applications for approval must be submitted to the Student 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 Leadership and Activities office.

STUDENT GOVERNMENT ASSOCIATION

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

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

STUDENT HANDBOOK

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STUDENT RESPONSIBILITIES

OFFICE OF STUDENT LIFE

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 criticisms with an open mind and following up quickly, providing a fair and impartial hearing for any student accused of violating the PJC Code of Conduct; and providing drug education information and referral.

BASIC STUDENT RESPONSIBILITIES

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

INTRODUCTION

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

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

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

STUDENT RESPONSIBILITIES

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

7. The student is responsible for his or her actions on campus and in the classroom.

COLLEGE AUTHORITY REGARDING STUDENTS

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

POLICY INFORMATION

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

CLASSROOM ACTIVITY

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

CLASS ATTENDANCE

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

DRESS AND APPEARANCE

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

STUDENT HONOR PLEDGE

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

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

The following shall be considered infractions of the Honor Pledge:

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

STUDENT CODE OF CONDUCT

When students enroll at Pensacola Junior College, they are responsible for compliance with regulations in the college Catalog/Student Hand-book, 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.

ANTI-HAZING POLICY

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

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

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

1. Fine up to \$100.00;
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 Leadership and Activities

office.

3. A copy of the Anti-Hazing Policy, rules and penalties is available to each student.
4. The college's Anti-Hazing Policy shall be printed in the college Catalog.
5. A representative of the college will meet with each student organization at the beginning of each school year to review, discuss and answer all questions relating to the college's Anti-Hazing Policy.

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

CHILDREN ON CAMPUS

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

TRESPASSING

- 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})

STUDENT MOTOR VEHICLE REGULATIONS

REGISTRATION

1. All students and employees operating motor vehicles on any Pensacola Junior College campus must register their vehicles at the time of class registration, or upon employment. Register in the PJC Police Department on any PJC campus.
2. Registered vehicles will be issued a PJC parking decal. To obtain a decal, the student must present a current student identification card (or receipt for fees paid) and a current vehicle registration. Employees must present a PJC ID or a copy of their contract, as well as their vehicle registration. There is no charge for parking decals. Vehicle registration procedures apply to part-time as well as full-time students and employees.
3. The decal shall be permanently affixed to the rear window (right side) or rear bumper (right side) so that permit is clearly visible from behind. Motorcycles and similar vehicles shall display the permit on the rear of the vehicle so that it is clearly visible from behind.
4. If a decal is lost, becomes illegible, or invalid due to expiration, it is the student's and employee's responsibility to immediately register the vehicle.
5. Decals are non-transferable.
6. The person who registered a vehicle, and was issued a decal for it, is at all times responsible for that vehicle, regardless of who is driving the vehicle. If the vehicle is sold, the decal should be removed.
7. Parking decals are subject to revocation by the Administration in the event of repeated violations of campus parking and traffic regulations.
8. Handicapped parking will be by decal issued by the state of Florida only. Contact the PJC Police Department for additional information.

PARKING REGULATIONS

1. Backing into or pulling through campus parking spaces is prohibited. The vehicle decal displayed on the rear of the vehicle must be visible from parking lot thoroughways at all times.
2. Student parking decals allow parking in all unmarked parking spaces and in areas with a white curb. Other curb colors are reserved as follows: Green Curb – employee parking; Red Curb – visitor parking; Blue Curb – handicapped parking.
3. Reserved spaces are restricted Monday through Friday, 7:00 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 vis-

itors.

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

TRAFFIC REGULATIONS

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

- The parking and traffic regulations apply to motorcycles, motorscooters, and mopeds just as they apply to other vehicles.
- 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.
- 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.
- College vehicles on emergency business are exempt from the rules in this section.
- Skateboarding, skating, rollerblading and riding scooters is prohibited in any PJC campus area.
- 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.
- During special events, certain parking and/or driving areas may be restricted.
- Bicycles will not be brought inside PJC buildings at any time.

FUNDRAISING ACTIVITIES

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

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

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

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

SPEECH AND PUBLICATION GUIDELINES

Guest Speakers

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

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

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

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

ing that the views presented are not necessarily those of the institution or of the sponsoring group. In accepting the invitation to speak, the speaker assumes full responsibility for any violation of law committed by him while he is on campus.

Public Address Area

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

Posting, Distributing, Exhibiting Printed Or Filmed Material

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

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

Students are expected to use mature judgment and a sense of dis-

STUDENT RIGHTS

cretion in the publication, posting and distribution of any material on campus and to realize that they and their group or organization must accept responsibility for the consequences of their behavior.

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

case where the president denies a student organization's request to invite an outside speaker to appear on campus.

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

1. All posting must be approved by the Student Leadership and Activities Office (Pensacola)/Student Services Office (Milton and Warrington).
2. Posting includes: posters, small banners, sheet banners hung between trees, stake signs, changeable signs, table tents, flyers, rolling signs, easel signs, and commercial advertisements.
3. Posting may be done two (2) weeks prior to any club/organization, or PJC sponsored event including athletics, intramurals, homecoming, mid-term, organization week, and various elections.

4. Posting outlined in (2.) above may be done on all campus bulletin boards, in the gymnasium, and on the carpeted wall in the Warrington Student Services area.
5. No posting will be allowed on doors or glass or on building walls other than the gymnasium interior walls.
6. Any posting should be removed within one (1) school day after the event has taken place. It is the responsibility of those putting up the posting to take it down.

BASIC STUDENT PROCEDURAL DUE PROCESS RIGHTS

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.

1. Written notification of the alleged violation, specifying the rule, regulation or section of the Code of Conduct involved.
2. 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 five (5) days in advance of the hearing; or delivered to the student at least 72 hours in advance of the hearing.
3. 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.
4. 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 (5) days in advance of the hearing if counsel will be present.
5. 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.
6. 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.

1. 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.
2. The notice of appeal shall state the reasons for the appeal.
3. 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.

COLLEGE JUDICIAL BODIES

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 Student Government Association.
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 or designee 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 or designee.

The Office of the Provost

1. Jurisdiction. The appropriate Office of the Provost or designee 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 or designee 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 with conditions;
 - 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.

STUDENT GRIEVANCE PROCEDURE

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

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

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

following steps to resolve the issue:

Informal Procedure

- I. Within sixty days or less of the incident, the student should discuss the grievance with the department head to attempt to resolve the problem.
- II. After the initial discussion with the appropriate department head, if the grievance is still not resolved, the student may discuss the grievance with (1) the appropriate dean, (2) then, the campus provost or designee, (3) and finally, 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-IV 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

The director of Student Life is to be contacted for proper procedures to be followed for resolving grade disputes at 484-1689, or at Room 510 on the Pensacola campus Student Center, Building 5. The student has ten school days from the receipt of the grade to initiate a grade grievance. After the ten day period, the student loses the right to file a grievance and no other administrative remedy or option is available.

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ADMISSIONS

GENERAL CONDITIONS OF ADMITTANCE

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

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

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

GENERAL ADMISSION PROCEDURE

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

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

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

ENTRY-LEVEL TESTING

All associate degree students are required to satisfy college placement requirements. Transfer students with grades of "C" or better in college-level courses in mathematics and English will not be required to submit placement test scores. High school graduates who have been awarded the Florida College-Ready Diploma within the previous two years may be exempt from placement testing.

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

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

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

ASSOCIATE DEGREE ADMISSION First-Time in College

An applicant for admission to an Associate of Arts, Associate of Science, or Associate of Applied Science program must be a high school graduate and may be admitted with one of the following:

1. Florida Standard High School Diploma

Florida high school graduates must have earned the standard high school diploma. The Florida College-Ready Diploma and the International Baccalaureate Diploma from any high school are considered standard high school diplomas for the purposes of admission. The Florida Certificate of Completion and the Florida Special Diploma are not considered standard high school diplomas for the purposes of admission.

2. Other High School Diploma

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

3. High School Equivalency Diploma (GED)

Students are eligible for admissions that have the General Education Development (GED) diploma. An official GED Score Report is required.

4. Home Education Graduate

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

NON-GRADUATE APPLICANTS

Applicants who graduate from a Florida public school with the Certificate of Completion or the Special Diploma will not be considered graduates for admission purposes and will not be eligible for classification as an associate degree student. See Non-Degree Student.

Individuals who have not graduated from high school (or who graduated with the Special Diploma or the Certificate of Completion) must contact the District Office of Admissions and Registration for enrollment information. Special Student admission may be permitted. The Special Student will be permitted to accumulate 15 credit hours while classified as a Special Student. Enrollment beyond the 15th credit is depend-

ent upon earning the GED high school equivalency diploma. See Non-degree Student Admission.

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

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

ASSOCIATE DEGREE ADMISSION

Transfer Students

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

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

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

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

Coursework from non-accredited colleges and universities will not be accepted. A student earning credits at non-accredited colleges and universities will be offered the opportunity to challenge course content through the Departmental Exemption Examination process.

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

READMISSION OF FORMER STUDENTS

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

VOCATIONAL CREDIT ADMISSION

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

LIMITED-ACCESS PROGRAM ADMISSION

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

NON-DEGREE STUDENT ADMISSIONS

Non-degree seeking students take courses for job improvement or personal enrichment but do not seek associate degrees or certificates. Enrollment in courses is allowed provided the student meets the testing and prerequisite requirements for the course. Other limitations or exceptions with respect to financial aid, veteran benefits, counseling, and advisement may pertain to this classification. Enrollment in courses that are part of a selective program is usually not approved.

COLLEGE GRADUATES

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

TRANSIENT STUDENTS

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

SPECIAL STUDENT ADMISSION

The Special Student admissions classification is designed for those students enrolling in credit classes without the high school diploma or its equivalent. The Special Student must be at least 18 years of age and not currently enrolled in a high school program. The Special Student is permitted to accumulate 15 credit hours in this status. The non-graduate Special Student will be encouraged to earn the GED diploma during the first term of enrollment in credit courses and will be required to have the GED diploma to continue enrollment beyond 15 credit hours. After earning the GED diploma, the Special Student may request to change from non-degree seeking to degree-seeking status or continue as a non-degree seeking student.

AUDIT STUDENTS

Students who plan to take a course as audit must meet PJC admission and course placement requirements. Audit students must declare the audit status prior to the end of the schedule adjustment period by completing an "audit request" form at any registration office. Audit students are assessed fees.

SENIOR CITIZENS

The Senior Citizen, aged 60 or over, is eligible for enrollment in any course unless that course has restricted admission. Transcripts and placement testing are required only if the Senior Citizen is pursuing an associate degree.

DUAL ENROLLMENT AND EARLY ADMISSION

The purpose of the Dual Enrollment Program is to provide college-level instruction to qualified high school students through the effective utilization of community college programs and resources. The Dual Enrollment Program is administered in accordance with current 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 County and Santa Rosa County school districts include courses for which credit is applied to the associate degrees and vocational certificates at Pensacola Junior College and for which the student may apply credit toward high school graduation.

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

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

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

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

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

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

INTERNATIONAL STUDENTS

Individuals who plan to attend Pensacola Junior College while in the United States on any visa other than the F-1 Student Visa should contact the District Office of Admissions

and Registration to determine eligibility. If eligibility is approved, the student will follow the same admissions requirement as a United States citizen or permanent resident alien.

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

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, Immigration and Naturalization Service regulations governing the issuance of the Immigration Form I-20, consular appointments, etc., must be anticipated.

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

A. INTERNATIONAL STUDENT APPLICATION FOR ADMISSION

The International Student Application Packet is available from any admissions office.

B. SECONDARY SCHOOL RECORDS

Official copies (transcripts) of secondary school records and, when applicable, certified translations in English are required

C. COLLEGE TRANSCRIPTS

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

D. FINANCIAL SUPPORT DOCUMENTATION

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

E. LANGUAGE PROFICIENCY

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

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

ing the ELS program.

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

F. MEDICAL INSURANCE

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

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

International students are required to contact the Foreign Student Counselor for advising and selection of classes.

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

FLORIDA RESIDENCY CLASSIFICATION

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

A student's residency classification is determined at the time of admission. A non-resident may request reclassification after establishing residency in Florida as determined by law.

The law allows a United States citizen or permanent resident alien to be classified as a Florida resident if the student, or dependent student's parent or legal guardian, has been a legal resident of the State of Florida for at least 12 consecutive months immediately preceding the first day of classes for the term in which classification as a Florida resident for tuition purposes is desired. Living in Florida, attending school in Florida, or property ownership in Florida does not, in and of itself, establish residency for tuition purposes.

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

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

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

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

1. A student who intends to make Florida his/her permanent home and is married to an individual who meets the requirements for classification as a resident for tuition purposes
2. Active duty servicemembers of the United States stationed in Florida (spouse and dependent children included)
3. Active duty servicemembers of the United States not stationed in Florida but whose legal state of residence certificate (DD2058) is Florida (spouse and dependent children included)
4. Full-time instructional and administrative personnel employed by the State public school system, community college system, or university system (spouse and dependent children included)
5. A dependent child who has lived with an adult relative (who is not a parent or legal guardian) for at least five years

APPLICATION FORMS AND ACADEMIC CREDENTIALS

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

A. APPLICATION

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

B. RESIDENCE STATEMENT

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

C. EDUCATIONAL RECORDS (TRANSCRIPTS)

1. Freshman Students

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

2. Transfer Students

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

3. Limited Access Program Applicants

All educational records must be on file well in advance of any application deadline for the program.

4. Special Students and other Non-Degree Seekers

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

5. College Graduates

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

6. Transient Students

6. Persons who were enrolled as Florida residents at a state institution of higher learning, but who abandon Florida residency for less than one year.
7. Latin American/Caribbean Scholars
8. United States citizens living on the Isthmus of Panama who have completed 12 consecutive months of college-level coursework at the FSU Panama Canal Branch (spouse and dependent children included)
9. Full-time employees of state agencies or political subdivisions of the State when the student fees are paid by the agency or subdivision for the purpose of job-related law enforcement or corrections training
10. Qualified beneficiaries under the Florida Pre-Paid Postsecondary Expense Program as provided in Florida Statute 240.551(7)(a)

When claiming Florida residency by virtue of one of these exceptional categories, documentation must be submitted to substantiate eligibility.

ADULT HIGH SCHOOL PROGRAM

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

Students under the age of 18 who are withdrawing from an Escambia County (Florida) public school must obtain School Board approval to enroll in the PJC Adult High School program. An appointment must be scheduled with Dr. Tom Rezek at the McReynolds Center, located at 1408 East Blount Street, Pensacola FL 32501. The appointment should be scheduled by telephoning his office at (850) 595-6990. Parent and student must be present when obtaining the approval to attend the PJC Adult High School program.

Students enrolling from the Escambia County (Florida) and Santa Rosa County school districts must present a "Letter of Good Standing" stating that the student is in good standing and eligible to continue enrollment in that school district. Students who have been suspended or expelled from an Escambia County (Florida) or Santa Rosa County school may

be denied admission to the Adult High School program. Additionally, students placed in alternative programs or charter schools may be denied admission to the Pensacola Junior College Adult High School program.

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

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

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

APPLICATION FORMS AND ACADEMIC CREDENTIALS FOR THE ADULT HIGH SCHOOL PROGRAM

APPLICATION FORM

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

STATEMENT OF RESIDENCE

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

PARENT AGREEMENT FORM

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

TRANSCRIPT

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

HOME EDUCATION PORTFOLIO

Students who have been enrolled in a home-school education program will be required to submit portfolios for evaluation and the awarding of previously earned high school credits. A \$30 portfolio evaluation fee will be required for each course review.

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

SERVICEMEMBERS OPPORTUNITY COLLEGE (SOC)

Pensacola Junior College supports the education of the country's servicemembers by providing an opportunity to contract with the College to earn an associate degree. After earning 15 credits in residence at PJC servicemembers are allowed ten years to complete program requirements. The remaining credits can be completed at any regionally accredited institution in the United States. Information is available in the District Office of Admissions and Registration or at the NAS Center.

CHANGE OF POLICY AND DENIAL OF ADMISSION

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

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

Falsification of information on any admission paper may result in denial of admission or immediate dismissal from the College.

GENERAL PROCEDURES

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

WEB REGISTRATION

Online registration at www.pjc.edu is available to returning students. Information will be posted on the College's website and published in the Class Schedule Booklet for registration dates and times.

TELEPHONE REGISTRATION

Individuals enrolling in community program courses (non-credit) may register using the voice-activated telephone registration system. Information regarding Telephone Registration will be posted on the College's website and published in the Class Schedule Booklet for registration dates and times.

CAMPUS REGISTRATION

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

LATE REGISTRATION

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

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

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

WITHDRAWAL OR CHANGE TO NON-CREDIT

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

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

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

The College may withdraw students for excessive absences, failure to pay fees, failure to meet conditions of admission, or for violations of the PJC Code of Conduct. Students who have been withdrawn for excessive absences or non-payment of fees may petition the Admissions Committee for reinstatement. Information regarding the Admissions Committee's procedures for reinstatement appeals may be obtained in any admissions office.

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

Early "F"

Students who stop attending a class after the 70th percent point or who stop attending a third attempt of any course may be assigned an Early F. The instructor will request the Early F assignment, and the student will be notified by the District Office of Admissions and Registration.

PASS/FAIL OPTION

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

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

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

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

Transfer students who have completed courses at another institution and earned a grade of "P" are subject to parallel pass/fail restrictions.

DEPARTMENTAL EXEMPTION EXAMS

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

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

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

2. The student must be currently enrolled in a credit course at the College other than the one being challenged or must have completed prior credit coursework at PJC.
3. The student must not have taken the exemption examination for the course at any previous time.
4. The student must not have earned a grade in the course through work at PJC or through transfer credit. A student may not use the exemption examination option to raise a grade of "D" or "F."

A student who passes the departmental exemption exami-

nation will not be assigned a letter grade but will be awarded external credit for the course.

AUDIT AND NON-CREDIT STATUS

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

AUDIT

A student may register in a course on an audit basis by completing the appropriate audit form when registering for the course. A student may change to the audit status no later than the last day of the schedule adjustment period. Class tests or examinations are not required, however, regular class attendance is expected. College preparatory classes cannot be audited. A change from audit to credit is not permitted after the end of the schedule adjustment period.

Students auditing a class will not receive a letter grade ("A" through "F"). A mark of "X" will appear on the student's transcript indicating that the course was taken for audit. Audit courses will not affect the grade point average or academic standing.

Courses taken on an audit basis may not be counted when determining eligibility for veterans benefits, financial assistance, or certification of enrollment to outside agencies.

NON-CREDIT

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

NON-TRADITIONAL CREDIT (EXTERNAL CREDIT)

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

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

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

ADVANCED PLACEMENT (AP)

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

credit awarded.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

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

DEFENSE ACADEMY FOR NON-TRADITIONAL EDUCATION SERVICES (DANTES)

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

EXCELSIOR COLLEGE

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

INTERNATIONAL BACCALAUREATE (IB)

Credit is awarded to students who have completed courses in an International Baccalaureate (IB) program in high school. The State Department of Education determines credit. The

MILITARY CREDIT

Active duty military personnel should submit an official copy of the Department of Defense Form 295 (DD295). Retired military personnel should submit the Department of Defense Form 214 (DD214). Air Force military schools will appear on a Community College of the Air Force transcript and must be sent to the College from CCAF, 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 College Registrar makes the final determination of credit.

PRIOR LEARNING ASSESSMENT (PLA)

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

CERTIFIED PROFESSIONAL SECRETARY (CPS)

The CPS examination is sponsored by the International Association of Administrative Professionals (IAAP), formerly Professional Secretaries International, and is administered twice a year. Application to take this examination must be made in advance through the IAAP organization. College credit will be

awarded for passing the examination. Specific courses for which credit will be granted depend on the student's program of study and examination score.

BURSAR'S OFFICE

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

1. Collection of student registration fees.
2. Collection of special fees.
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 must be approved for release by the Financial Aid office. The majority of student financial aid checks are mailed but some are distributed in Bursar's office. All students that pick up their check from the Bursar's office must present a picture ID and an ID that includes the student's social security number.
8. Issue duplicate non-photo student ID. Student must be currently enrolled and present a picture ID.

PAYMENT OF FEES

Financial obligations for delinquent loans, veteran's deferments, GSL deferments, returned checks, and student financial aid over-awards 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.

SPECIAL FEES

Returned check charge.....	\$20.00
This will be assessed for each check returned to the college by the depository bank as being uncollectible.	
Application Fee.....	\$30.00
Service charge on PJC short-term student loans	\$5.00
Testing.....	as applicable
Photo ID cards (Guest Card).....	\$10.00
Duplicate photo ID cards	\$5.00
Duplicate non-photo ID cards	\$1.00
Departmental Exemption Exam	\$40.00
Late Registration Fee.....	\$25.00
This fee will be assessed to those students initiating registration for college preparatory, vocational preparatory, college credit, or vocational credit courses following the close of the regular registration period.	
Parking Decal.....	No student cost
Prior Learning Assessment	\$40.00
Servicemembers Opportunity Colleges.....	No student cost
Lab fees	as applicable

REFUNDS

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

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.

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

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

FINANCIAL AID PROGRAMS

Students who need assistance in paying the costs associated with their attendance at Pensacola Junior College should complete the Free Application for Federal Student Aid (FAFSA). Filing a FAFSA will determine if a student qualifies for any of the following aid programs. All students must be officially admitted to the college, working to complete only approved degree and certificate programs of study as outlined in the PJC catalog.

Federal PELL Grant:

PELL Grants are awarded to undergraduate students who have not earned a bachelor or professional degree. The maximum PELL Grant for 2003-04 has not been determined. The maximum PELL grant for 2002-03 was \$4000 and the following shows how PELL grant awards are adjusted based on enrollment:

NUMBER OF CREDIT HOURS	ENROLLMENT LEVEL	PERCENTAGE OF AWARD
6 to 8	Half-time	50%
9 to 11	Three-quarter time	75%
12 or more	Full-time	100%

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

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG):

FSEOG is a federal grant for undergraduates with exceptional financial need. Since these funds are limited, only PJC PELL Grant recipients with "0" EFC will be awarded SEOG funds. The award amount will vary from \$400 to \$800 per academic year. Awards are available during the Fall and Spring semesters only. A minimum enrollment of half-time each semester is required for a student to receive a partial award.

FEDERAL COLLEGE WORK STUDY (FCWS):

FCWS awards are made to eligible students who indicate on the FAFSA that they desire employment from this program. Eligible students are paid \$5.15 per hour. Students may work 15 to 20 hours per week based on the average award. Funds are limited and awards are made based on the date the financial aid file is completed. Priority is given to returning FCWS students if they remain eligible. Enrollment of half-time each semester is required.

FLORIDA STUDENT ASSISTANCE GRANT (FSAG):

FSAG is a Florida State Financial Aid Grant program awarded to full-time students who are working on their first undergraduate degree, have remaining need, are enrolled in an AA, AS or AAS degree program and maintain satisfactory progress according to the guidelines established by the Office of Student Financial Assistance. Renewal requirements of students who received FSAG during the 2002-03 academic year are to have completed at least 24 credit hours with a cumulative GPA of 2.00. There are other specific eligibility requirements and students should view this information at <http://www.firn.edu/doe/osfa/fsagfactsheet.htm>. A limited number of FSAG grants will be awarded to part-time students.

FEDERAL FAMILY EDUCATION LOAN PROGRAM (FFEL):

Stafford loans are available through the FFEL program. Stafford loans may be subsidized or unsubsidized. Enrollment of half-time each semester is required.

Subsidized loans are need based. Borrowers must show financial need to be eligible. The federal government will pay the interest on these loans while the borrower remains enrolled in school at least half-time. Unsubsidized loans are not based on need and the borrower must pay the interest as it accrues or may choose to capitalize the interest. Capitalization increases the amount to be repaid.

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

DEPENDENT UNDERGRADUATE STUDENT		INDEPENDANT UNDERGRADUATE STUDENT	
Freshman	\$2625	Freshman	\$2625
Sophomore	\$3500	Sophomore	\$3500

(A freshman student is one who has completed less than 30 credit hours in their program of study and a sophomore is a student who has completed 30 or more credit hours in their program. PJC limits loan amounts to the freshman and sophomore amounts).

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

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

NOTE: The school may refuse to certify a loan or certify a loan for an amount less than the student requested as long as the reason is in writing to the student.

PLUS LOANS:

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

SHORT TERM LOANS:

In addition to the above Federal and State aid programs, PJC offers limited assistance from its Short-Term Loan Program to assist with registration fees. You must be 18 years of age, have at least a 2.0 cumulative GPA, maintain satisfactory progress, have no financial obligations to the college; not owe a refund on a federal grant or have a defaulted FFEL. The maximum amount of loan available is \$415.00. This program does not require a FAFSA to be filed.

FINANCIAL NEED

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

COST OF ATTENDANCE

The students'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:

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

FINANCIAL AID APPLICATION PROCESS

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

Students must complete the Free Application for Federal Student Aid (FAFSA). The 2003-2004 FAFSA is available effective January 1, 2003. We recommend that a student complete the FAFSA only after completing your 2002 Federal Income Tax Form. Remember, students must apply for aid each year. A student may apply in two ways.

- A paper FAFSA is available from each campus Financial Aid Office, the Educational Opportunity Center office, and the Counseling Offices or Career Centers. This form must be completed and mailed to the processor using the attached envelope. For PJC to receive the results of the FAFSA a student must enter our federal code 001513 in question 87 and a housing code in question 88. The priority date for selecting students at PJC is March 15th preceding the award year.
- Apply on line at www.fafsa.ed.gov. This is the preferred method. It is faster, easier and has built in edits to help students with answers. Remember to list PJC's school code as the college to receive the information. Remember also to enter a housing code based on planned living arrangements. Sign your application electronically with a PIN number. A pin number should be applied for two weeks before completing the FAFSA online. Go to www.pin.ed.gov to register. The PIN will be assigned and will be used for all future applications as well as other useful online tools.

All paper FAFSA results take 4 to 6 weeks for processing by CPS. On-line, it only takes 2 to 5 days to process applications.

Either method of application will result in a paper Student Aid Report (SAR) mailed to the student's address. An electronic equivalent of the SAR, called an ISIR, will be sent to the schools indicated on the FAFSA. Students should carefully check the SAR when received and if corrections are needed, contact the Financial Aid Office.

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

FEDERAL STUDENT AID SATISFACTORY ACADEMIC PROGRESS POLICY

INTRODUCTION

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

MONITORING FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS

DEFINITION OF FASAP FINANCIAL AID SATISFACTORY PROGRESS

Completion of 67% of all courses attempted at Pensacola Junior College and attainment of a minimum required cumulative grade point average dependent upon the hours attempted (see Required Standards).

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (FASAP)

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

FINANCIAL AID WARNING

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

FINANCIAL AID SUSPENSION

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

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

Students placed on Financial Aid Suspension may use the Financial Aid Appeal Process described below.

MONITORING FINANCIAL AID PROGRESS

Each financial aid recipient will have progress monitored effective with the term in which the 12th credit hour has been attempted. If, at the end of that term, the student has not met the required standards, the student will be placed on Financial Aid Warning for one semester (see Required Standards). If the student does not achieve FASAP at the end of the warning semester or does not earn grades of "C" or better in each course attempted during the warn-

ing semester, eligibility for federal and state financial assistance will be suspended until the student returns to FASAP (see FASAP definition).

REQUIRED STANDARDS

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

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

TOTAL CREDIT HOURS ATTEMPTED	REQUIRED MINIMUM CUMULATIVE GPA
12 to 24	1.50
25 to 48	1.75
49 or more	2.00

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

MAXIMUM TIME FRAME

Associate Degree Students

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

SCHOLARSHIPS

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

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

ACADEMIC MERIT AND NON-ACADEMIC MERIT SCHOLARSHIPS

Eligibility consideration in awarding scholarships begins with three key steps:

1. Apply early.
2. Submit a properly completed PJC Application for Admission to the College's 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) by the published deadlines.

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 the PJC Financial Aid office.

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

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

4. A scholarship applicant who has completed fewer than 12 college or vocational semester credits at PJC, and has graduated from high school within the last 10 years must submit an official copy of his/her final high school transcript. For PJC scholarship purposes, selection consideration will be based on high school grade point average. Dual enrollment courses are considered in calculating the high school GPA until the student has completed at least 12 college credits beyond high school graduation.
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, college prep, or vocational credits at PJC.
6. A scholarship applicant who has completed 12 or more college, college prep, or vocational semester credits at PJC and/or has attended other colleges or universities may be considered for PJC scholarships provided he/she has furnished the PJC Admissions office with official transcript(s) from the previous-

ly attended institution(s).

7. A scholarship applicant who has scored 3,000 or higher on the General Education Development (GED) Exam may be eligible for a PJC scholarship. Applicant must have tested or re-tested for the GED exam with the PJC Test Center.
8. Students who do not meet the PJC Standards of Academic Progress (on academic warning, probation, suspension, suspension waiver or have other restrictions) are not eligible for a PJC Scholarship.
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, sites, and the Financial Aid/Veterans Affairs website.

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

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

Scholarship Deadline Dates

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

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

PJC Foundation Scholarships

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

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

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

Additional Information

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

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 2001-2002 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)	TOTAL FEE
FLORIDA RESIDENTS						
College Credit (3)	\$ 44.25	\$ -	\$2.20	\$4.40	\$1.00	\$ 51.85
College Credit, 3rd Attempt (7)	177.15	-	2.20	4.40	1.00	184.75
College Preparatory Credit	44.25	-	2.20	4.40	1.00	51.85
College Preparatory Credit, 3rd Attempt (7)	177.15	-	2.20	4.40	1.00	184.75
Vocational Credit	41.40	-	4.10	-	1.00	46.50
Vocational Preparatory Credit (4)	41.40	-	4.10	-	1.00	46.50
Adult Basic and Secondary Education (4)	.68	-	.06	-	.03	.77
NON-FLORIDA RESIDENTS						
College Credit (3)	44.25	132.90	8.85	4.40	3.00	193.40
College Preparatory Credit	44.25	132.90	8.85	4.40	3.00	193.40
Vocational Credit	41.40	123.60	16.10	-	3.00	184.10
Vocational Preparatory Credit (4)	41.40	123.60	16.10	-	3.00	184.10
Adult Basic and Secondary Education (4)	.68	2.05	.27	-	.10	3.10
Continuing Workforce Education (5)						Variable
Recreation and Leisure Courses (5)						Variable
Lifelong Learning Courses (5)						Variable
Courses Audited By Student						As Above
OTHER STUDENT FEES						
Application Fee (One time; Non-refundable)						\$30.00
Late Registration (Non-transferable; Non-refundable)						25.00
Returned Check Charge						20.00
Service Fee on Student Loans						5.00
Photo Identification Cards (Guest Card)						10.00
Duplicate Diploma						10.00
Duplicate Photo Identification Cards						5.00
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 if Florida resident.
- (5) Fees for these non credit courses shall be individually established.
- (6) Authorized by legislature to provide funds for capital improvements to facilities.
- (7) The full cost of instruction will be assessed for students enrolling in the same undergraduate College Credit or College Preparatory course more than two times. The number of attempts begins with the Fall Term 1997 for counting purposes.
- (8) Students without high school diplomas or who possess high school diplomas and demonstrate skills at or below the eighth grade

STANDARDS OF ACADEMIC PROGRESS

A. COLLEGE CREDIT AND VOCATIONAL CREDIT

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

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

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

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

GOOD STANDING

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

ACADEMIC WARNING

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

ACADEMIC PROBATION

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

ACADEMIC SUSPENSION

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

SUSPENSION WAIVER

A student may request approval to re-enroll after suspension by filing a formal appeal to the Admissions Committee. Appeal procedures may be obtained in the District Office of Admissions and Registration. If approved, the student will be permitted to enroll in a status of Suspension Waiver and is expected to complete all classes attempted with grades of "C" or better. In some instances, the Committee will establish additional enrollment conditions. If disapproved, the student will be required to sit out for one major semester. The disapproval may be appealed to the Vice President for Student Affairs.

ACADEMIC DISMISSAL

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

B. ADULT HIGH SCHOOL

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

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

ATTEMPTED HOURS	COMPLETION REQUIREMENTS	MINIMUM GPA
5 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

GOOD STANDING

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

ACADEMIC WARNING

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

ACADEMIC PROBATION

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

ACADEMIC SUSPENSION

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

SUSPENSION WAIVER

A student may request approval to re-enroll after suspension by filing a formal appeal to the Admissions Committee. Appeal procedures may be obtained in any admissions office or in the Adult High School Counseling Office. If approved, the student will be permitted to enroll in a status of Suspension Waiver and is expected to complete all classes attempted with grades of "C" or better. If disapproved, the student will be required to sit out for one major semester. The disapproval may be appealed to the Vice President of Student Affairs.

ACADEMIC DISMISSAL

If the conditions of the Suspension Waiver are not met, the student may be dismissed for one major semester. A student may appeal a dismissal to the Admissions Committee. If approved, the student will re-enroll in the status of Suspension Waiver (see above). If disapproved, the student will be required to sit out for one major semester. The disapproval may be appealed to the Vice President for Student Affairs.

ACADEMIC GRADE AMNESTY

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

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

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

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

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

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

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

COURSE ATTEMPTS LIMITS

College Credit and College Preparatory Credit

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

attempt of any course will not be permitted to withdraw from the class or change to non-credit. A final grade of "W," "I," "N," or "NC" will not be permitted, and a letter grade will be assigned.

A request for enrollment in a course for a fourth attempt requires the approval of the College Registrar or designee.

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

REPEATING COURSES

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

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

Students receiving financial aid should consult with a Financial Aid Representative before repeating any course.

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

ATTENDANCE POLICY

ATTENDANCE

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

TARDY

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

EXCESSIVE ABSENCES

Absences during a fall term and a spring term will be considered excessive if the student is absent one class meeting beyond the number of times the class meets per week; i.e., if a class meets three times per week, the student is allowed four absences. This is the policy followed for those courses extending through the full 12-week summer term. These allowable absences should provide for student illness as well as permit the student to take care of emergencies and personal business.

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

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

INSTRUCTOR WITHDRAWAL

Instructors may withdraw a student who is excessively absent up to the 70th percent point of the semester. Instructors will be permitted to assign an Early F to any student who stops attending a class after the 70th percent point of the semester or who stops attending a course being attempted for the third time. A Last Date of Attendance (LDA) will accompany the Early F.

Under extenuating circumstances, a student will have an opportunity to appeal for a "W" after the 70th percent point of the class. The Student Academic Appeals Committee will review these appeals. Information regarding the appeal process may be obtained in any admissions office.

REINSTATEMENT

Students who have been withdrawn for excessive absences or assigned an Early F may petition the Admissions Committee for reinstatement in that class. Information regarding the appeal process may be obtained in any admissions office.

VETERANS IN CERTIFICATE PROGRAMS

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

Courses meeting 1 time a week2 absences

Courses meeting 2 times a week4 absences
Courses meeting 3 times a week6 absences
Courses meeting 4 times a week8 absences
Courses meeting 5 times a week10 absences

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

SPECIAL ATTENDANCE RULES

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

COLLEGE TRIPS

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

SPECIAL PROGRAMS

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

ENROLLMENT STATUS

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

Certification of Attendance

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

EXAMS

FINAL EXAMINATIONS

Final examinations are held at the end of each term. Exceptions are not permitted. Early examinations are not given. A second examination is not permitted. Exit examinations in college preparatory courses are administered in accordance with State Board of Education regulations governing minimum requirements for college-level courses in English, mathematics, algebra, and reading.

LATE EXAMINATIONS

In the event of a student's absence for a final examination in any class because of illness or other approved reason, a deferred examination may be given.

CHANGE OF POLICY DISCLAIMER

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

may be posted in student services areas, published in the Class Schedule Booklet, placed on the College website, or disseminated by mail.

mailed to all students without financial obligations to the College. Grades will not be provided by telephone.

The grade point average is calculated by dividing the sum of earned quality (grade) points by the sum of credit hours for GPA. Students who have not met the required standards of academic progress will be advised of their academic standing on the final grade report. See Standards of Academic Progress.

Detailed instructions on checking progress toward graduation are available in the Graduation Requirements section of this publication. Students are responsible for a thorough knowledge of all graduation requirements. Any questions concerning these requirements should be directed to a counselor or academic advisor.

GRADE REPORTS

Mid-term grades are not mailed. Information regarding mid-term progress can be obtained from the instructor. Final grades will be

NOTE: At the time of this publication, the College is considering the discontinuance of mailing final grade reports. Final grades, academic history and status for graduation (unofficial degree audit) may be accessed on the college's website, www.pjc.edu, by a student's PIN (Personal Identification Number).

SAMPLE 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 AM ECONOMICS		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
ACC 2001	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	C+ 2.5	U Unsatisfactory	17.0	14.0	13.0	38.5
A 4 Excellent	I Incomplete	C 2 Average	N No credit				
B+ 3.5	W Withdraw	D+ 1.5					
B 3 Good	P Passed	D 1 Poor					
		F 0 Failure					

OOOOOOOOOOO AUG. 02, 1995

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

GRADES TABLE

Grade ¹	General Meaning(Quality points)	Grade Points Assigned Per Credit	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 ⁴	Incomplete	0.0	No	No	Yes	No	Yes
W ⁵	Withdrew	0.0	No	No	Yes	No	Yes
P ^{6,9}	Passing	0.0	Yes	Yes	No	No	Yes
Z ⁶	Passing	0.0	Yes	Yes	No	No	No
N ⁵	No Credit	0.0	No	No	Yes	No	Yes
X ^{5,7}	Audit	0.0	No	No	Yes	No	No
NC ^{5,7}	Non-Credit	0.0	No	No	Yes	No	Yes
SP ⁸	Showing Progress	0.0	No	No	No	No	No
S ¹⁰	Satisfactory	0.0	No	No	No	No	No
U ¹⁰	Unsatisfactory	0.0	No	No	No	No	No

- Final grades are based upon daily work, special reports, research papers, laboratory and field work, tests, and final examinations.
- Upon written request, transcripts will be furnished without charge.
- Courses with final marks of "P" or "C" or higher cannot be repeated for credit or to improve one's GPA.
- "I" (Incomplete) grades received at the end of any Term become "F" if not completed by the date assigned by the instructor or the maximum completion date of one academic year.
- A grade of "N" is used only in 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."
- 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.
- Not to be assigned by instructor. Except in CEU courses, a student may elect to audit a course at registration or before drop/add ends, and the status cannot be changed later.
- For use in courses offered through the Adult Basic Education Department indicating that although coursework has not been satisfactorily completed, positive progress is being made.
- Credit earned through the Pass/Fail option will carry a grade of "P" or "F." A grade of "P" will not be included in the calculations of grade point average; a grade of "F" will be included in the calculations of grade point average.
- Assigned only in non-credit classes.

a college preparatory course will become a grade of "N" if not completed by the specified date.

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

MINIMUM GRADES

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

Students seeking an associate of arts degree must earn a minimum grade of "C" in each Gordon Rule course. See Gordon Rule.

Students seeking an associate of science or an associate of applied science degree must earn an average grade point average of 2.00 in all courses used to meet general education requirements for that degree.

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

INCOMPLETE GRADES

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

When an instructor assigns an "I," a last date to complete the course is submitted to the District Office of Admissions and Registration. The last date to complete the course can be no longer than one year from the date the "I" grade was assigned.

An incomplete grade in college and vocational credit courses will become a grade of "F" if not completed by the specified date. An incomplete grade in an Adult High School course will become a grade of "F" if not completed by the specified date. An incomplete grade in

STUDENT RECORDS AND TRANSCRIPTS

CONFIDENTIALITY OF STUDENT RECORDS

Records

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

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

Transcripts

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

Release of Student Information

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

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

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

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

Directory Information

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

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

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

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

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

Request to Prevent Publication of Directory Information

vent the release of any information will result in preventing the publication of all items including graduation, honors, and awards. Further, queries to the College by prospective employers regarding dates of enrollment and graduation information will not be answered. Students are encouraged to contact the District Office of Admissions and Registration with any concerns about confidentiality of records and release of information.

RESPONSIBILITY

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

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

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

EFFECTIVE CATALOG POLICY

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

APPLICATIONS AND PROCEDURES

Application for Graduation

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

may still march in the graduation ceremony; however, their names will not appear in the commencement program.

Graduation Procedures

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

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

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

GRADUATION RATES

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

GRADUATION REQUIREMENTS

All Programs

1. Complete all course requirements as specified in the program of study published in the Catalog in effect at the time the student began the program. See Effective Catalog Policy.
2. Submit an Application for Graduation at least one term before anticipated program completion to any student services office or to the District Office of Admissions and Registration.
3. Resolve all admissions requirements.
4. Discharge all financial obligation to the College.

Associate Degree Programs

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

Additional Requirements for the Associate of Arts Degree

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

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

Additional Requirements for Certificate Programs

1. Have a cumulative grade point average of 2.00 or better in all courses applicable to the specific program of study.
2. Achieve appropriate minimum skill levels on the Test of Adult Basic Education (TABE) if required for the particular program of study. Students pursuing a certificate may be exempt from the TABE requirement based on a previously earned associate or higher degree.
3. Complete the last 25 percent of the program with classes taken at the College.

Adult High School Graduation Requirements

1. Earn a cumulative grade point average of 2.00 in all courses

required for graduation.

2. Earn at least three high school credits at the PJC Adult High School. One of these credits may be an approved dual enrollment course taken during enrollment in the Adult High School.
3. Earn a minimum of 24 high school credits as specified by Florida Statute 228.0422 as follows:

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

4. Pass the Florida Comprehensive Assessment Test (FCAT) or the High School Competency Test (HSCT), whichever is appropriate. The State Department of Education establishes minimum scores. The tests are given at no charge to the student and may be retaken if necessary. Students who do not pass the test will not be awarded a high school diploma but will be issued a Certificate of Completion.

GRADUATION EXCEPTIONS AND APPEALS

Graduation Policy Exceptions

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

Course Substitutions or Waivers

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

Effective Catalog Policy Changes

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

Waiver of Last-Hours-In-Residence Rule

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

Grade Grievance

No PJC administrator or standing committee is authorized to change the grade assigned by any instructor. See Grade Grievance Procedure or contact the Director of Student Life for the official grade grievance procedure.

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

ADDITIONAL DEGREES

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

1. A student may request a graduation exception to pursue two degrees simultaneously. An Effective Catalog Policy Change form is to be completed indicating the two degrees and the effective catalog requirements to be used for both degrees. A

detailed program plan should be included with the request, and the usual rules for determining the requirements for the additional degree will apply. The College Registrar will make the final decision regarding requests to pursue two degrees simultaneously.

2. No more than one associate of arts degree may be earned.
3. An associate of science degree and an associate of applied science degree may not be earned in the same program.
4. The written degree plan for an additional associate of science or associate of applied science degree shall specify the prerequisite and core courses for the additional degree. In meeting those requirements, the student may use courses completed for a previous degree. However, the student must complete at least 15 additional credits after being awarded the preceding degree. The additional 15 credits may be core credits and/or general education credits but are usually technical courses that support the specific program of study. The degree plan including the additional courses must be approved in advance by the appropriate department head and the College Registrar.
5. The degree plan for earning an associate of science or associate of applied science degree after earning the associate of arts degree shall specify the general education requirements to be met. 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.
6. In no case will a non-general education course be substituted for or accepted in lieu of a general education requirement.
7. All other requirements for graduation remain in effect for students pursuing additional degrees; i.e., grade point average requirements, residency requirements, etc.

REQUIREMENTS FOR GRADUATING WITH HONORS AND INFORMATION REGARDING THE COMMENCEMENT CEREMONY

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

1. "Cum Laude" is awarded to those students who achieve a cumulative grade point average of 3.50 to 3.74
2. "Magna Cum Laude" is awarded to those students who achieve a cumulative grade point average of 3.75 to 3.99
3. "Summa Cum Laude" is awarded to those students who achieve a cumulative grade point average of 4.00.

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

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GENERAL EDUCATION GOALS

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;
- A 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 occupational 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.

INSTRUCTIONAL PROGRAMS

ASSOCIATE OF ARTS DEGREE (A.A.)

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

In addition to the graduation requirements on page 43, students are also required to:

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

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

particular bachelor's degree. (See Option to Follow University General Education Requirements under GENERAL EDUCATION REQUIREMENTS FOR THE A.A. DEGREE.)
Agricultural Science
Art
Biochemistry
Biology
Business
Chemistry
Classics
Computer Information Systems
Computer Science

Criminal Justice
Education
English
Environmental Horticulture
General Studies
Geology
History—Public Service
Human Performance and Recreation
Journalism
Mathematics
Music
Music Teacher Education
Natural Resource

Conservation/Pre-Forestry
Philosophy
Physics
Pre-Engineering

Pre-Law/Pre-Legal Administration
Pre-Medical/Dental/
Veterinary Studies

Pre-Medical Technology
Pre-Nursing
Pre-Pharmacy
Pre-Physical Therapy
Psychology/Social Sciences
Religion
Theatre
(See A.A. programs on pages 57 to 76)

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

Associate of applied science degree programs are designed to prepare students for immediate entry or advancement into employment requiring specialized skills. The degree consists of at least sixty (60) college credits; fifteen (15) credits must be general education. An A.A.S. degree program does not necessarily prepare an individual for transfer to a state university. The goal of an A.A.S. is to earn a degree, which should lead to a productive career in a field requiring specialized technical training. Some A.A.S. degrees may articulate into upper level programs. If a decision was made at a later date to attend a university, additional course work may be required at the freshman or sophomore level. You are encouraged to discuss career plans and seek advising assistance from the program coordinator or department head identified for each program.

The graduation requirements for associate of applied science are as follows:

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.
Accounting Technology
Automotive Service
Management Technology
Building Construction

Technology
 Business Administration
 Chemical Technology
 Civil Engineering Technology
 Computer Programming
 and Analysis
 Criminal Justice Technology
 Culinary Management
 Dental Hygiene

Drafting and Design
 Technology
 Electronics Engineering
 Technology
 Emergency Medical Services
 Fire Science Technology
 Forest Technology
 Graphic Design Technology
 Health Information

Management
 Health Services Management
 Hospitality and Tourism
 Management
 Industrial Management
 Technology
 Internet Services Technology
 Landscape Technology
 Manufacturing Technology
 Multimedia Technology
 Networking Services Technology
 Office Administration
 Photographic Technology
 Physical Therapist Assistant
 Radiography
 Telecommunications
 Engineering Technology
 Ultrasound Diagnostic
 Medical Sonography

(See A.A.S. programs on pages 86 to 107.)

ASSOCIATE OF SCIENCE DEGREE (A.S.)

Associate of science degree programs are designed to prepare students for entry into employment requiring specialized skills. The degree requires at least sixty (60) college credits, fifteen to eighteen (15-18) credit hours must be general education that are acceptable transfer general education courses to the State University System. Three of the A.S. programs, Business Administration, Hospitality and Tourism Management, and Nursing (Associate Degree) R.N., presently have statewide articulation agreements which provide for the articulation of the A.S. degrees to baccalaureate degrees. To transfer other A.S. programs to a state university may require additional hours of general education. Many universities do accept A.S. graduates. You are encouraged to discuss career plans and seek advising assistance from the program coordinator or department head identified for each program.

The graduation requirements for associate of science are as follows:

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.

Business Administration R.N.	Nursing (Associate Degree)
Early Childhood Education Dietetic Technician (Instructional)	Recreation Technology Special Education
Hospitality and Tourism Management	Services Technology)
Legal Assisting	Zoo Animal Technology

(See A.S. programs on pages 77 to 85)

CERTIFICATE AND DIPLOMA PROGRAMS

Four other postsecondary awards are offered: (1) Advanced Technical certificates, (2) Technical certificates, consisting of college credit, (3) Vocational certificates; and (4) Applied Technology diplomas. The advanced technical certificate is an extension of an A.S./A.A.S. degree program and requires that individuals who register have an A.S. or A.A.S. degree. The technical and the vocational certificate programs are approximately one academic year in length or less 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 of employment. The college credit certificates are part of an A.A.S. or an A.S. degree program. An Applied Technology Diploma consists of courses that are part of an A.A.S. or A.S. degree program. They are designed to provide the graduate with skills and competencies for immediate employment into a particular occupational field.

The graduation requirements for certificate programs are as follows:

1. Have a cumulative grade point average of 2.0 or better in all courses applicable to the program of study from which the student wishes to graduate.
2. Achieve appropriate minimum skill levels on the Test of Adult Basic Education (TABE) for all college credit certificates, all vocational certificates with 15 vocational credits or more and Applied Technical Diplomas. Students pursuing a certificate may be exempted from the TABE requirement based on prior attainment of an associate of arts or higher degree.
3. Meet academic residence requirement of completing the last one-fourth of the program with classes at PJC.

Accounting Applications	Medical Coder/Biller
Automotive Service Technology Coder/Biller	Medical Information
Barbering	Nails Specialty
Cosmetology	Nursing Assistant
Dental Assisting	Office Management
Emergency Medical Technician	Paramedic
Facials Specialty	Phlebotomy
Fire Fighter	Practical Nursing
Health Unit Coordinator	Surgical Technology
Massage Therapy	Ultrasound General
Medical Assisting	Sonography Specialist

(See certificate programs on pages 108 to 117)

UNIVERSITY OF FLORIDA AT PENSACOLA JUNIOR COLLEGE

In cooperation with Pensacola Junior College and the University of West Florida, the University of Florida Institute of Food and Agricultural Sciences and the College of Agriculture and Life Sciences offers three Bachelor of Science degree programs at the West Florida Research and Education Center located on the PJC-Milton Campus. In addition to the Bachelor of Science degree offerings, the University of Florida and the West Florida Research and Education Center hosts three statewide Master of Science degree programs which are delivered through the Institute of Food and Agricultural Sciences and College of Agriculture and Life Sciences distance education program.

B.S. degree programs available:
 Landscape/Nursery Management and
 Environmental Horticulture Operations;
 Turfgrass Science; and Natural Resource Conservation

M.S. degree programs available:
 Environmental Science
 Agricultural Business Management
 Agricultural Education and Communication

University of Florida and West Florida Research and Education Center faculty and staff reside in the local area and join with UWF and PJC faculty to deliver this seamless four year transfer degree program. Students enroll in PJC and complete either an Associate of Arts (A.A.) degree in Natural Resource program of Conservation/Pre-Forestry or Environmental Horticulture depending on which degree program the student chooses to pursue and then apply for admission to University of Florida. Students are encouraged to seek counseling and instructions from the University of Florida and West Florida Research and Education Center Academic Coordinator prior to enrolling in these A.A. programs, in order to facilitate a smooth transition from PJC to UF.

The Natural Resource Conservation major is designed to provide graduates with expertise in the management and conservation of our natural heritage, from forest and wildlife to waters and minerals. Major geological, ecological, management and economic aspects of natural resources are covered in this program. The Natural Resource Conservation major is co-administered by the University of Florida's School of Forest Resources and Conservation and the College of Agriculture and Life Sciences Department of Wildlife Ecology and Conservation. Students develop a personalized program in Natural Resource Conservation in consultation with an advisor and approved by the school's undergraduate coordinator. Programs of study range from the very focused and specific, to the broad and multi-disciplinary. Natural Resource Conservation students develop programs of studies according to their area of interest, or alternately they can pursue more defined programs by utilizing elective choices in environmental education, ecotourism, wetlands ecosystems, landscape ecology, pre-environmental law and computer information systems. Students may also choose to minor in Forest Resources and Conservation or Wildlife Ecology and Conservation.

The Landscape and Nursery Horticulture Interdisciplinary Studies major offers two concentrations: Environmental Horticulture Operations and Landscape and Nursery Management. These concentrations provide skill and training for employment in Florida's diverse environmental horticulture industry, including our theme parks, nursery industry, and landscape management firms. Environmental Horticulture deals with the improvement of the human environment by the proper selection, propagation, growth and placement of plants in exterior and interior landscapes. It applies many principals of biology, botany, business, chemistry, mathematics, engineering and education to growing and using plants in all areas of our lives.

Turfgrass Sciences: This interdisciplinary major combines the study of grasses, soils, water and pests affecting turf with the study of business and management. Students elect classes from the department of Environmental Horticulture, Soil and Water Science, Entomology and Plant Pathology. Career opportunities include work with golf courses, athletic fields, lawn care companies, parks agri-chemical industries, cemeteries, environmental consulting firms, sod farms and governmental agencies as well as preparation for graduate school.

Admission to these programs requires an A.A. degree, foreign language requirement and specific science and mathematics courses.

(<http://cals.ufl.edu/ProspectiveStudents/transfer%20guide.pdf>)

For further information contact:
 University of Florida, Academic Coordinator
 Building 4900 Natural Resource Studies Building
 (850) 484-4482 or (850) 983-5216 x 109 or
 Website: <http://wfrec.ufl.edu>

ADULT BASIC EDUCATION ABE/GED/ESOL

The Adult Basic Education Department is part of the Precollegiate Studies Division. The program is characterized by:

- Classes for adults who are at least 18 years of age.
- Individuals who are 16 or 17 years old may be admitted with a letter of permission or an age waiver from the school district in the county in which they reside.

- Free classes to those who qualify as a Florida resident.
- Convenient class locations throughout the community and on all PJC campuses.
- Open entry classes: enroll at any time!
- Morning, afternoon, and evening classes.
- On-site Workplace Employee Development Classes.

The ABE Department provides several options for students who need adult education programs:

1. Adult Basic Education (ABE) classes are provided for adults whose academic skills are below ninth grade level. The program covers basic reading, math, and language skills. Pre-GED review, family literacy, workforce readiness and life-coping skills may also be addressed.
2. General Education Development (GED) classes are offered for students who do not have a high school diploma and whose academic skills are at or above ninth grade level. Classes prepare students for all areas of the GED Examinations.
3. English for Speakers of Other Languages (ESOL) classes are available primarily for foreign born U.S. citizens or adults with resident alien status who wish to improve their English language skills. Everyday survival skills and a basic knowledge of the English language are covered.
4. Adult Basic Education for Adults with Disabilities classes are provided for clients at Pollak Training Center and at United Cerebral Palsy of Northwest Florida. For information about Pollak Training Center, please call (850) 438-5577. For information about United Cerebral Palsy of Northwest Florida, please call (850) 432-1987.
5. Workplace Employee Development classes can be provided on-site or on campus. For information about starting a class at your business or industry, call the GED HOTLINE, (850) 484-2120.

The GED Examinations are offered monthly at the Test Center on the Pensacola Campus. Individuals wishing to take the tests must be 18 years of age or older. Sixteen and 17 year old students who are enrolled in PJC GED Preparation classes must meet attendance and academic requirements before they will be allowed to take the test. Advanced registration, a valid Florida driver's license or Florida state I.D. card and payment of a fee are required. For information about test dates and fees, call the Test Center at (850) 484-1656.

Individuals wishing more information about any ABE Department class or program should call the GED HOTLINE: (850) 484-2120.

HIGH SCHOOL PROGRAM

High school courses are made available to Florida resident adults who wish to continue their interrupted education. The courses offered in the program of study at the Pensacola Junior College High School are similar to those offered in a regular high school program, but the emphasis is placed on the special needs of the adult student. No fees are charged to Florida residents.

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

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

Graduation Requirements for Adult High School are as following:

- High School Diploma Requirements
1. Maintain a cumulative grade point average of 2.0 (C) in all courses required for graduation.
 2. Earn at least three high school credits in residence at Pensacola Junior College Adult High School. One of the three required credits may be earned through dual enroll-

ment.

- 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

- Pass the High School Competency Test (HSCT) or the Florida Comprehensive Assessment Test (FCAT). The State Department of Education establishes minimum scores for passing. The tests are given at no charge to the student and may be retaken if necessary. Students who do not pass the test will not be issued a high school diploma; they will receive a Certificate of Completion.

CONTINUING EDUCATION

The mission of the Continuing Education Unit is to be a strong link between the college and the community by offering courses and programs for lifelong learning, recreation and leisure, and cultural events at a reasonable price and convenient to students of all ages.

Individuals participate in continuing education courses/programs for a variety of reasons which may include, but not inclusive, to learn new skills; to broaden knowledge base for special topics of interest; to cultivate hobbies; and to enhance life-styles through leisure time activities. Classes are offered at times that meet the scheduling demands of the students.

Classes are delivered in a variety of formats such as noncredit short courses, workshops, seminars, and conferences, and are located at numerous sites within the community, as well as provided via internet. Qualified instructors with interest and expertise in the subject matter are selected from the community at large to teach continuing education courses/programs.

A vast array of lifelong learning and recreation and leisure courses/ programs are offered for the benefit of the community through continuing education. Subject matter may include such topics of interest as painting and drawing, dance, vocal and instrumental instruction, computer science, foreign languages, aerobic exercise, tennis, yoga, swimming, handcrafts, hobbies, home improvements, language arts, and dog obedience.

A unique program provided by the college is PJC Kids' College, which is a noncredit educational opportunity for young people ages 6-16, conducted during the summer months. A number of state-regulated/ court-mandated courses/programs are coordinated through continuing education which include TransParenting, Guardianship Education, Driver Improvement School, and Tobacco and Consequences for Teens. For additional information concerning these courses/programs and others, please contact Continuing Education at 484-1797 or 484-1956.

DUAL ENROLLMENT

Dual Enrollment provides the opportunity for qualified high school students to enroll in Pensacola Junior College courses while concurrently enrolled in high school. Students can receive both high school and college credit for these courses. This program is open to students from public high schools, accredited private schools, or approved home-education programs, who are at a minimum in the eleventh grade and have an unweighted grade point average of 3.0 or above to enroll in college credit courses, or a 2.5 unweighted grade point average to enroll in vocational certificate

courses. Dual Enrollment students are allowed to complete a maximum of 60 credit hours that meet high school graduation requirements. After the completion of 60 hours, students wishing to remain at PJC must apply, register, and pay fees as a regular student.

In an effort to meet the individual needs of dual enrollment students, PJC currently offers three categories of Dual Enrollment.

Concurrent Enrollment: This is a special category designed for public, private, and home-educated students in Escambia and Santa Rosa counties who meet the eligibility requirements. Presently, two models of Concurrent Enrollment exists: 1) In-School Classes where classes are offered during the traditional high school day following the high school schedule; and, 2) Before- or After-School Classes where the courses meet either before- or after-high school hours, on a high school campus, following the PJC college schedule. Fees for registration and books are not charged for Escambia or Santa Rosa public school students who are enrolled in this program. However, students enrolled in private schools and home-educated students who are approved to enroll in courses taken for high school credit will not be charged for registration, but will be held responsible for purchasing their books.

On-Campus Dual Enrollment: This category allows for high school students to enroll in college courses, on a part-time basis, at any PJC location. Students wishing to participate in the On-campus Dual Enrollment category should check with their high school guidance counselor to determine whether coursework completed will meet high school graduation requirements or elective requirements. Fees for registration and labs are not charged for Escambia or Santa Rosa public school students, private school students, nor home-educated students.

Early Admission: This category is limited to highly qualified applicants with the completion of their junior year in an accredited high school program. To be considered for this program, students must earn a passing score(s) on appropriate subtests of a state-designated college placement test (CPT, ACT, SAT). Students must also have a cumulative unweighted grade point average of 3.0 or higher on all academic coursework beginning with grade nine through the current high school grading period. Registration and lab fees are not charged for qualifying high school students.

Additional information about the Dual Enrollment Program may be obtained from Mary Esslinger at 850-484-1406.

DISTANCE LEARNING

Pensacola Junior College recognizes that the population served by the college is changing. As a result of these changes, students are finding it increasingly difficult to conform to the traditional time and place bound model of higher education. For this reason the college is committed to developing and operating a comprehensive student-centered distance learning program designed to provide students with access to quality education in the most convenient form available. Although different in means of delivery, courses taught via the Distance Learning Department are inherently the same as courses taught on a college campus. 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.

Mission Statement

The mission of the Pensacola Junior College Distance Learning Department is to provide educational opportunities that accommodate student needs in terms of time and place. Through distance learning, Pensacola Junior College provides degree seeking students with alternatives to campus-based degree programs. The college assures its students that distance learning courses provide instruction and support services that are equivalent, in terms of quality, to courses delivered on campus.

General Information

The Pensacola Junior College Distance Learning Program brings the college to you. Distance learning courses may be suitable for

you if:

- your schedule does not allow you to take classes on a PJC campus
- you have good time management skills
- you are self-motivated
- you have a working knowledge of computer technology and the internet

Methods of Course Delivery

Internet: Courses offered via the internet offer students the opportunity to take courses completely online.

Telecourses: PJC telecourses are broadcast by WSRE at regularly scheduled times. Students may either record each broadcast or check out pre-recorded videotapes from the Learning Resources Center. For students outside the WSRE viewing area, videotapes may be rented from a commercial vendor.

Interactive Television: Courses may be provided on more than one campus simultaneously through the PJC videoconferencing system. This system allows students to attend class at the campus most convenient for them.

Important Notes:

- Visit the website for the Distance Learning Department often (<http://distance.pjc.edu/eoast>). This site provides comprehensive information regarding distance learning at PJC.
- Prospective distance learners should take the "Is Distance Learning for Me" quiz located on the Distance Learning website. Students should enroll only if the results indicate a high probability of success.
- Check the technical requirements (i.e., hardware and software) for each distance learning course before registering. Students with questions should contact the Distance Learning Department.
- Read carefully all course and instructor information available on the Distance Learning Department's website. Note that, in some cases, students may be required to come to campus for orientation, reviews and testing.
- To learn more about taking a course through Distance Learning, please contact the Distance Learning Department at (850) 484-1238 or e-mail at DistanceLearning@pjc.edu.

HONORS PROGRAM

The Pensacola Junior College Honors Program offers academically gifted students some flexibility in designing their honors program to meet individual needs. Through a generous gift from the Grover Robinson IV family, these students will be known as the Robinson Honors Scholars.

A major emphasis of the Honors Program is to teach students to think critically; thus, awakening them to a whole new world of opportunities for personal and intellectual growth. Honors classes are not just regular classes with additional work, but rather they provide unique intellectual experiences, with emphasis on individuality, originality and participative learning. The classes are designed to help students develop and sharpen their analytical and creative skills.

In addition to a challenging classroom environment, the Honors Program offers a wide variety of opportunities for experiential learning. Taking instruction beyond the classroom helps students better understand the world they are studying. Students participate in seminars, field trips, scholarships, and study abroad programs, such as a summer session at Cambridge University in England.

To earn an honors degree, students need to take 15 credit hours of their degree requirement in honors courses and maintain an overall GPA of 3.2 or higher. For additional information on the Honors Program, contact: Dr. Charlie Schuler at 850-484-2543 or cshuler@pjc.edu.

Interdisciplinary honors courses:

- IDH 1110 Nature, Technology and Values Honors
- IDH 2109 Summer Study Cambridge University
- IDH 2402 The American Dream: History Honors
- IDH 2450 Modern European Cultural History Honors

- IDH 2614 Literature in the Modern World Honors

The Interdisciplinary Honors courses provide an integrated program of study that examines the relationships between the arts and sciences. Interdisciplinary courses encourage the full expression of ideas. Instead of studying one topic during the entire class period, students explore a range of topics related to a particular subject.

Discipline-based honors courses:

- BSC 2040 Integrated Principles of Biology Honors
- BSC 2040L Integrated Principles of Biology Laboratory Honors
- CGS 1052H Research in the Electronic Age Honors
- CHM 1050L General Chemistry I Laboratory Honors
- CHM 1051L General Chemistry II Laboratory Honors
- ENC 1101H English Composition I Honors
- ENC 1102H English Composition II Honors
- MAC 2311H Analytic Geometry and Calculus I Honors
- MGF 1106H Mathematics for Liberal Arts I Honors

Additional discipline-based honors courses will be developed during this academic year.

The discipline-based honors courses offer a variety of courses ranging from three to five credit hours in length in the various academic departments.

COLLEGE PREPARATORY INSTRUCTION

College preparatory courses are provided for high school graduates who are identified as needing additional academic background or refresher work in computation and/or communications skills before pursuit of college credit courses. These courses provide instruction in the areas of reading, English/writing, and mathematics. College prep courses do not apply toward A.A., A.S., A.A.S., or certificate program requirements, but may meet prerequisites for continued pursuit of college credit courses.

Required Enrollment in College Preparatory Courses

Students whose entry level placement scores fall below the minimum levels specified for English/writing, math, and reading are required to enroll in the appropriate college prep courses before attempting college credit work in those areas.

Once the college preparatory requirement is satisfied, the student may progress to college credit courses in the subject area. Successful completion of the college preparatory requirement is defined as: a) a grade of "C" or higher in each required college prep course and b) attainment of a passing score on each required college prep exit examination. A student may also progress to college credit work if he/she demonstrates a satisfactory placement exam score in the appropriate subject area.

Students who test into college preparatory instruction and subsequently enroll in college preparatory instruction must successfully complete the required college preparatory studies by the time they have accumulated 12 hours of college credit coursework or they must maintain continuous enrollment in college preparatory coursework each semester until the requirements are completed while performing satisfactorily in the degree earning coursework. Students who are required to take two or more college prep courses must also complete the SLS 1101 College Success course.

College Preparatory Exit Examination

Florida Statutes require that a student successfully complete a college preparatory exit examination at the close of each college prep course sequence in which he/she is required to enroll. Accordingly, an exit examination will be administered in each prep subject area in coordination with the final course in the college prep English mathematics, and reading sequences (i.e., ENC0002C, MAT0024C, REA0002C).

Alternatives for Traditional College Preparatory Instruction

Florida law requires that all students whose placement test scores indicate the need for remediation be given the opportunity to satisfy the remediation requirement through traditional college preparatory instruction or through alternate instructional options.

Students who elect to pursue one of the alternate options must meet with a PJC counselor/advisor prior to discuss the impact of the choice on his/her degree progress. In addition, students should be aware of the following:

PJC can certify and recommend only those instructional options offered through PJC and does not endorse, recommend, evaluate, or rank any other providers or alternative.

Students who pursue options other than college preparatory classes must retake and score appropriately on the college placement test before advancing to college courses.

Students who are receiving financial aid, military tuition assistance, or VA benefits should consult with the financial aid office regarding the impact of alternate options on their benefit.

Repeat Enrollments/Attempts in College Preparatory Courses

According to Florida Statue, a student is eligible for no more than three attempts to successfully complete a given college prep course. Florida Statues also mandate that for the third attempt in a given college prep course, a student will be required to pay the full cost of instruction (approximately four times the usual matriculation in fees). In documented cases of financial hardship, an exception to the full cost may be granted. A withdrawal from a college prep course is considered an attempt, unless the student withdraws prior to the close of drop/add period. If a student receives a grade of N, W, or I in a college prep course, he/she may repeat the course to improve the grade and meet prep requirements. On the third attempt, the student will be awarded the letter grade earned (A, B, C, and F) and will not be allowed to withdraw or to re-enroll.

For more information about college prep class offerings call the Department of Developmental Studies at (850) 484-1185/1186.

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

THE GORDON RULE

State Board of Education Rule 6A-10.030, hereafter referred to as the Gordon Rule, applies to students who entered college for the first time after Term II of the 1982-83 academic year. This rule states that prior to receipt of an A.A. degree from a public college or university, or prior to entry into the upper division of a public university, a student shall successfully complete the following:

- Writing Requirementminimum of 24,000 words
- Mathematics6 semester hours
- College Algebra or Higher

For the purpose of this rule, a grade of "C" or better shall be considered successful completion for all courses which meet Gordon Rule requirements. Compliance with the Gordon Rule is a separate process from compliance with the CLAST requirements.

The college is committed to writing across the curriculum. All courses leading to the A.A. Degree, except those specifically exempt, will require student writing. In addition to designated courses within Category IV and Category V distribution requirements, the following courses may be used to satisfy the Gordon Rule writing requirement for graduation:

CRW	2100	Creative Writing: Fiction
CRW	2300	Creative Writing: Poetry
CRW	2600	Introduction to Screenwriting
ENG	2111	Literature and Film
JOU	1100	Reporting I
JOU	1303	Feature Article Writing

JOU	1400	College Publication
LIT	2933	Special Topics in Literature
PSY	2001	Introduction to Experimental Psychology
WST	2010	Introduction to Women's Studies

READING COMPETENCE REQUIREMENT

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

LAB SCIENCE

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 55. Lab courses are indicated by an "L" immediately following the course number.

MINIMUM GRADES

A.A. students must maintain an overall GPA of 2.00 or higher. However, all A.A. students must also complete with a "C" or higher the courses which satisfy the Gordon Rule requirements (6-A10.30 Florida Administrative Code). These courses include the 6 college credits in communications, mathematics, and all courses designated as writing courses.

NON-TRADITIONAL CREDITS

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

FOREIGN LANGUAGE REQUIREMENT

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

An alternate method for students to demonstrate equivalent foreign language competence is by means of credit awarded on the basis of scores on the foreign language subject matter examinations in the College Level Examination Program (CLEP) as indicated in FAC Rule 6A-10.024(5)(b), which shall count toward the eight to 10 semester hours.

The examination, minimum scores for awarding credit, and maximum credit to be awarded are:

<u>Examination</u>	<u>Minimum Score</u>	<u>Maximum Credit</u>
French	50	12
	46	9
	42	6
German	55	12
	52	9
	43	6
Spanish	55	12
	48	9
	45	6

Likewise, students may demonstrate equivalent foreign language competence in Latin by means of a minimum score of 443 on the Latin examination, published under the title MAPS by The College Board, which represents the 1985 national mean of college-bound seniors minus one standard deviation.

Students who received an associate of arts degree prior to September 1, 1989, or who enrolled in a program of studies leading to an associate's degree from a Florida community college prior to August 1, 1989, and have maintained continuous enrollment shall be exempt from this admissions requirement. Any lower division student admitted without meeting the foreign language requirement must earn such credits prior to admission to the upper division of a state university. Any A.A. degree graduate from a public community college admitted without meeting the foreign language requirement must earn such credits prior to graduation from a state university.

COURSES WITH INTERNATIONAL OR DIVERSITY FOCUS

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

AMH	2091	African-American History and Culture	3 cc
ANT	2000	Introduction to Anthropology	3 cc
ANT	2410	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	2100	World Literature	3 cc
LIT	2120	World Literature from 1650	3 cc
REL	2000	Introduction to Religion	3 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

OPTION TO FOLLOW UNIVERSITY GENERAL EDUCATION REQUIREMENTS

A student who wishes to take a planned transfer program of studies not outlined in the PJC catalog may use such a program for graduation if he/she meets the following guidelines: (A) meets with a PJC counselor to review the proposed plan. The counselor will check Gordon Rule requirements and course prerequisites and approve the plan in writing; (B) within the student's first 30 hours of credits his/her alternate plan must be approved by a counselor, the Provost of the campus and the Dean, Curriculum 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.

A.A. degree-seeking students must complete thirty-six (36) general education credit hours. The credit hours must be distributed among the course categories listed below.

- I. ENGLISH COMPOSITION6 credits
 - + ENC 1101 English Composition I 3 cc
 - + ENC 1102 English Composition II 3 cc
- II. LITERATURE3 credits

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

 - + AML 2011 American Literature to 1870 3 cc
 - + AML 2021 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 2100 World Literature 3 cc
 - + LIT 2110 World Literature to 1650 3 cc
 - + LIT 2120 World Literature from 1650 3 cc
- III. MATHEMATICS6 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
 - 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 SCIENCES6 credits

One 3 credit course must have a AMH, ANT, DEP, PSY or SYG prefix.
Check Gordon Rule writing requirements.

 - * AMH 2010 American History to 1877 3 cc
 - * AMH 2020 American History from 1877 3 cc
 - * AMH 2091 African-American History and Culture 3 cc
 - * ANT 2000 Introduction to Anthropology 3 cc
 - * ANT 2410 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 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. HUMANITIES6 credits

These 6 credits must include courses from at least 2 different course prefix areas. Check Gordon Rule writing requirements.

- 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
- HUM1510C Arts Experience 3 cc
- * HUM2211 Humanities in the Ancient World 3 cc
- * HUM2230 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
- MUH2011 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
- SPN 1121 Beginning Spanish II 4 cc
- * THE 2000 Introduction to Theatre 3 cc

NATURAL SCIENCES7 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 SCIENCES3 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 SCIENCES3 or 4 credits
- AST 1005 Descriptive Astronomy 3 cc
 - AST 1005 Descriptive Astronomy and AST 1005L 4 cc
 - CHM 1025 Introduction to College Chemistry 3 cc
 - CHM 1025 Introduction to College Chemistry and CHM 1025L 4 cc
 - CHM 1045 General Chemistry I and CHM 1045L 4 cc
 - CHM 1046 General Chemistry II and CHM 1046L 4 cc
 - GLY 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

PSC 1351 Physical Science Survey 3 cc

COMPUTER COMPETENCE REQUIREMENT1 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 or COP
 EME 2040 Introduction to Educational Technology 3 cc
 LIS 1004 Introduction to Internet Research 1 cc

MUS 1360 Music and Computers 3 cc

ORAL COMMUNICATIONS REQUIREMENT1 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 1596 Introduction to Forensics 3 cc
 SPC 1600 Public Speaking 3 cc
 SPC 2300 Interpersonal Communication 3 cc
 SPC 2594C Intercollegiate Forensics 1 cc

+Course meets 6,000 words toward Gordon Rule writing requirement.

* Course meets 2,000 words toward Gordon Rule writing requirement.

Students must complete three courses identified as meeting 2,000 words.

- Music
- Music Teacher Education
- Natural Resource Conservation/Pre-Forestry
- Philosophy
- Physics
- Pre-Engineering
- Pre-Law/Pre-Legal Administration
- Pre-Medical /Dental/Veterinary Studies
- Pre-Medical Technology
- Pre-Nursing
- Pre-Pharmacy
- Pre-Physical Therapy
- Psychology/Social Sciences
- Religion
- Theatre

THE ASSOCIATE OF ARTS DEGREE

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 programs 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
- Biochemistry
- Biology
- Business
- Chemistry
- Classics
- Computer Information Systems
- Computer Science
- Criminal Justice
- Education
- English
- Environmental Horticulture
- General Studies
- Geology
- History-Public Service
- Human Performance & Recreation
- Journalism
- Mathematics

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.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage that you contact the PJC Biological Sciences Department for assistance in planning your program of study.

Department Head: Mr. James Brady 484-1168
 jbrady@pjc.edu
 Program Contact: Mr. Logan Fink 484-4464
 lfink@pjc.edu

First Year Recommended Sequence			Credits
ENC	1101	English Composition I (Category I)	3
MAC	1105	College Algebra (Category III)	3
PSY	2012	General Psychology (Category IV)	3
—	—*	Humanities (Category V)	3
—	—**	Elective	3
BOT	1010	General Botany (Category VI)	
BOT	1010L	General Botany Laboratory	
		or	
ZOO	1010	General Zoology (Category VI)	3
ZOO	1010L	General Zoology Laboratory	1
ENC	1102	English Composition II (Category I).....	3
MAC	1114	Plane Trigonometry (Category III)	3
—	—*	Humanities (Category V)	3
Total			28

BSC	2010L	Integrated Principles of Biology Laboratory or	
BSC	2040	Integrated Principles of Biology Honors	3
BSC	2040L	Integrated Principles of Biology Honors Lab	1
CHM	1045	General Chemistry I (Category VII)	3
CHM	1045L	General Chemistry I Laboratory	1
ECO	2023	Economics II	3
SPC	1600	Public Speaking	3
_____	_____*	Literature (Category II)	3
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	32

Total Program Credits60

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

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

ART (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.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage that you contact the PJC Visual Arts Department for assistance in planning your program of study.

Department Head:	Mr. Allan Peterson	484-2554
	apeterson@pjc.edu	
Primary Faculty:	Mr. Michael Boles	
	Mr. Bill Clover	
	Mr. David Hinds	
	Ms. Carol Horigan	
	Dr. Patrick Rowe	
	Mr. Warren Thompson	

First Year Recommended Sequence		Credits
ART	1202C	Two-Dimensional Design3
ART	1300C	Drawing I3
ENC	1101	English Composition I (Category I)3
_____	_____*	Biological Sciences (Category VI).....(3) 4
_____	_____*	Mathematics (Category III).....3
ART	1203C	Three-Dimensional Design3
ART	1301C	Drawing II.....3
ENC	1102	English Composition II (Category I).....3
SPC	1006C	Basic Speaking and Listening Skills.....1
_____	_____*	History, Behavioral/Social, and Human Sciences (Category IV)3
		Total (28) 29

Second Year Recommended Sequence		Credits
ARH	1050	Art History I (Category V)3
_____	_____*	History, Behavioral/Social, and Human Sciences (Category IV)3
_____	_____*	Literature (Category II).....3

_____	_____*	Physical Sciences (Category VII)(4) 3
_____	_____**	Art Elective3
ARH	1051	Art History II.....3
ART	2500C	Painting I
		or
ART	2701C	Sculpture I3
_____	_____*	Humanities (Category V)3
_____	_____*	Mathematics (Category III).....3
_____	_____*	Computer Competence Requirement1
_____	_____**	Art Elective3
		Total.....(32) 31

Total Program Credits60

* Electives based on general education distribution requirement. Category IV and Category V selections must be writing emphasis courses.

** Select from courses with an ART, GRA, PGY or RTV prefix.

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.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage that you contact the PJC Physical Sciences Department for assistance in planning your program of study.

Department Head:	Dr. Ed Stout	484-1189
	estout@pjc.edu	
Program Contact:	Dr. Tom Grow	484-1101
	tgrow@pjc.edu	
Primary Faculty:	Dr. Lois Dixon	
	Mr. Tom Gee	
	Dr. Dan Philips	

First Year Recommended Sequence		Credits
CHM	1045	General Chemistry I3
CHM	1045L	General Chemistry I Laboratory1
ENC	1101	English Composition I (Category I)3
MAC	2311	Analytic Geometry and Calculus I (Category III) 4
_____	_____*	Humanities (Category V)3
_____	_____*	Computer Competence Requirement1
BSC	2010	Integrated Principles of Biology (Category VI)
BSC	2010L	Integrated Principles of Biology Laboratory or
BSC	2040	Integrated Principles of Biology Honors (Category VI)3
BSC	2040L	Integrated Principles of Biology Honors Lab1
CHM	1046	General Chemistry II (Category VII)3
CHM	1046L	General Chemistry II Laboratory1
ENC	1102	English Composition II (Category I).....3
MAC	2312	Analytic Geometry and Calculus II (Category III) 4
_____	_____*	Oral Communications Requirement.....1
		Total31

Second Year Recommended Sequence

CHM 2210	Organic Chemistry I	3
CHM 2210L	Organic Chemistry I Laboratory	1
— — *	History, Behavioral/Social, and Human Sciences (Category IV)	3
— — *	Literature (Category II)	3
CHM 2211	Organic Chemistry II	3
CHM 2211L	Organic Chemistry II Laboratory	1
ZOO 1010	General Zoology	3
ZOO 1010L	General Zoology Laboratory	1
— — *	History, Behavioral/Social, and Human Sciences (Category IV)	3
— — *	Humanities (Category V)	3
— — **	Physics/Mathematics Electives	5
	Total	29

Total Program Credits60

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

** Physics/Mathematics electives must be chosen from PHY 2048, PHY 2048L, MAC 1105 or higher math.

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) as early in their program as possible, but not later than prior to the second semester.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage that you contact the PJC Biological Sciences Department for assistance in planning your program of study.

Department Heads: Mr. James Brady (Pensacola) 484-1168
jbrady@pjc.edu
Ms. Ann Webb (Warrington) 484-2336
awebb@pjc.edu

Primary Faculty:
Pensacola
Ms. Frances Duncan
Ms. Margaret Olive
Dr. June Ramsey
Mr. Henry Seiler
Mr. Jeff Wooters
Warrington
Dr. Tan Summerlin
Ms. Valerie Walker

First Year Recommended Sequence		Credits
BSC 2010	Integrated Principles of Biology (Category VI)	
BSC 2010L	Integrated Principles of Biology Laboratory or	
BSC 2040	Integrated Principles of Biology Honors (Category VI)	3
BSC 2040L	Integrated Principles of Biology Honors Lab	1
CHM 1045	General Chemistry I (Category VII)	3
CHM 1045L	General Chemistry I Laboratory	1
ENC 1101	English Composition I (Category I)	3
MAC 2311	Analytic Geometry and Calculus I (Category III)	4
BOT 1010	General Botany	
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 (Category D)	3
STA 2023**	Elementary Statistics (Category III)	3
	Total	29

Second Year Recommended Sequence

BSC 1931**	Special Topics in Biological Sciences	1
CHM 2210	Organic Chemistry I	3
CHM 2210L	Organic Chemistry I Laboratory	1
SPC 1006C	Basic Speaking and Listening Skills	1
— — *	History, Behavioral/Social, and Human Sciences (Category IV)	3
— — *	Humanities (Category V)	3
— — *	Literature (Category II)	3
BSC 1931**	Special Topics in Biological Sciences	1
CGS 1050	Electronic Access to Information	1
CHM 2211	Organic Chemistry II	3
CHM 2211L	Organic Chemistry II Laboratory	1
— — *	History, Behavioral/Social, and Human Sciences (Category IV)	3
— — *	Humanities (Category V)	3
— — ***	Biology Elective with a Laboratory	4
	Total	31

Total Program Credits60

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

** Students may take MAC 2312 Analytic Geometry and Calculus II, in place of both STA 2023 and one credit of BSC 1931. Students may take BSC 2033 Ethical Issues in Biology, in place of both credits of BSC 1931.

***BOT 1010 and BOT 1010L
MCB 2013 and MCB 2013L
OCB 2013 and OCB 2013L
ZOO 1010 and ZOO 1010L
ZOO 2303 and ZOO 2303L

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 knowl-

edge and skill upon completion of this two-year program to be ready for employment.

Students wishing to transfer to UWF, FSU, or UF should consult with a counselor to select appropriate electives.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage that you contact the PJC Business Department for assistance in planning your program of study.

Department Head: Dr. Linda Bloom (Pensacola) 484-2503
lbloom@pjc.edu
Ms. Ann Webb (Warrington) 484-2336
awebb@pjc.edu
Pensacola
Primary Faculty:
Dr. Birjees Ashraf
Mr. John Atkins
Mr. Gary Gage
Mr. Ricard Irvine
Mr. Scott Key
Dr. Vance Land
Ms. Audrey Morrison
Dr. Carla Rich
(Warrington)
Ms. Michelle Haggard

First Year Recommended Sequence		Credits
CGS 1570	Computer Concepts and Applications	3
ENC 1101	English Composition I (Category D)	3
MAC 1105	College Algebra (Category III)	3
___ *	Biological Sciences (Category VI).....(3)	4
___ *	History, Behavioral/Social, and Human Sciences (Category IV)	3
___ *	Physical Sciences (Category VII)	(4) 3
ENC 1102	English Composition II (Category D).....	3
STA 2023	Elementary Statistics (Category III)	3
___	Elective (suggest CGS 2510)	3
___ *	Humanities (Category V)	3
	Total	31

Second Year Recommended Sequence		Credits
ECO 2013	Economics I (Category IV)	3
MAC 2233	Calculus with Business Applications	3
___	Literature (Category II).....	3
ACG 2021***	Financial Accounting Principles	3
___ **	Elective	3
ACG 2071	Introduction to Managerial Accounting	3
ECO 2023	Economics II	3
SPC 1006C	Basic Speaking and Listening Skills.....	1
___ *	Humanities (Category V)	3
___ **	Elective	4
	Total	29

Total Program Credits60

* 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.

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.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage that you contact the PJC Physical Sciences Department for assistance in planning your program of study.

Department Head: Dr. Ed Stout 484-1189
estout@pjc.edu
Program Contact: Dr. Tom Grow 484-1101
tgrow@pjc.edu
Primary Faculty: Dr. Lois Dixon
Mr. Tom Gee
Dr. Dan Philips

First Year Recommended Sequence		Credits
CHM 1045	General Chemistry I (Category VII)	3
CHM 1045L	General Chemistry I Laboratory	1
ENC 1101	English Composition I (Category D)	3
MAC 2311	Analytic Geometry and Calculus I (Category III) 4	4
___ *	Humanities (Category V)	3
___ *	Computer Competence Requirement	1
CHM 1046	General Chemistry II	3
CHM 1046L	General Chemistry II Laboratory	1
ENC 1102	English Composition II (Category D).....	3
MAC 2312	Analytic Geometry and Calculus II (Category III) 4	4
___ *	Biological Sciences (Category VI).....	3
___ *	Oral Communications Requirement.....	1
	Total	30

Second Year Recommended Sequence		Credits
CHM 2210	Organic Chemistry I	3
CHM 2210L	Organic Chemistry I Laboratory	1
___ *	History, Behavioral/Social, and Human Sciences (Category IV)	3
___ *	Literature (Category II).....	3
CHM 2211	Organic Chemistry II	3
CHM 2211L	Organic Chemistry II Laboratory	1
___ *	History, Behavioral/Social, and Human Sciences (Category IV)	3
___ *	Humanities (Category V)	3
___ **	Physics/Mathematics Electives	10
	Total	30

Total Program Credits60

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

** Physics/Mathematics electives must be chosen from PHY 2048, PHY 2048L, PHY 2049, PHY 2049L, MAC 1105 or higher math.

CLASSICS

(CLASS-AA) A.A.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage that you contact the PJC History, Languages and Philosophy Department for assistance in planning your program of study.

Department Head: Dr. Charlie Schuler 484-2543
 cschuler@pjc.edu
 Primary Faculty: Mr. Mark Cobb
 Mr. Mike Gilbert
 Ms. Latricia Gill
 Ms. Elsbeth Griffin
 Ms. Sharon Harmon
 Dr. Brian Rucker

First Year Recommended Sequence		Credits
CGS 1050	Electronic Access to Information	1
ENC 1101	English Composition I (Category D)	3
EUH 1000	Western Civilization I (Category IV).....	3
SPC 1006C	Basic Speaking and Listening Skills.....	1
_____*	Mathematics (Category III).....	3
_____	Elective (preferably LAT 1120)	3
CLT 1500	Classical Mythology (Category V).....	3
ENC 1102	English Composition II (Category D).....	3
PHI 2010	Introduction to Philosophy	3
_____*	Mathematics (Category III).....	3
_____	Elective (preferably LAT 1120)	3
	Total	29

Second Year Recommended Sequence		Credits
HUM 2211	Humanities in the Ancient World (Category V) ..	3
PHI 2600	Ethics	3
_____*	Biological Sciences (Category VI).....(3)	4
_____*	Literature (Category II).....	3
_____	Elective (preferably GRE 1100).....	3
EUH 1001	Western Civilization II	3
PHI 2100	Logic	3
_____*	History, Behavioral/Social, and Human Sciences (Category IV)	3
_____*	Physical Sciences (Category VII)	(4) 3
_____	Elective (preferably GRE 1101).....	3
	Total	31

Total Program Credits60

* Electives based on general education distribution requirements.

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.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage that you contact the PJC Computer Science Department for assistance in planning your program of study.

Director: Dr. Carol S. Halfhill 484-2522
 Chalfhill@pjc.edu
 Program Director: Dr. Wayne Horn 484-2021
 whorn@pjc.edu
 Department Head: Ms. Ann Webb (Warrington) 484-2336
 awebb@pjc.edu
 Primary Faculty: Pensacola
 Mr. Rich Cacace
 Dr. Stephen Jones
 Mr. Richard Kirk
 Ms. Yen-Chieh Lemley
 Mr. Randy Rose
 Mr. Dennis Stevenson
 Warrington
 Mr. Eris Reddoch
 Milton
 Dr. Michel Boillot
 Ms. Mary Lou Zimmerman

First Year Recommended Sequence		Credits
ACG 2021	Financial Accounting Principles	3
CGS 1570	Computer Concepts and Applications	3
ENC 1101	English Composition I (Category D)	3
MAC 1105	College Algebra (Category III)	3
_____*	Biological Sciences (Category VI).....(4)	3
ACG 2071	Introduction to Managerial Accounting	3
COP 1510	Programming Concepts I	3
ECO 2013	Economics I (Category IV)	3
ENC 1102	English Composition II (Category D).....	3
_____*	Physical Sciences (Category VII).....(3)	4
	Total.....	31

Second Year Recommended Sequence		Credits
COP 2511	Programming Concepts II	3
ECO 2023	Economics II	3
MAC 2233	Calculus with Business Applications (Category III) 3	3
_____*	History, Behavioral/Social, and Human Sciences (Category IV)	3
_____*	Humanities (Category V)	3
COP 2120	COBOL	3
PHI 2600	Ethics (Category V).....	3

STA 2023	Elementary Statistics.....	3
___ *	Literature (Category II).....	3
___ *	Oral Communications Requirement.....	1
___	Elective	1
	Total	29
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.

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 option) program as well as similar programs at other universities.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage that you contact the PJC Computer Science Department for assistance in planning your program of study.

- | | | |
|-------------------|---------------------------|----------|
| Director: | Dr. Carol S. Halfhill | 484-2522 |
| | chalfhill@pjc.edu | |
| Program Director: | Dr. Wayne Horn | 484-2021 |
| | whorn@pjc.edu | |
| Department Head: | Ms. Ann Webb (Warrington) | 484-2336 |
| | awebb@pjc.edu | |
| Primary Faculty: | Pensacola | |
| | Mr. Rich Cacace | |
| | Dr. Stephen Jones | |
| | Mr. Richard Kirk | |
| | Ms. Yen-Chieh Lemley | |
| | Mr. Randy Rose | |
| | Mr. Dennis Stevenson | |
| | Warrington | |
| | Mr. Eris Reddoch | |
| | Milton | |
| | Dr. Michel Boillot | |
| | Ms. Mary Lou Zimmerman | |

First Year Recommended Sequence		Credits
CGS 1570	Computer Concepts and Applications	3
ENC 1101	English Composition I (Category I)	3
MAC 1147**	Precalculus Algebra/Trigonometry (Category III)	4
PSY 2012	General Psychology (Category IV)	3
___ *	Biological Sciences (Category VI).....	3
COP 1510	Programming Concepts I	3
ENC 1102	English Composition II (Category I).....	3
MAC 2311	Analytic Geometry and Calculus I (Category III)	4
ECO 2013	Economics I (Category IV)	3
PHI 2600	Ethics (Category V)	3
	Total	32

Second Year Recommended Sequence		Credits
COP 2511	Programming Concepts II	3
MAC 2312	Analytic Geometry and Calculus II.....	4
PHY 2048	Physics I with Calculus (Category VII).....	4
PHY 2048L	Physics I with Calculus Laboratory	1
___ *	Humanities (Category V)	3
COP ___***	Programming Elective.....	3
STA 2023	Elementary Statistics.....	3

___ *	Literature (Category II).....	3
___	Elective	3
___ *	Oral Communications Requirement.....	1
	Total	28
Total Program Credits		60

* Electives based on general education distribution requirements.
 The Category V selection must be a writing emphasis course.

** Or MAC 1140 Precalculus Algebra and MAC 1114 Plane Trigonometry.

*** ..Any course with COP prefix except those listed as A.A.S. only.

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 Department for assistance in planning for their careers.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage that you contact the PJC History/Languages and Philosophy Department for assistance in planning your program of study.

- | | | |
|------------------|---------------------|----------|
| Department Head: | Dr. Charlie Schuler | 484-2543 |
| | cschuler@pjc.edu | |
| Program Contact: | Mr. Mike Ardis | 484-2575 |
| | mardis@pjc.edu | |
| Primary Faculty: | Mr. Jim Chancy | |

First Year Recommended Sequence		Credits
CCJ 1020	Introduction to Criminal Justice.....	3
CCJ 2062	Constitutional Law for Criminal Justice	3
ENC 1101	English Composition I (Category I)	3
___ *	History, Behavioral/Social, and Human Sciences (Category IV)	3
___ *	Mathematics (Category III).....	3
CCJ 2010	Criminology	3
ENC 1102	English Composition II (Category I).....	3
___ *	Biological Sciences (Category VI).....(3)	4
___ *	Mathematics (Category III).....	3
___ **	Elective	3
	Total.....	(30) 31

Second Year Recommended Sequence		Credits
CJL 1100	Criminal Law	3
CCJ 2500	Juvenile Justice	3
___ *	Humanities (Category V)	3
___ *	Literature (Category II).....	3
___ *	Computer Competence Requirement	1
___ *	Oral Communications Requirement.....	1
CJC 1000	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
___ **	Elective	3
	Total	(30) 29

Total Program Credits

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

** Electives CCJ, CJC, CJE, CJL or CJT

EDUCATION (TEACH-AA) A.A.

This program serves students seeking a baccalaureate degree in education who plan to teach in preprimary, early childhood, elementary, middle grades, special education or related settings. Students who want to teach/work in a high school setting (grades 9 through 12) should major in the appropriate content area. This program is the first two years of a four-year university program in teacher education.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you contact the PJC Behavioral Sciences Department for assistance in planning your program of study.

Department Head: Dr. June Linke 484-2530
 jlinke@pjc.edu
 Program Contacts: Ms. Jane Spruill 484-1118
 jspruill@pjc.edu
 Ms. Betsy Werre 484-1448
 bwerre@pjc.edu
 Primary Faculty: Mr. Glen Bradley
 Dr. Vince Sullivan

First Year Recommended Sequence	Credits
DEP 2003 Human Growth and Development or	
PSY 2012 General Psychology (Category IV)	3
EDF 1005+ Introduction to Education	3
ENC 1101 English Composition I (Category I)	3
PSC 1351 Physical Science Survey	3
MGF 1106 Mathematics for Liberal Arts I	3
EME 2040+++ Introduction to Educational Technology	3
ENC 1102 English Composition II (Category D).....	3
___ ___* Mathematics (Category III).....	3
___ ___** Biological Sciences (Category VI).....	(4) 3
___ ___+**** International/Diversity Focus Course	3
(see page 57)	
(Students transferring to UWF should take EUH 1000 Western Civilization)	
Total.....	(31) 30

Second Year Recommended Sequence	Credits
AMH 2010 American History to 1877 (Category IV) or	
AMH 2020 American History from 1877(Category IV)	3
___ ___** Physical Sciences (Category VII)	(3) 4
___ ___* Literature (Category II).....	3
___ ___ Mathematics (Category III).....	3
SPC 1006C Basic Speaking and Listening Skills.....	1
___ ___+**** International/Diversity Focus Course	3
(see page 56)	
(Students transferring to UWF should take GEA 2000, World Regional Geography)	

EDG 2701+ Teaching Diverse Populations	3
___ ___ Philosophy Course (Must have PHI prefix)	3
(Category V)	
___ ___*** Fine Arts Course	
(Must have ARH, MUH, THE, or HUM prefix)	3
___ ___ Electives	4
Total	(29) 30

Total Program Credits60

* Electives based on general education distribution requirements.

** Students transferring to UWF must take at least one lab course associated with either physical or biological sciences.

***One course taken in any of these categories must meet Humanities General Education (Category V)

+ Course includes field experience. See course description.

++In addition to EDG 2701, students majoring in education at a public university in Florida must take 6 credits with an international/diversity focus. One of these courses (3 hours) must also fulfill the PJC writing requirement for AA graduates.

+++ EME 2040 is required by the State of Florida for all education majors. Other computer courses cannot be substituted for EME 2040.

Note: EDF 1005, EDG 2701, EME 2040 meet education core prerequisites required for admission into a SUS college of education. Other courses cannot be substituted for these three classes.

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.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage that you contact the PJC English/Communications Department for assistance in planning your program of study.

Department Head: Ms. Marian Wernicke 484-1447
 mwernicke@pjc.edu

Department Head: Ms. Ann Webb (Warrington) 484-2336
 awebb@pjc.edu

Primary Faculty:
 Pensacola
 Mr. Thomas Bailey
 Mr. Thomas Botsford
 Ms. Mary Bozeman
 Ms. Carolyn Dryer
 Mr. William Fisher
 Ms. Diane Jackson
 Mr. Kenneth McAferty
 Mr. Keith Prendergast
 Mr. Jelle Roos
 Ms. Karen Sirmans
 Ms. Nancy Strebeck
 Dr. Guangping Zeng
 Warrington
 Ms. Carol Hemmye
 Mr. Don Miller
 Mr. Todd Neuman
 Milton
 Mr. Dan Bell
 Ms. Wanda Davis
 Dr. Jean Roberts
 Dr. Raymond Wolf

First Year Recommended Sequence	Credits
ENC 1101 English Composition I (Category I)	3

SPC	2300	Interpersonal Communication or	
SPC	1600	Public Speaking	3
—	—*	Biological Sciences (VI)	(3) 4
—	—*	Mathematics (Category III).....	3
—	—	Elective	3
AMH	2010	American History to 1877 (Category IV)	3
AML	2011	American Literature to 1870 (Category ID)	3
ENC	1102**	English Composition II (Category I).....	3
—	—*	Mathematics (Category III).....	3
—	—*	Physical Sciences (VII)	(4) 3
		Total	31

Second Year Recommended Sequence

AML	2021	American Literature from 1870	3
ENL	2012	English Literature to 1800.....	3
EUH	1001	Western Civilization II (Category IV)	3
—	—*	Computer Competence Requirement	1
ENL	2022	English Literature from 1800	3
—	—*	Humanities (Category V)	6
—	—	Electives	10
		Total	29
Total Program Credits			60

* Electives based on general education distribution requirements.

** With permission of the department head students may be allowed to enroll concurrently in ENC 1102 and a literature course.

ENVIRONMENTAL HORTICULTURE (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. Landscape and Nursery Horticulture exposes students to the art and science of breeding, propagating, installing and maintaining plants that are used to enhance and improve the human environment. This interdisciplinary program combines the study of landscape and nursery horticultural sciences with the study of business, management and communications. Job opportunities are plentiful for individuals with targeted educational backgrounds and experience in nursery and landscape management.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage that you contact the PJC Biological Sciences Department for assistance in planning your program of study.

Department Head: Mr. James Brady 484-1168
jbrady@pjc.edu

Program Contact: Amy Compton 484-4433
acompton@pjc.edu

First Year Recommended Sequence		Credits	
BSC	2010	Integrated Principles of Biology (Category VI)	3
BSC	2010L	Integrated Principles of Biology Laboratory or	
BSC	2040	Integrated Principles of Biology Honors (Category VI)	3
BSC	2040L	Integrated Principles of Biology Honors Lab	1
ENC	1101	English Composition I (Category I)	3

MAC	1105	College Algebra (Category III)	3
PSY	2012	General Psychology (Category IV)	3
—	—*	Humanities (Category V)	3
CGS	1570	Computer Concepts and Applications	3
ECO	2023	Economics II	3
ENC	1102	English Composition II (Category I).....	3
MAC	1114	Plane Trigonometry (Category III)	3
—	—*	History, Behavioral/Social and Human Sciences (Category IV)	3
		Total	31

Second Year Recommended Sequence

CHM	1045	General Chemistry I (Category VII)	3
CHM	1045L	General Chemistry I Laboratory	1
SPC	1600	Public Speaking or	
SPC	2300	Interpersonal Communication	3
—	—*	Humanities (Category V)	3
—	—*	Literature (Category II).....	3
BOT	1010	General Botany	3
BOT	1010L	General Botany Laboratory	1
ENC	1210	Technical Writing I	3
HOS	1010	Introduction to Horticultural Science	3
PHY	1025	Introduction to Fundamentals of Physics or	
PHY	1053	General Physics I	3
		and	
PHY	1053L	General Physics I Laboratory	1
—	—**	Electives	2-3
		Total	29-30
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 are encouraged to consider BSC 2033 Ethical Issues in Biology and/or BSC 1931/L Special Topics in Biology/Laboratory when selecting electives.

Students must complete two sequential semesters of foreign language at a community college or have completed two years in high school.

* Students must enroll in humanities courses which meet the international and diversity requirement of UF (six hours required).

GENERAL STUDIES (LIBERAL ARTS) (GEN-AA) 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.A.S. only, in addition to the general education program requirements without following any one of the preplanned areas of concentration listed in this catalog.

Students need to be aware that few universities or colleges offer

a general degree. Upon application to a university, the student must commit to a degree. Students are advised to work closely with a counselor or departmental advisor to insure the courses taken at PJC will meet the student's major requirements.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage that you contact the PJC Counseling Office on any campus; Milton, 484-4420; Pensacola, 484-1630; Warrington, 484-2336 for assistance in planning your program of study.

First Year Recommended Sequence		Credits
ENC 1101	English Composition I (Category I)	3
___ *	Biological Sciences (Category VI)	(4) 3
___ *	Humanities (Category V)	3
___ *	Mathematics (Category III)	3
___	Elective	3
ENC 1102	English Composition II (Category I)	3
___ *	History, Behavioral/Social, and Human Sciences (Category IV)	3
___ *	Mathematics (Category III)	3
___ *	Computer Competence Requirement	1
___	Elective	3
Total		(29) 28

Second Year Recommended Sequence		Credits
___ *	Humanities (Category V)	3
___ *	Literature (Category II)	3
___ *	Physical Sciences (Category VII)	(3) 4
___	Electives	6
___ *	History, Behavioral/Social, and Human Sciences (Category IV)	3
___ *	Oral Communications Requirement	1
___	Electives	12

Total.....(31) 32

Total Program Credits60

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

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.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage that you contact the PJC Physical Sciences Department for assistance in planning your program of study.

Department Head: Dr. Ed Stout 484-1189
 estout@pjc.edu
 Program Contact: Mr. Brooke Towery 484-2056
 btowery@pjc.edu

First Year Recommended Sequence		Credits
CHM 1045	General Chemistry I (Category VII)	3
CHM 1045L	General Chemistry I Laboratory	1
ENC 1101	English Composition I (Category I)	3
GLY 1010	Physical Geology	3
GLY 1010L	Physical Geology Laboratory	1
___ **	Mathematics or Natural Science Elective	3
___ *	Computer Competence Requirement	1
CHM 1046	General Chemistry II	3
CHM 1046L	General Chemistry II Laboratory	1
ENC 1102	English Composition II (Category I)	3
MAC 2311	Analytic Geometry and Calculus I (Category III)	4
___ *	Humanities (Category V)	3
___ *	Oral Communications Requirement	1
Total		30

Second Year Recommended Sequence		Credits
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
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	30
Total Program Credits		60

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

** One course must be a Mathematics course to meet General Education Category III.

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.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage that you contact the PJC History, Languages and Philosophy Department for assistance in planning your program of study.

Department Head: Dr. Charlie Schuler 484-2543
 cschuler@pjc.edu
 Primary Faculty: Mr. James Chancy
 Mr. Mike Gilbert
 Ms. Latricia Gill
 Ms. Sharon Harmon
 Dr. Brian Rucker

First Year Recommended Sequence		Credits
AMH 2010	American History to 1877 (Category IV)	3
CGS 1050	Electronic Access to Information	1
ENC 1101	English Composition I (Category I)	3
POS 2041	American National Government (Category IV) ..	3
SPC 1006C	Basic Speaking and Listening Skills.....	1
_____*	Mathematics (Category III).....	3
AMH 2020	American History from 1877	3
ENC 1102	English Composition II (Category I).....	3
PHI 2010	Introduction to Philosophy (Category V).....	3
_____*	Mathematics (Category III).....	3
_____	Elective (Preferably Category IV)	3
Total Program Credits.....		29

Second Year Recommended Sequence		Credits
AMH 2091	African-American History and Culture	3
EUH 1000	Western Civilization I	3
HUM 2211	Humanities in the Ancient World	3

	or	
HUM 2230	Humanities in the Modern World	3
_____*	Biological Sciences (Category VI).....(4)	3
_____*	Literature (Category II).....	3
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		31

Total Program Credits

* Electives based on general education distribution requirements.

HUMAN PERFORMANCE AND RECREATION (HPR-AA) A.A.

This program is designed to provide the first two years of baccalaureate degree programs geared toward exercise science, athletic training, and recreation technology.

Students should contact the departmental office on the Pensacola Campus for guidance in planning a program.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage that you contact the PJC Behavioral Sciences Department for assistance in planning your program of study.

Department Head: Dr. June Linke 484-2530
 jlinke@pjc.edu
 Program Contact: Dr. Katie McLeod 484-1316
 kmcleod@pjc.edu

First Year Recommended Sequence		Credits
ENC 1101	English Composition (Category I)	3
_____*	Mathematics (Category III).....	3
(Students transferring to UWF should take MAC 1105 or higher)		
DEP 2003	Human Growth and Development (Category VI) or	
PSY 2012	General Psychology (Category IV)	3
BSC 1005	Biological Principles for Non-Majors (Category VI)	
BSC 1005L	Biological Principles for Non-Majors Laboratory or	
BSC 2010	Integrated Principles of Biology (Category VI) ..	3
BSC 2010L	Integrated Principles of Biology Laboratory.....	1
_____	Any CGS, or COP prefix Computer Course	1
ENC 1102	English Composition II (Category I).....	3
_____*	Literature (Category II).....	3
_____*	Humanities (Category V)	3
_____	Emphasis Courses	9
Total		32

Second Year Recommended Sequence		Credits
STA 2023	Elementary Statistics (Category III)	3
_____*	Physical Sciences (Category VII)	3
_____*	Oral Communications Requirement.....	1

—	—	*	Humanities (Category V)	3
—	—	*	History, Behavioral/Social and Human Sciences (Category IV)	3
—	—		Emphasis Courses	12
—	—		Electives	3
			Total	28
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.

Recreation Technology Emphasis:

LEI	1141	Introduction to Recreation and Leisure Services	3
LEI	1541	Outdoor Recreation Management	3
LEI	2730	Adaptive/Therapeutic Recreation.....	3
HSC	2402	Managing Medical Emergencies	
		or	
PET	2622	Care and Prevention of Athletic Injuries	3
—	—	Human Performance Electives	12
		Total	24

Exercise Science/Athletic Training Emphasis:

BSC	1093	Anatomy and Physiology I	3
BSC	1093L	Anatomy and Physiology I Laboratory	1
BSC	1094	Anatomy and Physiology II	3
BSC	1094L	Anatomy and Physiology II Laboratory.....	1
HLP	1081	Concepts of Life Fitness	
		or	
HSC	2400	First Aid and Injuries.....	3
		(recommended for Athletic Training emphasis)	
PET	2303	Scientific Principles of Exercise	3
PET	2622	Care and Prevention of Athletic Injuries	3
—	—	Human Performance Electives	7
		Total	24

Human Performance Electives (including 1-hour Activity Courses):

HFT	1000	Introduction to the Hospitality Industry	3
HFT	1313	Hospitality Property Management	3
HFT	2600	Concepts of Hospitality Law.....	3
HLP	1081	Concepts of Life Fitness	3
HLP	2947+	Human Performance and Recreation Co-op.....	1
HLP	2948+	Human Performance and Recreation Co-op.....	2
HLP	2949+	Human Performance and Recreation Co-op.....	3
HSC	1592	CPR/AIDS/OSHA for Health Professionals	1
HSC	2100	Personal and Community Health	3
HSC	2400	First Aid and Injuries.....	3
HSC	2402	Managing Medical Emergencies	3
HUN	1201	Elements of Nutrition	3
LEI	2730	Adaptive/Therapeutic Recreation.....	3
PEO	1011	Team Sports	3
PEO	1031	Individual Sports.....	3
PEO	2013	Sports Officiating	3
PEQ	2105	Management of Aquatic Programs	3
PET	2622	Care and Prevention of Athletic Injuries	3

Special Note: A maximum of 2 semester hours earned in Activity Courses can be applied to this program major.

Activity Courses:

PEL	1121	Beginning Golf	1
PEL	1122	Intermediate Golf	1
PEL	2341	Beginning Tennis	1

PEL	2342	Intermediate Tennis	1
PEM	1102	Exercise and Conditioning	1
PEM	1131	Weight Training and Conditioning I.....	1
PEM	1132	Weight Training and Conditioning II	1
PEM	1171	Aerobics	1
PEN	1114	Lifeguard Training.....	1
PEN	1121	Beginning Swimming	1
PEN	1122	Intermediate Swimming	1
PEQ	2115	Water Safety Instructor	1

+ A maximum of 3 credit hours in Human Performance Cooperative Education can be applied toward fulfillment of HPR-AA Program requirements. Program majors must be advised by the Program Contact or the Department Head of Behavioral Sciences before enrolling in any HPR cooperative education course.

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.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage that you contact the PJC English/Communications Department for assistance in planning your program of study.

Department Head: Ms. Marian Wernicke 484-1447
mwernicke@pjc.edu
Program Contact: Thomas Botsford 484-1431
tbotsford@pjc.edu

First Year Recommended Sequence

Credits

ENC	1101	English Composition I (Category I)	3
JOU	1400	College Publications	1
MMC	2000	Survey of Mass Communication	3
JOU	1100	Reporting I	3
—	—	* Mathematics (Category III).....	3
—	—	* History, Behavioral/Social, and Human Sciences (Category IV)	3
—	—	* Biological Sciences (Category VI).....(3)	4
—	—	* Computer Competence Requirement	1
ENC	1102	English Composition II (Category D).....	3
SPC	1006C	Basic Speaking and Listening Skills.....	1
—	—	* Humanities (Category V)	3
—	—	Elective	3
		Total.....	(30) 31

Second Year Recommended Sequence

JOU	1303	Feature Article Writing	
		or	
RTV	2241C	TV Production I	3
—	—	* Literature (Category II).....	3
—	—	* Mathematics (Category III).....	3

JOU	1400	College Publications	1
—	—*	History, Behavioral/Social, and Human Sciences (Category IV)	3
—	—*	Humanities (Category V)	3
—	—*	Physical Sciences (Category VII)	(4) 3
—	—	Electives	10
Total			(30) 29

Total Program Credits60

* Electives based on general education distribution requirements.

MATHEMATICS (MATH-AA) A.A.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage that you contact the PJC Mathematics Department for assistance in planning your program of study.

- Department Head: Dr. Erin Spicer 484-1128
 espicer@pjc.edu
- Department Head: Ms. Ann Webb (Warrington) 484-2336
 awebb@pjc.edu
- Primary Faculty:
- Pensacola
 - Ms. Mary Benson
 - Dr. Christine Bond
 - Ms. Kathleen Burk
 - Mr. Jeremy Carr
 - Ms. Delois Jones
 - Ms. Virginia Lund
 - Ms. Mary Petruska
 - Ms. Sharon (Jo) Spencer
 - Dr. Jim Ward
 - Mr. Charles Washington
 - Warrington
 - Mr. Lynn Cade
 - Mr. Peter Falzone
 - Milton
 - Ms. Dorothy King
 - Dr. Mickey Settle

First Year Recommended Sequence		Credits
COP	1510	Programming Concepts I3
ENC	1101	English Composition I (Category D)3
MAC	2311	Analytic Geometry and Calculus I (Category III) 4
—	—*	History, Behavioral/Social, and Human Sciences (Category IV)3
ENC	1102	English Composition II (Category D).....3
MAC	2312	Analytic Geometry and Calculus II (Category III) 4
PHY	2048	Physics I with Calculus (Category VII).....4
PHY	2048L	Physics I with Calculus Laboratory1

—	—*	History, Behavioral/Social, and Human Sciences (Category IV)	3
—	—*	Humanities (Category V)	3
Total			31

Second Year Recommended Sequence

MAC	2313	Analytic Geometry and Calculus III	4
PHY	2049	Physics II with Calculus	4
PHY	2049L	Physics II with Calculus Laboratory	1
SPC	1006C	Basic Speaking and Listening Skills.....	1
—	—*	Literature (Category II).....	3
STA	2023	Elementary Statistics	3
MAP	2302	Differential Equations	3
—	—*	Biological Sciences (Category VI).....	3
—	—*	Humanities (Category V)	3
—	—	Elective	4
Total			29

Total Program Credits60

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

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.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage that you contact the PJC Music and Theatre Department for assistance in planning your program of study.

Department Head: Mr. Don Snowden 484-1802
 dsnowden@pjc.edu

First Year Recommended Sequence		Credits	
ENC	1101	English Composition I (Category D)3	
MUN	—	Major Music Ensemble	1
MUT	1121	Integrated Music Theory I	3
MV_	131_	Applied Music (Principal Instrument)	2
—	—*	Mathematics (Category III).....	3
—	—*	Computer Competence Requirement	1
ENC	1102	English Composition II (Category D).....	3
MUN	—	Major Music Ensemble	1
MUT	1122	Integrated Music Theory II.....	3
MV_	131_	Applied Music (Principal Instrument)	2
—	—*	Biological Sciences (Category VI).....(4)	3
—	—*	Mathematics (Category III).....	3
Total			(29) 28

Second Year Recommended Sequence

MUH	2110	Introduction to Music History (Category V)	3
MUN	—	Major Music Ensemble	1
MUT	2126	Integrated Music Theory III	3
MV_	232_	Applied Music (Principal Instrument)	2
SPC	1006C	Basic Speaking and Listening Skills.....	1

_____	_____*	History, Behavioral/Social, and Human Sciences (Category IV)	3
_____	_____*	Literature (Category II)	3
MUN	_____	Major Music Ensemble	1
MUT	2127	Integrated Music Theory IV	3
MV_	232_	Applied Music (Principal Instrument)	2
_____	_____*	History, Behavioral/Social, and Human Sciences (Category IV)	3
_____	_____*	Humanities (Category V)	3
_____	_____*	Physical Sciences (Category VII).....(3)	4
		Total.....(31)	32
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, MVK 1112, MVK 2121, and MVK 2122 to pass this proficiency examination.

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 7 for details.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage that you contact the PJC Music and Theatre Department for assistance in planning your program of study.

Department Head: Mr. Don Snowden 484-1802
dsnowden@pjc.edu

First Year Recommended Sequence		Credits	
EME	2040	Introduction to Educational Technology	3
ENC	1101	English Composition I (Category D)	3
MUN	_____	Major Music Ensemble	1
MUT	1121	Integrated Music Theory I	3
MV_	131_	Applied Music (Principal Instrument)	2
MGF	1106	Mathematics for Liberal Arts I	3
ENC	1102	English Composition II (Category D).....	3
EDF	1005	Introduction to Education	3
MUN	_____	Major Music Ensemble	1
MUT	1122	Integrated Music Theory II.....	3
MV_	131_	Applied Music (Principal Instrument)	2
_____	_____*	Mathematics (Category III).....	3
_____	_____*	Biological Sciences (Category VI).....(4)	3
_____	_____*	Physical Sciences (Category VII)	(3) 4
_____	_____*	Mathematics (Category III).....	3
		Total	40

Second Year Recommended Sequence		Credits	
EDG	2701+	Teaching Diverse Populations	3
MUH	2110	Introduction to Music History (Category V)	3
MUN	_____	Major Music Ensemble	1
MUT	2126	Integrated Music Theory III	3
MV_	232_	Applied Music (Principal Instrument)	2
SPC	1006C	Basic Speaking and Listening Skills.....	1
_____	_____*	Literature (Category II).....	3
MUN	_____	Major Music Ensemble	1
MUT	2127	Integrated Music Theory IV	3
MV_	232_	Applied Music (Principal Instrument)	2
AMH	2010	American History to 1877 (Category IV)	3
or			
AMH	2020	American History from 1877 (Category IV)	3
PHI	2010	Introduction to Philosophy (Category V).....	3
GLY	1001	Earth Science	3
PSY	2012	General Psychology	3
_____	_____*	History, Behavioral/Social and Human Sciences (Category IV)	3
		Total	37

Total Program Credits

* Electives based on general education distribution requirements.

+ In addition to EDG 2701, students majoring in Education at a public university in Florida must take six credits with an international or diversity focus. Select from courses listed on page 56.

Note: Students are strongly urged to enroll in MVK 1111, MVK 1112, MVK 2121 and MVK 2122 to pass any piano proficiency at the college or university to which they wish to transfer.

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. Working in close cooperation with an academic advisor, Natural Resource Conservation students prepare programs of study according to their educational career goals, and they follow one of several specialized options. Natural Resource Conservation graduates find employment in government agencies, consulting firms and environmental education programs. This program was developed with agreement from several leading universities in forest studies including the University of Florida, Auburn University, University of Georgia and Mississippi State. Two plus two scholarships between PJC and the University of Florida are also available each year to graduating high school seniors.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage that you contact the PJC Biological Sciences Department for assistance in planning your program of study.

Department Head: Mr. James Brady 484-1168
jbrady@pjc.edu
Program Contact: Dr. Conrad Brewer 484-4432
cbrewer@pjc.edu

First Year Recommended Sequence		Credits	
BSC	2010	Integrated Principles of Biology (Category VI)	3
BSC	2010L	Integrated Principles of Biology Laboratory	3
or			
BSC	2040	Integrated Principles of Biology Honors (Category VI)	3
BSC	2040L	Integrated Principles of Biology Honors Lab	1
ENC	1101	English Composition I (Category D)	3
MAC	1105	College Algebra (Category III)	3
SPC	1600	Public Speaking	3

	or		
SPC	2300	Interpersonal Communication	3
—	—*	Humanities (Category V)	3
CGS	1570	Computer Concepts and Applications	3
ECO	2023	Economics II	3
ENC	1102	English Composition II (Category D)	3
MAC	1114	Plane Trigonometry (Category III).....	3
—	—*	History, Behavioral/Social, and Human Sciences (Category IV)	3
		Total	31
Second Year Recommended Sequence			
CHM	1045	General Chemistry I (Category VII)	3
CHM	1045L	General Chemistry I Laboratory	1
MAC	2233	Calculus with Business Applications	
		or	
MAC	2311	Analytic Geometry and Calculus I	(4) 3
—	—*	Humanities (Category V)	3
—	—*	Literature (Category II).....	3
BOT	1010	General Botany	
BOT	1010L	General Botany Laboratory	
		or	
ZOO	1010	General Zoology	3
ZOO	1010L	General Zoology Laboratory.....	4
PHY	1025	Introduction to Fundamentals of Physics	
		or	
PHY	1053	General Physics I	
PHY	1053L	General Physics I Laboratory	(3) 4
STA	2023	Elementary Statistics.....	3
—	—*	History, Behavioral/Social, and Human Sciences (Category IV)	3
—	—**	Electives	1-3
		Total	29-30
Total Program Credits			60

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

Students must complete two sequential semesters of foreign language at a community college or have completed two years in high school.

Students must enroll in humanities courses which meet the international and diversity requirements of UF (six hours required).

** Students may substitute MAC 2233 for both MAC 1114 and MAC 2311, but must take another set of electives to make up the additional four hours.

+ Note: Students are encouraged to consider enrolling in BSC 2323 Ethical Issues in Biology or BSC 1931L Special Topics in Biology Laboratory when selecting electives.

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.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage that you contact the PJC History, Languages and Philosophy Department for assistance in planning your program of study. Department Head: Dr. Charlie Schuler 484-2543 cschuler@pjc.edu

Primary Faculty: Mr. Mark Cobb

First Year Recommended Sequence		Credits	
CGS	1050	Electronic Access to Information	1
ENC	1101	English Composition I (Category D)	3
EUH	1000	Western Civilization I (Category IV).....	3
PHI	2010	Introduction to Philosophy (Category V).....	3
SPC	1006C	Basic Speaking and Listening Skills.....	1
—	—*	Mathematics (Category III).....	3
ENC	1102	English Composition II (Category D).....	3
EUH	1001	Western Civilization II	3
HUM	2211	Humanities in the Ancient World (Category V) ..	3
—	—	History, Behavioral/Social, and Human Sciences (Category IV)	3
—	—*	Mathematics (Category III).....	3
		Total	29

Second Year Recommended Sequence		
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
AMH 2091	African-American History and Culture	3
PHI 2600	Ethics	3
REL 2000	Introduction to Religion	3
— —	Elective	3
— — *	Physical Sciences (Category VII)	(4) 3
	Total	31
Total Program Credits		

* Electives based on general education distribution requirements.

PHYSICS (PHYS-AA) A.A.

This program provides the first two years of a four-year university program leading to a baccalaureate degree in physics. The PJC curriculum has the necessary prerequisite courses for a completer to begin upper-division work as a university junior in the major.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage that you contact the PJC Physical Sciences Department for assistance in planning your program of study.

Department Head: Dr. Ed Stout 484-1189
 estout@pjc.edu
 Program Contact: Dr. Joe Zayas 484-1104
 jzayas@pjc.edu

First Year Recommended Sequence		Credits
CHM 1045	General Chemistry I (Category VII)	3
CHM 1045L	General Chemistry I Laboratory	1
ENC 1101	English Composition I (Category D)	3
MAC 2311	Analytic Geometry and Calculus I (Category III) 4	4
— — *	History, Behavioral/Social, and Human Sciences (Category IV)	3
— — *	Computer Competence Requirement	1
CHM 1046	General Chemistry II	3
CHM 1046L	General Chemistry II Laboratory	1
ENC 1102	English Composition II (Category D).....	3
MAC 2312	Analytic Geometry and Calculus II (Category III) 4	4
PHY 2048	Physics I with Calculus	4
PHY 2048L	Physics I with Calculus Laboratory	1

Total

31

Second Year Recommended Sequence		
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
BSC 2010	Integrated Principles of Biology (Category VI) ..3	3
BSC 2010L	Integrated Principles of Biology Laboratory.....1	1
— — *	History, Behavioral/Social, and Human Sciences (Category IV)	3
— — *	Humanities (Category V)	3
— — *	Oral Communications Requirement.....	1
— —	Mathematics or Natural Sciences Elective	3
	Total	29
Total Program Credits		

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.

PRE-ENGINEERING (ENGNR-AA) A.A.

This program provides the first two years of a four-year university program leading to a baccalaureate degree in engineering. The PJC curriculum has the necessary prerequisite courses for a completer to begin upper-division work as a university junior in the major.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage that you contact the PJC Physical Sciences Department for assistance in planning your program of study.

Department Head: Dr. Ed Stout 484-1189
 estout@pjc.edu
 Program Contact: Dr. Joe Zayas 484-1104
 jzayas@pjc.edu

First Year Recommended Sequence		Credits
BSC 2010	Integrated Principles of Biology (Category VI) ..3	3
BSC 2010L	Integrated Principles of Biology Laboratory.....1	1
ENC 1101	English composition I (Category D).....	3
MAC 2311	Analytic Geometry and Calculus I (Category III) 4	4
— — *	History, Behavioral/Social, and Human Sciences (Category IV)	3
— — *	Computer Competence Requirement	1
CHM 1045	General Chemistry I (Category VII)	3
CHM 1045L	General Chemistry I Laboratory	1
MAC 2312	Analytic Geometry and Calculus II (Category III) 4	4
ENC 1102	English Composition II (Category D).....	3

PHY 2048	Physics I with Calculus	4
PHY 2048L	Physics I with Calculus Laboratory	1
	Total	31

Second Year Recommended Sequence

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
— —**	Engineering/Science/Math Electives	4
MAP 2302	Differential Equations	3
— —*	History, Behavioral/Social, and Human Sciences (Category IV)	3
— —*	Humanities (Category V)	3
— —*	Oral Communications Requirement.....	1
	Total	29

Total Program Credits60

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

** Engineering/Science/Math electives – Select from the following (a total of four credit hours is required):

CHM 1046	General Chemistry II	3
CHM 1046L	General Chemistry II Laboratory	1
EGS 2311	Engineering Statics	3
EGS 2321	Engineering Dynamics	3
MAC 1114	Plane Trigonometry (or higher math)	3-4

The associate of arts degree may be awarded upon satisfactory completion of 60 credit hours. Students are advised to complete the above planned track in order to transfer into a similar program at senior institutions. Students should contact the department head or program coordinator regarding “the 48 hours” of common prerequisites for possible early transfer to the State University System.

PRE-FORESTRY (TREE-AA) A.A.

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.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage that you contact the PJC Business Department for assistance in planning your program of study.

Department Head:	Dr. Linda Bloom	484-2504
	lbloom@pjc.edu	
Program Contact:	Dr. Jimmy Hightower	484-1367
	jhightower@pjc.edu	
Primary Faculty:	Dr. Jack O'Donnell	

First Year Recommended Sequence		Credits
CGS 1570	Computer Concepts and Applications	3
ENC 1101	English Composition I (Category D)	3
— —*	Biological Sciences (Category VI).....	(3) 4
— —*	History, Behavioral/Social, and Human Sciences (Category IV)	3
— —*	Mathematics (Category III).....	3
ENC 1102	English Composition II (Category D).....	3
PHI 2100	Logic	3
SPC 1600	Public Speaking	3
— —*	Mathematics (Category III).....	3
— —	Elective	3
	Total.....	(30) 31

Second Year Recommended Sequence

— —*	Humanities (Category V)	3
— —*	Literature (Category II).....	3
— —*	History, Behavioral/Social, and Human Sciences (Category IV)	3
— —*	Humanities (Category V)	3
— —*	Physical Sciences (Category VII)	(4) 3
— —	Electives	14
	Total	(30) 29

Total Program Credits60

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

PRE-MEDICAL/DENTAL/VETERINARY STUDIES (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.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage that you contact the PJC Biological Sciences Department for assistance in planning your program of study.

Department Head:	Mr. James Brady	484-1168
	jbrady@pjc.edu	
Primary Faculty:	Ms. Frances Duncan	
	Mr. Aubrey Morris	
	Ms. Margaret Olive	
	Dr. June Ramsey	
	Mr. Henry Seiler	
	Mr. Jeff Wooters	

First Year Recommended Sequence		Credits
BSC 2010	Integrated Principles of Biology (Category VI)	
BSC 2010L	Integrated Principles of Biology Laboratory	
	or	
BSC 2040	Integrated Principles of Biology Honors (Category VI)	3

BSC	2040L	Integrated Principles of Biology Honors Lab1
CHM	1045	General Chemistry I (Category VII)3
CHM	1045L	General Chemistry I Laboratory1
ENC	1101	English Composition I (Category D)3
MAC	2311	Analytic Geometry and Calculus I (Category III)	4
CHM	1046	General Chemistry II3
CHM	1046L	General Chemistry II Laboratory1
ENC	1102	English Composition II (Category D)3
STA	2023**	Elementary Statistics (Category III)3
ZOO	1010	General Zoology3
ZOO	1010L	General Zoology Laboratory1
—	—*	Humanities (Category V)3
		Total32

Second Year Recommended Sequence

BSC	1931**	Special Topics in Biological Sciences1
CGS	1050	Electronic Access to Information1
CHM	2210	Organic Chemistry I3
CHM	2210L	Organic Chemistry I Laboratory1
—	—*	History, Behavioral/Social, and Human Sciences (Category IV)6
—	—*	Literature (Category II)3
BSC	1931**	Special Topics in Biological Sciences1
CHM	2211	Organic Chemistry II3
CHM	2211L	Organic Chemistry II Laboratory1
SPC	1006C	Basic Speaking and Listening Skills1
—	—*	Humanities (Category V)3
—	—***	Biology Elective4
		Total28

Total Program Credits60

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

**Students may take MAC 2312 Analytic Geometry and Calculus II in place of both STA 2023 and one credit of BSC 1931. Students may take BSC 2033 Ethical Issues in Biology, in place of both credits of BSC 1931.

***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	2013	General Microbiology and MCB 2013L4
ZOO	2303	Vertebrate Zoology and ZOO 2303L4

BSC	2010L	Integrated Principles of Biology Laboratory or	
BSC	2040	Integrated Principles of Biology Honors (Category VI)3
BSC	2040L	Integrated Principles of Biology Honors Lab1
CHM	1045	General Chemistry I (Category VII)3
CHM	1045L	General Chemistry I Laboratory1
ENC	1101	English Composition I (Category D)3
MAC	1105	College Algebra (or higher math) (Category III)	3
BSC	1093	Anatomy and Physiology I3
BSC	1093L	Anatomy and Physiology I Laboratory1
CHM	1046	General Chemistry II3
CHM	1046L	General Chemistry II Laboratory1
ENC	1102	English Composition II (Category D)3
STA	2023	Elementary Statistics (Category III)3
—	—*	Humanities (Category V)3
		Total31

Second Year Recommended Sequence

BSC	1094	Anatomy and Physiology II3
BSC	1094L	Anatomy and Physiology II Laboratory1
CGS	1050	Electronic Access to Information1
CHM	2210	Organic Chemistry I3
CHM	2210L	Organic Chemistry I Laboratory1
—	—*	History, Behavioral/Social, and Human Sciences (Category IV)3
—	—*	Literature (Category II)3
CHM	2211	Organic Chemistry II3
CHM	2211L	Organic Chemistry II Laboratory1
MCB	2013	General Microbiology2
MCB	2013L	General Microbiology Laboratory2
SPC	1006C	Basic Speaking and Listening Skills1
—	—*	History, Behavioral/Social, and Human Sciences (Category IV)3
—	—*	Humanities (Category V)3
		Total30

Total Program Credits61

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

**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.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage that you contact the PJC Biological Sciences Department for assistance in planning your program of study.

Department Head: Mr. James Brady (Pensacola) 484-1168
jbrady@pjc.edu
Ms. Ann Webb (Warrington) 484-2336
awebb@pjc.edu

Primary Faculty:
Pensacola
Ms. Frances Duncan
Mr. Aubrey Morris
Ms. Margaret Olive
Dr. June Ramsey
Mr. Jeff Wooters
Warrington
Dr. Tan Summerlin
Ms. Valerie Walker

First Year Recommended Sequence	Credits
BSC 2010	Integrated Principles of Biology (Category VI)

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.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage that you contact the PJC Biological Sciences Department for assistance in planning your program of study.

Department Head: Mr. James Brady 484-1168
jbrady@pjc.edu
Ms. Ann Webb (Warrington) 484-2336
awebb@pjc.edu

Primary Faculty:
Pensacola
Frances Duncan

Mr. Aubrey Morris
 Ms. Margaret Olive
 Dr. June Ramsey
 Warrington
 Dr. Tan Summerlin
 Ms. Valerie Walker

First Year Recommended Sequence		Credits
BSC 2010	Integrated Principles of Biology (Category VI)	3
BSC 2010L	Integrated Principles of Biology Laboratory	1
ENC 1101	English Composition I (Category D)	3
EUH 1000	Western Civilization I (Category IV)	3
or		
AMH 2010	American History to 1877 (Category IV)	3
MAC 1105	College Algebra (Category III)	3
SPC 1600	Public Speaking	3
CGS 1050	Electronic Access to Information	1
CHM 1045	General Chemistry I (Category VII)	3
CHM 1045L	General Chemistry I Laboratory	1
ENC 1102	English Composition II (Category D)	3
HUN 1201	Elements of Nutrition	3
STA 2023	Elementary Statistics (Category III)	3
Total		30

Second Year Recommended Sequence		Credits
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 (Category IV)	3
— *	Humanities (Category V)	3
— *	Literature (Category II)	3
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		30

Total Program Credits60

* Electives based on general education distribution requirements.

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.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage that you contact the PJC Biological Sciences Department for assistance in planning your program of study.

Department Head: Mr. James Brady 484-1168
 jbrady@pjc.edu
 Primary Faculty: Ms. Frances Duncan
 Mr. Aubrey Morris
 Ms. Margaret Olive
 Mr. Henry Seiler
 Mr. Jeff Wooters

First Year Recommended Sequence		Credits
BSC 2010	Integrated Principles of Biology (Category VI)	3
BSC 2010L	Integrated Principles of Biology Laboratory	1
or		
BSC 2040	Integrated Principles of Biology Honors (Category VI)	3

BSC 2040L	Integrated Principles of Biology Honors Lab	1
CHM 1045	General Chemistry I (Category VII)	3
CHM 1045L	General Chemistry I Laboratory	1
ENC 1101	English Composition I (Category D)	3
MAC 1147	Precalculus Algebra/Trigonometry (Category III)	4
CHM 1046	General Chemistry II	3
CHM 1046L	General Chemistry II Laboratory	1
ENC 1102	English Composition II (Category D)	3
MAC 2311	Analytic Geometry and Calculus I (Category III)	4
ZOO 1010	General Zoology	4
ZOO 1010L	General Zoology Laboratory	1
or		
BSC 1093	Anatomy and Physiology I	3
BSC 1093L	Anatomy and Physiology I Laboratory	1
Total		30

Second Year Recommended Sequence		Credits
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
or		
BSC 1094	Anatomy and Physiology II	3
BSC 1094L	Anatomy and Physiology II Laboratory	1
— *	History, Behavioral/Social, and Human Sciences (Category IV)	3
— *	Humanities (Category V)	3
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, and Human Sciences (Category IV)	3
— *	Humanities (Category V)	3
— *	Literature (Category II)	3
Total		30

Total Program Credits60

* 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.

Transfer students will be fully accepted into the UF Pharm D Program without completing the Pre-Anatomy & Physiology and communication courses (assuming they meet all the other admissions requirements), but they will be advised to complete the Anatomy & Physiology courses at UF (if not already completed at the community college) in Summer A&B prior to starting the Pharm D Program in the fall.

PRE-PHYSICAL THERAPY (PT-AA) A.A.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage that you contact the PJC Biological Sciences Department for assistance in planning your program of study.

Department Head: Mr. James Brady 484-1168

jbrady@pjc.edu
 Ms. Ann Webb (Warrington) 484-2336
 awebb@pjc.edu
 Pensacola
 Ms. Frances Duncan
 Mr. Aubrey Morris
 Ms. Margaret Olive
 Dr. June Ramsey
 Mr. Jeff Wooters
 Warrington
 Dr. Tan Summerlin
 Ms. Valerie Walker

Primary Faculty:

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage that you contact the PJC Behavioral Sciences Department for assistance in planning your program of study.

Department Head: Dr. June Linke 484-2530
 jlinke@pjc.edu
 Program Contact: Dr. Peter Gram 484-2545
 pgram@pjc.edu
 Primary Faculty: Dr. Richard Behnke
 Dr. Gary Bothe
 Mr. Glen Bradley
 Dr. Vince Sullivan

First Year Recommended Sequence		Credits
BSC 2010	Integrated Principles of Biology (Category VI)	
BSC 2010L	Integrated Principles of Biology Laboratory	
	or	
BSC 2040	Integrated Principles of Biology Honors (Category VI)	3
BSC 2040L	Integrated Principles of Biology Honors Lab	1
CGS 1050	Electronic Access to Information	1
CHM 1045	General Chemistry I (Category VII)	3
CHM 1045L	General Chemistry I Laboratory	1
ENC 1101	English Composition I (Category I)	3
MAC 1105	College Algebra (or higher math) (Category III)	3
CHM 1046	General Chemistry II	3
CHM 1046L	General Chemistry II Laboratory	1
ENC 1102	English Composition II (Category I)	3
MAC 1114	Plane Trigonometry (Category III)	3
PSY 2012	General Psychology (Category IV)	3
SPC 1006C	Basic Speaking and Listening Skills	1
	Total	29

Second Year Recommended Sequence

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
BSC 1094	Anatomy and Physiology II	3
BSC 1094L	Anatomy and Physiology II Laboratory	1
DEP 2003	Human Growth and Development (Category IV)	3
PHY 1054	General Physics II	3
PHY 1054L	General Physics II Laboratory	1
— — *	Humanities (Category V)	3
— — *	Literature (Category II)	3
	Total	31

Total Program Credits60

* Elective based on general education distribution requirements. Category V selections must include at least one writing emphasis course.

(Due to the competitive nature of the Physical Therapy programs, students are strongly advised to contact James Brady, Biological Sciences Department on the Pensacola Campus, 484-1168, during the first semester of enrollment at the college.)

PSYCHOLOGY/SOCIAL SCIENCES (PSYCH-AA) A.A.

This program is designed to provide the first two years of a baccalaureate degree in Psychology or Social Work. Students pursuing an upper-level degree in the social sciences can also obtain an excellent foundation in anthropology and sociology through the PSYCH-AA program.

Psychology Emphasis Track:

First Year Recommended Sequence		Credits
ENC 1101	English Composition I (Category I)	3
— — *	Literature (Category II)	3
MAC 1105	College Algebra (or higher math) (Category III)	3
DEP 2003	Human Growth and Development (Category IV)	3
— —	Philosophy Elective (Category V) (PHI 2010 or PHI 2100 recommended)	3
EME 2040	Introduction to Educational Technology (or any CGS, or COP prefix computer course)	3
— —	Biological Sciences (Category VI) (select from BSC 1005, BSC 1005L; BSC 2010, BSC 2010L; or ZOO 1010, ZOO 1010L)	4
PSY 2012	General Psychology (Category IV)	3
SPC 2300	Interpersonal Communication	3
— —	Elective (Category IV)	3
	Total	31

Psychology Emphasis Track:

Second Year Recommended Sequence		Credits
ENC 1102	English Composition II (Category I)	3
STA 2023	Elementary Statistics (Category III)	3
— — *	Humanities (Category V)	3
— — *	Physical Sciences Course (Category VII)	3
PCO 2202	The Helping Relationship	3
PSY 2001	Introduction to Experimental Psychology	3
	Electives	11
	Total	29

Total Program Credits60

Social Work Emphasis Track:

First Year Recommended Sequence		Credits
ENC 1102	English Composition II (Category I)	3
— —	*Literature (Category II)	3
MAC 1105	College Algebra (or higher math) (Category III)	3
DEP 2003	Human Growth and Development	3
— —	Philosophy Elective (Category V) (PHI 2010 or PHI 2100 recommended)	3
EME 2040	Introduction to Educational Technology (or any CGS or COP prefix computer course)	3
SPC 2300	Interpersonal Communications	3
— —	Biological Sciences (Category VI) (select from BSC 1005, BSC 1005L; BSC 2010, BSC 2010L)	4
PSY 2012	General Psychology (Category IV)	3
ECO 2013+	Economics I (Category IV)	3
	Total	31

Social Work Emphasis Track:

Second Year Recommended Sequence		Credits
ENC 1102	English Composition II (Category I)	3
STA 2023	Elementary Statistics (Category III)	3
— — *	Humanities (Category V)	3
— — *	Physical Sciences (Category VII)	3

PCO 2202	The Helping Relationship	3
POS 2041	American National Government	3
SYG 2000	Introduction to Sociology	
	or	
SYG 2010	Social Problems	3
— —	Electives	8
	Total	29
Total Program Credits		60

Suggested Electives

ANT 2000	Introduction to Anthropology	3
ANT 2410	Cultural Anthropology	3
CLP 2140	Basic Psychopathology	3
HLP 1081	Concepts of Life Fitness	3
LEI 2730	Adaptive/Therapeutic Recreation	3
PSY 2941	Psychology Internship	1
PSY 2942	Psychology Internship	2
SYG+ 2000	Introduction to Sociology	3
SYG+ 2010	Social Problems	3

* Electives based on general education distribution requirements. Psychology Emphasis Track: Category IV or Category V or elective must include at least one writing emphasis course.

RELIGION (RELIG-AA) A.A.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage that you contact the PJC History, Languages and Philosophy Department for assistance in planning your program of study.

Department Head: Dr. Charlie Schuler 484-2543
 cschuler@pjc.edu
 Ms. Ann Webb (Warrington) 484-2336
 awebb@pjc.edu

Primary Faculty:
 Pensacola
 Mr. Mark Cobb
 Mr. Mike Gilbert
 Ms. Latricia Gill
 Ms. Elsbeth Griffin
 Ms. Sharon Harmon
 Warrington
 Dr. Brian Rucker

First Year Recommended Sequence		Credits
ENC 1101	English Composition I (Category D)	3
EUH 1000	Western Civilization I (Category IV)	3
HUM 2211	Humanities in the Ancient World	3
REL 2000	Introduction to Religion (Category VI)	3
— —*	Mathematics (Category III)	3
CGS 1050	Electronic Access to Information	1
ENC 1102	English Composition II (Category D)	3
EUH 1001	Western Civilization II	3
SPC 1006C	Basic Speaking and Listening Skills	1
— —*	History, Behavioral/Social and Human Services (Category IV)	3
— —*	Mathematics (Category III)	3
	Total	29

Second Year Recommended Sequence		
HUM 2230	Humanities in the Modern World (Category V)	3
PHI 2010	Introduction to Philosophy (Category V)	3
PHI 2100	Logic	3
— —*	Biological Sciences (Category VI)	(4) 3
— —*	Literature (Category II)	3
AMH 2091	African-American History and Culture	3

PHI 2070	Introduction to Eastern Philosophy	3
PHI 2600	Ethics	3
— —*	Elective	3
— —*	Physical Sciences (Category VII)	(3) 4
	Total	31

Total Program Credits60

* Electives based on general education distribution requirements.

THEATRE (DRAMA-AA) A.A.

This program is designed for students with a strong interest in general theatre.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage that you contact the PJC Music and Theatre Department for assistance in planning your program of study.

Department Head: Mr. Don Snowden 484-1802
 dsnowden@pjc.edu
 Program Contact: Mr. Stan Dean 484-1812
 sdean@pjc.edu

First Year Recommended Sequence		Credits
ENC 1101	English Composition I (Category D)	3
THE 2000	Introduction to Theatre (Category V)	3
TPP 1110	Acting I	3
TPP 2190	Rehearsal and Performance	1
— —*	Mathematics (Category III)	3
— —**	Computer Competence Elective	3
ENC 1102	English Composition II (Category D)	3
PSY 2012	General Psychology (Category IV)	3
TPA 2290	Technical Laboratory	1
TPP 1111	Acting II	3
— —*	History, Behavioral/Social, and Human Sciences Elective (Category IV)	3
— —*	Mathematics (Category III)	3
	Total	32

Second Year Recommended Sequence		
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
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	28

Total Program Credits60

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

** Any three-credit hour course that satisfies the computer competence requirement for the A.A. degree.

***Electives based on general education distribution requirements. SPC 1600 Public Speaking is recommended.

ASSOCIATE OF SCIENCE

Associate of science degree programs are designed to prepare students for entry into employment requiring specialized skills. They require completion of fifteen to eighteen (15-18) credit hours of general education in specific categories that are acceptable transfer general education courses to the State University System. Three A.S. programs, Business Administration, Hospitality and Tourism Management, and Nursing (Associate Degree) R.N. presently have statewide articulation agreements which provide for the articulation of associate of science degrees to baccalaureate degrees. To transfer other associate of science programs to a state university may require additional hours of general education.

Business Administration
Dietetic Technician
Early Childhood Education (Associate Degree)
Hospitality and Tourism Management
Legal Assisting

Nursing (Associate Degree) R.N.
Recreation Technology
Special Education (Instructional Services Technology)
Zoo Animal Technology

GENERAL EDUCATION REQUIREMENTS FOR THE A.S. DEGREE

MINIMUM GRADES

A.S. students must maintain an overall average 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.S. students may not earn more than 15 of their general education course credits through non-traditional means. Non-traditional credits include: credits earned through CLEP, departmental exemption exams, or PLA, and all other credits described under "Non-Traditional Credits" in the Academic Policies section of this catalog.

GENERAL EDUCATION COURSE REQUIREMENTS FOR THE A.S. DEGREE

A.S. students must complete a minimum of FIFTEEN (15) GENERAL EDUCATION CREDITS AND MEET ORAL COMMUNICATION AND COMPUTER COMPETENCY REQUIREMENTS. 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.

I. COMMUNICATIONS	3 cc
II. HUMANITIES/FINE ARTS	3 cc
III. SOCIAL/BEHAVIORAL SCIENCES	3 cc
IV. NATURAL SCIENCES/MATHEMATICS	3 cc
V. GENERAL (may be selected from any category)	3-6 cc
TOTAL	15-18 cc

I. COMMUNICATIONS

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

II. HUMANITIES/FINE ARTS

(ENC 1101 and ENC 1102 are prerequisites for all Literature Courses)

AML	2011	American Literature to 1870	3 cc
AML	2021	American Literature from 1870	3 cc
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
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	1101	Beginning Greek II	3 cc
HUM	1510C	Arts Experiences	3 cc
HUM	2211	Humanities in the Ancient World	3 cc
HUM	2230	Humanities in the Modern World	3 cc
HUM	2454	African American Humanities	3 cc
HUM	2740	Humanities Travel	3 cc
HUM	2741	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	2100	World Literature	3 cc
LIT	2110	World Literature to 1650	3 cc
LIT	2120	World Literature from 1650	3 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
SPN	1121	Beginning Spanish II	4 cc
THE	2000	Introduction to Theatre	3 cc

III. SOCIAL/BEHAVIORAL SCIENCES

AMH	2010	American History to 1877	3 cc
AMH	2020	American History from 1877	3 cc
AMH	2091	African-American History and Culture	3 cc
ANT	2000	Introduction to Anthropology	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	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

IV. NATURAL SCIENCES/MATHEMATICS

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
AST	1005	Descriptive Astronomy	3 cc
AST	1005	Descriptive Astronomy and AST 1005L	4 cc
CHM	1025	Introduction to College Chemistry	3 cc
CHM	1025	Introduction to College Chemistry and CHM1025L	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
PSC	1351	Physical Sciences Survey	3 cc
MAC	1105	College Algebra	3 cc
MAC	1114	Plane Trigonometry	3 cc
MAC	1140	Pre-Calculus Algebra	3 cc
MAC	1147	Pre-Calculus Algebra/Trigonometry	4 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

V. GENERAL

Selection may be from categories I-IV 3 cc

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.S. program. The courses that will satisfy this requirement are listed below:

Computer Competence Requirement		Credit	
Any course with the prefix of CGS or COP			
GRA	2151C	Computer Graphics I	3 cc
EME	2040	Introduction to Educational Technology	3 cc
LIS	1004	Introduction to Internet Research	1 cc
MUS	1360	Music and Computers	3 cc

Oral Communications Requirement

ORI	2000	Introduction to Oral Interpretation	3 cc
SLS	1345	Generations at Work	3 cc
SPC	1006C	Basic Speaking and Listening Skills	1 cc
SPC	2300	Interpersonal Communication	3 cc
SPC	1596	Introduction to Forensics	3 cc
SPC	1600	Public Speaking	3 cc
SPC	2594C	Intercollegiate Forensics	1 cc

BUSINESS ADMINISTRATION (BUS-AS) 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 12 credit hours of general education and 48 credit hours as determined by the University. The articulation may be found in the Statewide Articulation Manual.

We strongly encourage that you contact the Business Department for assistance in planning your program of study.

Department Head: Dr. Linda Bloom 484-2504
lbloom@pjc.edu
Program Contact: Mr. Scott Key 484-2514
skey@pjc.edu

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 1999, 2000, and 2001 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

First Year Recommended Sequence		Credits
ACG 2001	Accounting I	3
ECO 2013	Economics I (Category III)	3
ENC 1101	English Composition I (Category I)	3
GEB 1011	Introduction to Business.....	3
OST 1146	Basic Keyboarding	1
MAC 1105	College Algebra (Category IV)	3
ACG 2011	Accounting II	3
ENC 1102	English Composition II (Category V)	3
ECO 2023	Economics II	3
MAC 2233	Calculus with Business Applications	3
MNA 1161	Customer Service	3
	Total	31

Second Year Recommended Sequence		Credits
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
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/Fine Arts (Category II)	3
	Total	33

Total Program Credits64

The courses with identified categories meet general education requirements.

* Electives based on general education distribution requirements.

** Meets oral communications requirement.

***Meets computer competence requirement.

DIETETIC TECHNICIAN (DIETT-AS) 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; food purchasing, storage and cost control. The dietetic technician is a career that offers both personal and financial rewards. Upon completion of the program, the student is eligible for membership in the American Dietetic Association (ADA) and the Dietary Managers Association (DMA). Graduates of this ADA approved program meet licensure requirements for health care facilities under Public Law 59A-4.110.

Upon completion of the program, the graduate will be eligible to take the Registration Examination for Dietetic Technicians which is administered through the Commission on Dietetic Registration (CDR), The American Dietetic Association, 216 West Jackson Boulevard, Chicago, IL 60606.

We strongly encourage that you contact the Biological Sciences Department for assistance in planning your program of study.

Department Head: Mr. James Brady 484-1168
jbrady@pjc.edu
Program Contact: Ms. Gloria Gonzalez 484-1119
ggonzalez@pjc.edu
Primary Faculty: Dr. Janet Levins

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 1999, 2000, and 2001 is 88%, 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 Recommended Sequence		Credits
MCB 1060	Food Microbiology	3
MCB 1060L	Food Microbiology Lab	1
HFT 2451	Cost Control and Purchasing	3
HUN 1201	Elements of Nutrition (Category V)	3
FOS 2201	Sanitation and Safety	3
DIE 1270C	Introduction to Clinical Experiences in Dietetics	3
DIE 2350	Clinical Experience/Applied Nutrition	4
FSS 1220C	Culinary Techniques	3
CGS 1570***	Computer Concepts and Applications	3
HUN 1290	Applied Nutrition	3
— —	Social/Behavioral Sciences (Category III).....	3
	Total	32

Second Year Recommended Sequence

FSS 1222C	Culinary Production	3
FSS 2944	Food Service Management Internship	4
MAN 2021	Principles of Management	
	or	

MNA	2345	Applied Supervision	3
—	—*	Mathematics (Category IV).....	3
DIE	2307	Food Service Management	3
DIE	2201	Modified Diets	3
DIE	2531**	Clinical Experiences/Modified Diets	6
ENC	1101	English Composition I (Category I)	3
—	—*	Humanities/Fine Arts (Category II)	3
DIE	2500	Dietetics Seminar	1
		Total	32

Total Program Credits64

The courses with identified categories meet general education requirements.

* Electives based on general education distribution requirements.

** Meets oral communications requirement.

***.....Meets computer competence requirement.

EARLY CHILDHOOD EDUCATION (CHILD-AS) A.S.

Completion of the program prepares an individual to direct and operate a child care center, a preschool center or a family day care program. Throughout the program, students prepare manuals, portfolios, and materials that will be vital to them in a child care workplace. Course components also focus on facility ownership aspects involved in child care programs. In addition, Early Childhood Education is designed for students preparing to teach in the Federal Head Start program, to work as a teacher assistant in the Escambia County school system, or to teach in a child care center (infants, preschool or school-age setting).

Program completion creates the option for students to transfer to a higher degree program at a later date. The Early Childhood Education Program meets State of Florida education requirements related to owning, directing, operating, or working in a child care center.

We strongly encourage that you contact the Behavioral Sciences Department for assistance in planning your program of study.

Department Head: Dr. June Linke 484-2530
 jlinke@pjc.edu
 Program Contact: Ms. Reda Brooks 484-2534
 rbrooks@pjc.edu

JOB PLACEMENT INFORMATION

The percent of Early Childhood Education graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 1999, 2000, and 2001 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

			Credits
CHD	1104+	Introduction to Child Care	3
DEP	2001+	Child Development.....	3
EEX	1600	Behavior Management	3
—	—*	General (Category V)	3
ENC	1101	English Composition I (Category I)	3
—	—*	Social/Behavioral Sciences (Category III).....	3
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 Science/Mathematics (Category IV)	3
		Total	33

Second Year Recommended Sequence

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
CHD	2432C+	Early Childhood Practicum.....	4
HSC	2402	Managing Medical Emergencies	3
PCO	2202	The Helping Relationship	3
SLS	1345**	Generations at Work	3
—	—****	Electives (see suggested electives)	5
		Total	30

Total Program Credits63

The courses with identified categories meet general education requirements.

* Electives based on general education distribution requirements.

** Meets oral communications requirement.

***.....Meets computer competence requirement.

****SUGGESTED ELECTIVES:

++EEX2260 LEI2730
 EEF1930 SPA1612C
 EEX2080 SPA1613C
 FAD1230

+ Florida CDA Equivalency Certificate

++This course includes field experience. See course description for more information.

HOSPITALITY AND TOURISM MANAGEMENT (HOTEL-AS) A.S.

The Hospitality and Tourism Management Program prepares graduates for careers in the many varied areas of the hospitality/tourism industry. The program is designed for individuals wanting to enter or advance in a professional career in lodging, restaurants, tourism, travel, food service, catering, and beverage as well as many other management positions in the industry. Courses in the program prepare all students to work in any area of the hospitality industry. In addition, students select one from five emphasis areas, which allows them to gain additional management skills in a particular segment of the hospitality industry. The students completing the program will have gained knowledge and competencies in three areas: first in the management of people and other business resources; second in how to apply their administrative and management skills in any position in the industry; and third in skills related to one of the areas of emphasis.

Students may receive dual credits toward 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.

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.

We strongly encourage that you contact the Professional Service Careers Department for assistance in planning your program of study.

Department Head: Mr. Larry Gardner 484-1013
 lgardner@pjc.edu
 Program Contact: Mr. L. B. "Sandy" Southerland 484-1159
 ssoutherland@pjc.edu

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 1999, 2000 and 2001 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

First Year Recommended Sequence		Credits
ENC	1101	English Composition I (Category I)3
—	—*	Natural Sciences/Mathematics (Category IV).....3
CGS	1570***	Computer Concepts and Applications (Category V) 3
HFT	1000**	Introduction to the Hospitality Industry3
—	—*	Social/ Behavioral Science (Category III)3
HFT	1313	Hospitality Property Management3
HFT	1410	Hospitality Industry Accounting.....3
HFT	2500	Marketing in the Hospitality Industry3
FOS	2200	Food Service Sanitation.....1
HFT	2020	Food Service Sanitation HACCP1
HFT	1860	Bar and Beverage Management.....3
—	—****	Hospitality Management Emphasis Courses.....4
HFT	2211	Management of Hospitality Resources3
		Total36

Second Year Recommended Sequence

ENC	1102	English Composition II3
HFT	2451	Cost Control and Purchasing3
HFT	2600	Concepts of Hospitality Law.....3
—	—*	Humanities/Fine Arts (Category II)3
FSS	2284C	Catering, Banquet and Event Management.....3
—	—****	Hospitality Management Emphasis Course9
HFT	1041	Hospitality Professional Skill Development1
—	—+	Approved Hospitality Management Program Elective3
		Total28

Total Program Credits64

**** Emphasis Courses:

Lodging Emphasis

HFT	2250	Lodging Systems and Procedures3
HFT	1031	Management of Environmental Services.....3
—	—+	Approved Hospitality Management Program Electives6
HFT	2941	Hospitality Management Internship or
HFT	2947	Hospitality Co-op1

Restaurant and Food Service Emphasis

FSS	1220C	Culinary Techniques3
FSS	1250C	Dining Room Management3
HFT	2261	Restaurant Management and Development3
—	—+	Approved Hospitality Management Program Elective3
HFT	2941	Hospitality Management Internship or
HFT	2947	Hospitality Co-op1

Recreation and Leisure Emphasis

HFT	2250	Lodging Systems and Procedures3
LEI	1000	Introduction to Recreation and Leisure Services 3
LEI	1260	Outdoor Recreation Management3
PEO	1031	Individual Sports.....3

—	—+	Approved Hospitality Management Program Elective1
Bar and Beverage Management Emphasis		
HFT	2261	Restaurant Management and Development3
HFT	1867	Wine Technology and Merchandising3
—	—+	Approved Hospitality Management Program Electives6
HFT	2941	Hospitality Management Internship or
HFT	2947	Hospitality Co-op1
Catering and Event Management Emphasis		
FSS	1220C	Culinary Techniques3
FSS	2248C	Garde Manger3
FSS	1250C	Dining Room Management3
—	—+	Approved Hospitality Management Program Elective3
HFT	2941	Hospitality Management Internship or
HFT	2947	Hospitality Co-op1

The courses with identified categories meet general education requirements.

* Electives based on general education distribution requirements.

** Meets oral communications requirement.

***Meets computer competence requirement.

+ Hospitality Management Program Electives: See the Hospitality Management Program Coordinator before selecting a Hospitality Elective.

Select from the following course prefixes: ACG, APB, CGS, DIE, ECO, ENC, FOS, FRE, FSS, GEB, GER, HEV, HFT, HLP, HSC, HUN, LEI, LIS, MAC, MAN, MAR, MAT, MCB, MIS, MKA, MNA, PEL, PEM, PET, PEO, PEQ, PSY, REA, SLS, STA

LEGAL ASSISTING

(LEGAL-AS) 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/Probate, Commercial Law, or Criminal Law. (Specialty clusters are taught only in the evening and are scheduled over two terms when a sufficient number of students have indicated that they are ready for and want a particular cluster.) Nearly half of the program’s graduates return for additional specialization and may work towards an advanced technical certificate of recognition for each specialty cluster completed (see page 108 for further information).

Courses are structured and scheduled so that a student should be able to enter the program on either a full or part-time basis in any day or night term.

We strongly encourage that you contact the Business Department for assistance in planning your program of study.

Department Head:	Dr. Linda Bloom	484-2504
	lbloom@pjc.edu	
Program Contact:	Dr. James Hightower	484-1367
	jhightower@pjc.edu	
Primary Faculty:	Dr. John O’Donnell	

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 1999, 2000, and 2001 is 86%, 82%, and 91% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

First Year Recommended Sequence		Credits
ENC 1101	English Composition I (Category I)	3
PLA 1003	The Paralegal and the Legal Profession	3
PLA 1104	Legal Research and Writing I	3
PLA 1273	Torts I	3
SPC 1006C**	Basic Speaking and Listening Skills	1
— *	Natural Sciences/Mathematics (Category IV)	3
PLA 2304	Criminal Law	3
PLA 2423	Contracts	3
PLA 2610	Real Estate Law	3
PLA 2601	Probate	3
— *	General (Category V)	3
Total		31

Second Year Recommended Sequence		Credits
PLA 2114A	Legal Research and Writing II	3
PLA 2730***	Computers in Legal Drafting and Research	3
PLA 2433	Business Organizations	3
— *	Social/Behavioral Sciences (Category III)	3
PLA 2223	Florida Procedure	3
PLA 2800	Domestic Relations	3
— *	Humanities/Fine Arts (Category II)	3
— ****	Elective	3
— ****	Specialty Courses	9
Total		33

Total Program Credits64

The courses with identified categories meet general education requirements.

* Electives based on general education distribution requirements.

** Meets oral communications requirement.

***Meets computer competence requirement.

****Suggest PLA2940 (Law Office Internship) with permission of Program Coordinator

*****Choose from one of the following five Specialty Clusters:

Commercial Law Specialty Cluster		Credits
PLA 2445	Commercial Transactions	3
PLA 2435	Corporations	3
PLA 2465	Creditor/Debtor Rights	3

Criminal Law Specialty Cluster		Credits
PLA 2308	Criminal Procedure	3
PLA 2363	Criminal/Constitutional Questions	3
PLA 2364	Forensic Science Survey	3

Litigation Specialty Cluster

PLA 2230	Federal Procedure	3
PLA 2263	Evidence	3
PLA 2274	Torts II	3
Real Estate/Probate Specialty Cluster		
PLA 2630	Real Estate Sales and Closings	3
PLA 2633	Florida Estate Administration and Guardianship	3
PLA 2613	Real Estate Litigation	3

NURSING (ASSOCIATE DEGREE) R.N.(RN-AS)

The Pensacola Junior College Nursing faculty believes that associate degree nursing graduates contribute necessary, unique, and skilled competencies to the health care system. The Department of Nursing's mission is to prepare nursing graduates who reflect academic and clinical competence in performing the activities within the scope of associate degree nursing practice. Graduates are eligible for the National Council Licensure Examination for registered nurses.

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.

We strongly encourage that you contact the Nursing Department for assistance in planning your program of study.

Department Head:	Dr. Claudette Coleman	484-2254
	ccoleman@pjc.edu	
Program Contact:	Ms. Shirley Holt-Hill	484-2300
	sholt-hill@pjc.edu	
Primary Faculty:	Ms. Linda Bowen	
	Ms. Margaret Dykstra	
	Ms. Vicki Garlock	
	Ms. Melinda Hamilton	
	Ms. Shirley Holt-Hill	
	Ms. Patricia Jones	
	Mr. Russell King	
	Dr. Hope Laughlin	
	Ms. Debra Mathis	
	Ms. Linda Rich	
	Ms. Deborah Waters	

SPECIAL ADMISSIONS REQUIREMENTS

Admission to this program is limited by special accreditation requirements and/or the availability of clinical resources; therefore, students seeking admission to the program must complete application to both the college and the program. Application packets are available from the Admissions Office on the Pensacola campus and the Student Affairs Office on the Warrington and Milton campuses.

All application requirements must be completed 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. Applicants are admitted to the program on a qualified, first accepted basis. The program begins in August and May. Therefore, all eligible applicants from an application period will be assured of entrance to the program at some point in the future. 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, NUR 1010, and NUR 1141C are prerequisites to NUR 1020C. 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 (May), 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’s Degree) R.N. graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 1999, 2000, and 2001 is 96%, 100%, and 99% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

First Year Recommended Sequence		Credits
BSC 1093	Anatomy and Physiology I	3
BSC 1093L	Anatomy and Physiology I Laboratory	1
ENC 1101	English Composition I (Category D)	3
HUN 1201	Elements of Nutrition (Category V)	3
BSC 1094	Anatomy & Physiology II	3
BSC 1094L	Anatomy & Physiology II Laboratory	1
MAC 1105	College Algebra (Category IV)	3
NUR 1021C	Nursing Processes I.....	11
DEP 2003	Human Growth and Development	3
MCB 1000	Applied Microbiology.....	3
MCB 1000L	Applied Microbiology Lab	1
	Total	35

Second Year Recommended Sequence		
SYG 2000	Introduction to Sociology (Category III)	3
— —	Humanities/Fine Arts (Category II)	3
NUR 1460C**	Nursing Processes II	9
NUR 1220C***	Nursing Processes III	11
NUR 2223C	Nursing Processes IV	7
NUR 2811L	Transitional Practice-Student Preceptorship	4
	Total	37

Total Program Credits72

The courses with identified categories meet general education requirements.

- * Electives based on general education distribution requirements.
- ** Meets oral communications requirement.
- ***Meets computer competence requirement.

CAREER MOBILITY OPTION

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) or equivalent and Elements of Nutrition.

Accepted applicants will be given a total of 15 college credits for the following required nursing curriculum courses on the basis of

Florida licensure as a Licensed Practical Nurse: NUR 1141C, NUR 1020 and NUR 1020L, NUR 1210 and NUR 1210L and NUR 1010.

The Career Mobility curriculum includes Intro to Sociology (from the first year of the R.N. curriculum), Career Mobility Concepts (NUR 2701C), Critical Thinking in Nursing (NUR 1024) and all of the second year courses for the R.N. associate’s degree nursing program. All Career Mobility students start the program with NUR 2701C Career Mobility Nursing Concepts (2cc) which presents areas included in the first year associate’s degree nursing courses that are not in the curriculum for a practical nurse.

The Career Mobility program starts in January and June. Career Mobility application packets are available from the Admissions Office on the Pensacola campus, or the Student Affairs Office at Warrington and Milton campuses.

RECREATION TECHNOLOGY (REC-AS) A.S.

This degree prepares students for employment as recreation leaders, activity directors, group recreation workers, or recreation facility staff. The degree program would also be beneficial to persons who might desire to obtain a bachelor’s degree in a human performance or a recreational major at a later date.

We strongly encourage that you contact the Behavioral Sciences Department for assistance in planning your program of study.

Department Head:	Dr. June Linke	484-2530
	jlinke@pjc.edu	
Program Contact:	Mr. Doug Rogers	484-1317
	drogers@pjc.edu	
Primary Faculty:	Dr. Katie McLeod	

JOB PLACEMENT INFORMATION

The percent of Recreation Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for 2001 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

First Year Recommended Sequence		Credits
ENC 1101	English Composition I (Category D)	3
LEI 1141	Introduction to Recreation and Leisure Services	3
— —*	Natural Sciences/Mathematics (Category IV).....	3
— —***	Computer Competence Requirement	1
PEO 1011	Team Sports	3
— —*	Humanities/Fine Arts (Category II)	3
HSC 2400	First Aid and Injuries.....	3
HLP 1081	Concepts of Life Fitness	3
— —****	Recreational Technology Electives	6
— —	Elective	3
	Total	31

Second Year Recommended Sequence		
— —*	Social/Behavioral Sciences (Category III).....	3
— —*	General (Category V)	3
— —**	Oral Communications.....	1
LEI 1541	Outdoor Recreation Management	3
LEI 2730	Adaptive/Therapeutic Recreation.....	3
PEO 1031	Individual Sports.....	3
PEO 2013	Sports Officiating	3
PET 2622	Care and Prevention of Athletic Injuries	3
— —****	Recreational Technology Elective.....	3
— —	Electives	6
	Total	31

Total Program Credits62

+A maximum of 3 credit hours Human Performance and Recreation Co-op or Internship can be applied toward fulfillment of the Recreation Technology Program requirements. Program majors must be advised by the Program Coordinator or the Department Head of Behavioral Sciences before enrolling in any cooperative education course.

++A maximum of two 1-hour sports activity courses may be utilized in fulfillment of Recreation Technology program requirements.

The courses with identified categories meet general education requirements.

* Electives based on general education distribution requirements.

** Meets oral communication requirement.

***Meets computer competence requirement.

****Recreation Technology Electives:

HFT1000	++PEL1121	PEN1171
HFT1313	++PEL2122	PEO1011
HFT2600	++PEL2341	PEO1031
+HLP2947	++PEL2342	PEO2013
+HLP2948	++PEM1102	PEQ2115
+HLP2949	++PEM1131	PET2622
HSC1592	++PEM1132	++PET2941
HSC2100	++PEM1171	++PET2942
HSC2402	++PEN1114	++PET2943
HUN1201	++PEN1211	

SPECIAL EDUCATION (INSTRUCTIONAL SERVICES TECHNOLOGY) (CASE-AS) 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.

We strongly encourage that you contact the Behavioral Sciences Department for assistance in planning your program of study.

Department Head: Dr. June Linke 484-2530
 jlinke@pjc.edu
 Program Contact: Ms. Betsy Werre 484-1448
 bwerre@pjc.edu

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 years 1999, 2000, and 2001 is 100%, 100%, and 75% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

First Year Recommended Sequence		Credits
DEP 2003	Human Growth and Development	3
EDF 1005	Introduction to Education	3
EEX 2010++	Introduction to Exceptional Children	3
SLS 1345**	Generations at Work	3
ENC 1101*	English Composition I (Category I)	3
EDG 2701++	Teaching Diverse Populations	3
EEX 1600	Behavior Management	3

EME 2040***	Introduction to Educational Technology	3
— — *	Natural Sciences/Mathematics (Category IV).....	3
— — ****	Electives (See Suggested Electives).....	3
	Total	30

Second Year Recommended Sequence

EEX 2080	Teaching Special Needs Learners	3
EEX 2260C++	Special Education Practicum	3
CHD 1104+	Introduction to Childcare	3
— — *	General (Category V)	3
— — *	Social/Behavioral Sciences (Category III).....	3
— — *	Humanities/Fine Arts (Category II)	3
HSC 2402	Managing Medical Emergencies	3
PCO 2202	The Helping Relationship	3
— — ****	Electives (See Suggested Electives).....	9
	Total	33

Total Program Credits63

The courses with identified categories meet general education requirements.

* Electives based on general education distribution requirements.

** Meets oral communications requirement.

***Meets computer competence requirement.

****SUGGESTED ELECTIVES:

- CHD1332 EDF1930
- + CHD1800 FAD1230
- CHD1930 LEI2730
- CHD2380 SPA1612C
- + CHD2432C SPA1613C
- + Florida CDA Equivalency Certificate

++This course includes field experience. See the course description for more information.

ZOO ANIMAL TECHNOLOGY (ZOO-AS) 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 108 for further information).

Courses may not be taken as a pass/fail option. Students must earn a "C" or better in all courses. Program articulates to B.S. in Interdisciplinary Sciences with a specialization in Zoo Science at UWF.

We strongly encourage that you contact the Biological Sciences Department for assistance in planning your program of study.

Department Head: Mr. James Brady 484-1168
 jbrady@pjc.edu
 Program Contact: Ms. Joyce Kaplan 484-1164
 jkaplan@pjc.edu

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 is 100%, 100%, and 75% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

ment for the years 1999, 2000, and 2001 is 100%. For additional information about job opportunities in this field, contact the department or the Student Job Services Office.

First Year Recommended Sequence		Credits
ENC 1101	English Composition I (Category D)	3
MAC 1105	College Algebra (Category IV)	3
PAZ 1330	Animal Care Technology I	1
SPC 1600**	Public Speaking	3
ZOO 1010	General Zoology (Category V)	3
ZOO 1010L	General Zoology Laboratory	1
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
PAZ 2322	Aviculture	3
PAZ 2932	Zoo Seminar II	1
PSY 2012	General Psychology (Category III)	3
_____*	Humanities/Fine Arts (Category II)	3
PAZ 2933	Zoo Seminar III	1
	Total	40

Second Year Recommended Sequence		
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
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
	Total	26

Total Program Credits66

The courses with identified categories meet general education requirements.

* Elective based on general education distribution requirements.

** Meets oral communications requirement.

***Meets computer competence requirement.

ASSOCIATE OF APPLIED SCIENCE

Associate of applied science degree 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 freshman or sophomore level.

- | | | |
|--|------------------------------------|--|
| Accounting Technology | Drafting and Design Technology | Landscape Technology |
| Automotive Service Management Technology | Electronics Engineering Technology | Manufacturing Technology |
| Building Construction Technology | Emergency Medical Services | Multimedia Technology |
| Business Administration | Fire Science Technology | Networking Services Technology |
| Chemical Technology | Forest Technology | Office Administration |
| Civil Engineering Technology | Graphic Design Technology | Photographic Technology |
| Computer Programming and Analysis | Health Information Management | Physical Therapist Assistant |
| Criminal Justice Technology | Health Services Management | Radiography |
| Culinary Management | Hospitality and Tourism Management | Telecommunications Engineering Technology |
| Dental Hygiene | Industrial Management Technology | Ultrasound (Diagnostic Medical Sonography) |
| | Internet Services 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 applied science degrees at PJC. If you are a tech prep program completer, please advise your PJC counselor and the registrar when you enroll. Upon satisfactory completion of 15 college credit hours, the specified number of credit hours will be posted to your A.A.S. degree program transcript. The number of articulated hours varies with different associate of applied science programs of study. Contact the tech prep coordinator for additional information or concerns, 484-1492.

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

MINIMUM GRADES

A.A.S. students must maintain an overall GPA of 2.00 or higher in all general education courses required by that A.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. students may not earn more than 15 of their general education course credits through non-traditional means. Non-traditional credits include: credits earned through CLEP, departmental exemption exams, or PLA, and all other credits described under "Non-Traditional Credits" in the Academic Policies section of this

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

A.A.S. students must complete a minimum of FIFTEEN (15) GENERAL EDUCATION CREDITS AND MEET ORAL COMMUNICATION AND COMPUTER COMPETENCY REQUIREMENTS. Each A.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.A.S. degree must be distributed as listed below. Some programs require more than 15 general education credits. A program may specify the general education courses in each category or may allow the students to select from the categories listed below.

I. COMMUNICATIONS	3 cc
II. HUMANITIES/FINE ARTS	3 cc
III. SOCIAL/BEHAVIORAL SCIENCES	3 cc
IV. NATURAL SCIENCES/MATHEMATICS	3 cc
V. GENERAL (may be selected from any category).....	3 cc
TOTAL.....	15 cc

I. COMMUNICATIONS

ENC	1101	English Composition I.....	3 cc
ENC	1153	Professional Communications.....	3 cc
LIN	1670C	Traditional English Grammar and Composition.....	3 cc

II. HUMANITIES/FINE ARTS

(ENC 1101 and ENC 1102 are prerequisites for all Literature Courses)

AML	2011	American Literature to 1870	3 cc
AML	2021	American Literature from 1870.....	3 cc
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
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	1101	Beginning Greek II.....	3 cc
HUM	1510C	Arts Experiences	3 cc
HUM	2211	Humanities in the Ancient World	3 cc
HUM	2230	Humanities in the Modern World	3 cc
HUM	2454	African American Humanities	3 cc
HUM	2740	Humanities Travel	3 cc
HUM	2741	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	2100	World Literature	3 cc
LIT	2110	World Literature to 1650	3 cc
LIT	2120	World Literature from 1650	3 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
SPN	1121	Beginning Spanish II	4 cc
THE	2000	Introduction to Theatre	3 cc

III. SOCIAL/BEHAVIORAL SCIENCES

AMH	2010	American History to 1877	3 cc
AMH	2020	American History from 1877.....	3 cc
AMH	2091	African-American History and Culture.....	3 cc
ANT	2000	Introduction to Anthropology	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
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
CHM	1025	Introduction to College Chemistry	3 cc
CHM	1025	Introduction to College Chemistry and CHM1025L	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

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
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
PSC	1351	Physical Science Survey	3 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
HUN	1201	Elements of Nutrition.....	3 cc
SLS	1345	Generations at Work	3 cc

OR Selection may be from categories I-IV or a course recommended by the department and approved by the Curriculum Committee.

Graduation Requirements of Oral Communications and Computer Skills

Each A.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.S. program. The courses that will satisfy this requirement are listed below:

Computer Competence Requirement		credit	
—	—	Any course with the prefix of CGS, CIS, COP, CEN, CET, or CDA	
GRA	2151C	Computer Graphics I	3 cc
EME	2040	Introduction to Educational Technology	3 cc
LIS	1004	Introduction to Internet Research	1 cc
MUS	1360	Music and Computers	3 cc

Oral Communications Requirement

ORI	2000	Introduction to Oral Interpretation	3 cc
SLS	1345	Generations at Work	3 cc
SPC	1006C	Basic Speaking and Listening Skills	1 cc
SPC	2300	Interpersonal Communication.....	3 cc
SPC	1596	Introduction to Forensics.....	3 cc
SPC	1600	Public Speaking.....	3 cc
SPC	2594CIntercollegiate Forensics	

1 cc

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

ACCOUNTING TECHNOLOGY (ACCT-AAS) A.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.

We strongly encourage that you contact the Business Department for assistance in planning your program of study.

Department Head:	Dr. Linda Bloom	484-2504
	lbloom@pjc.edu	
Program Contact:	Mr. Richard Irvine	484-2508
	rirvine@pjc.edu	
Primary Faculty:	Dr. Vance Land	
	Ms. Audrey Morrison	
	Ms. Carla Rich	
	Ms. Dorinda Lynn	
	(Milton)	
	Ms. Michelle Haggard	
	(Warrington)	

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 1999, 2000, and 2001 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 Recommended Sequence		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
ACG 2001	Accounting I	3
CGS 2510	Spreadsheet.....	3
COM 2100**	Business Communications	3
OST 1100	Keyboarding I	3
— —*	Humanities/Fine Arts (Category II)	3
	Total	30
Second Year Recommended Sequence		
ACG 2011	Accounting II	3
ACO 1806	Payroll Accounting	3
ECO 1000	Introduction to the American Economy or	
ECO 2013	Economics I (Category III)	3
MAN 2021	Principles of Management	3
TAX 2000	Income Tax Procedures	3
LIS 1004	Introduction to Internet Research	1
GEB 2430	Business Ethics or	
MNA 1161	Customer Service	3
ACG 2002	Computerized Accounting	3
ACG 2071	Introduction to Managerial Accounting	3
ACO 2943	Accounting Internship or	
ACG 2949	Accounting Co-op.....	3
BUL 2241	Business Law.....	3
FIN 2100	Personal Finance and Money Management	3

Total	34
Total Program Credits	64

The courses with identified categories meet general education requirements.

- * Electives based on general education distribution requirements.
- ** Meets oral communications requirements.
- *** Meets computer competence requirements.

AUTOMOTIVE SERVICE MANAGEMENT (AUTO-AAS) A.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.

We strongly encourage that you contact the Center for Information and Engineering Technology Department for assistance in planning your program of study.

Director:	Dr. Carol S. Halfhill	484-2522
	shalfhill@pjc.edu	
Program Contact:	Mr. Ernie Forester	484-2265
	eforester@pjc.edu	

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 1999, 2000, and 2001 is 80%, 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 Recommended Sequence		Credits
— —*	Communications (Category I)	3
— —*	Mathematics (Category IV).....	3
CET 1462C**	Introduction to Computers in Technology.....	3
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
AER 2316C	Automotive Electrical Systems II	4
AER 1410C	Automotive Brake Systems	4
— —*	General (Category V)	3
	Total	36

Second Year Recommended Sequence		
— —*	Social/Behavioral Sciences (Category III).....	3
— —*	Humanities/Fine Arts (Category II)	3
AER 1610C	Automotive Heating and Air Conditioning	4
AER 1450C	Automotive Steering and Suspension	4
AER 2110C	Automotive Engines	4
AER 2520C	Automotive Engine Performance	4
AER 2522C	Automotive Drivability/Diagnosis	4
AER 2700	Automotive Service and Parts Management	4
AER 2949	Automotive Management Co-op or	
— —	Elective	2
	Total	32

Total Program Credits68

The courses with identified categories meet general education requirements.

* Electives based on general education distribution requirements.

** Meets oral communications and computer competence requirement.

BUILDING CONSTRUCTION TECHNOLOGY (BLDG-AAS) A.A.S.

This program is designed to acquaint the student with terminology, methods, procedures, materials, sequences of operation, and types of building construction. Although not intended as a transfer program, many credits may transfer to upper level programs in Engineering Technology. Additional general education course work will be required for transferees.

We strongly encourage that you contact the Center for Information and Engineering Technology Department for assistance in planning your program of study.

Director:	Dr. Carol S. Halfhill shalhfill@pjc.edu	484-2522
Program Contact:	Mr. Tim Bone tbone@pjc.edu	484-2164
Primary Faculty:	Mr. Fitzhugh Miller	

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 1999, 2000 and 2001 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

First Year Recommended Sequence		Credits
BCN 1001	Building Construction	3
CET 1462C***	Introduction to Computers in Technology or	
CGS 1570	Computer Concepts and Applications	3
EGS 1111C	Engineering Graphics	4
ETC 1250	Properties of Materials	3
ETD 2320C	Computer Drafting	4
MAC 1105	College Algebra (Category IV)	3
— —*	Communications (Category I)	3
BCT 2600	Construction Estimating	3
— —	General (Category V)	3
SUR 1100C	Construction Surveying	4
	Total	33

Second Year Recommended Sequence

BCN 2721	Construction Management	3
BCT 2706	Construction Documents	3
BCT 2760	Building Codes	3
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
— —	Electives	6
	Total	31

Total Program Credits64

The courses with identified categories meet general education requirements.

* Electives based on general education distribution requirements.

** Meets oral communication requirement.

*** Meets computer competence requirement.

BUSINESS ADMINISTRATION (BUS-AAS, MICR-AAS, BANK-AAS, CUST-AAS) A.A.S.

This program is designed to provide students with a broad foundation in all areas of business. Completion of this curriculum will prepare students to seek employment in various business fields. Students may choose from several areas of emphasis.

We strongly encourage that you contact the Business Department for assistance in planning your program of study.

Department Head:	Dr. Linda Bloom lbloom@pjc.edu	484-2504
Program Contact:	Mr. Scott Key skey@pjc.edu	484-2514
Primary Faculty:	Mr. John Atkins Mr. Gary Gage Dr. Birjees Ashraf	

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 1999, 2000, and 2001 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

First Year Recommended Sequence		Credits
ACG 2001	Accounting I	3
ECO 1000	Introduction to the American Economy or	
ECO 2013	Economics I (Category III)	3
— —*	Communications (Category D)	3
GEB 1011	Introduction to Business	3
OST 1146	Basic Keyboarding	1
— —*	Natural Sciences/Mathematics (Category IV)	3
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	31

Second Year Recommended Sequence

FIN 2100	Personal Finance and Money Management	3
MAR 2011	Marketing	3
MNA 1300	Human Resource Management or	
MNA 2100	Human Relations	3
CGS 1584	Multimedia Presentations for Business	3
COM 2100**	Business Communications	3
GEB 2430	Business Ethics	3
— —	Emphasis Courses	15
	Total	33

Total Program Credits64

Management and Marketing Emphasis (BUS-AAS) Choose any five courses:

MKA 1021	Salesmanship	3
MKA 2511	Advertising	3
MNA 1161	Customer Service	3
MNA 2345	Applied Supervision	3
SLS 1345	Generations at Work	3
GEB 2350	International Business	3
GEB 2139	E-Business Management	3
MNA 1300	Human Resource Management or	
MNA 2100	Human Relations	3

Business Microcomputer Systems Emphasis (MICR-AAS) Choose any 5:

CGS 1540	Database with Microsoft Access	3
GEB 2139	E-Business Management	3
CGS 2564	Windows.....	3
CGS 2510	Spreadsheet.....	3
OST 1713	Word Processing I.....	3
OST 1821	Business Applications for Desktop Publishing.....	3

Customer Service Emphasis (CUST-AAS)

MNA 1161	Customer Service	3
SLS 1345	Generations at Work	3
MKA 1021	Salesmanship	3
GEB 2139	E-Business Management	3
GEB 2350	International Business.....	3

Management of Financial Institutions Emphasis (BANK-AAS)

BAN 1004	Principles of Banking	3
ECO 2220	Money and Banking	3
MNA 2345	Applied Supervision	3
GEB 2350	International Business.....	3
GEB 2139	E-Business Management	3

The courses with identified categories meet general education requirements.

- * Electives based on general education distribution requirements.
- ** Meets oral communication requirement.
- ***Meets computer competence requirement.

CHEMICAL TECHNOLOGY (CHEM-AAS) A.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 PJC curriculum, special attention was focused on experiences to provide concepts and develop skills which the American Chemical Society has identified 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.

We strongly encourage that you contact the Physical Sciences Department for assistance in planning your program of study.

Department Head:	Dr. Ed Stout	484-1106
	estout@pjc.edu	
Program Contact:	Dr. Dan Philips	484-1188
	dphilips@pjc.edu	
Primary Faculty:	Dr. Lois Dixon	
	Mr. Tom Gee	
	Dr. Tom Grow	

JOB PLACEMENT INFORMATION

The percent of Chemical Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for the year 2000 and 2001 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

First Year Recommended Sequence	Credits	
CGS 1570***	Computer Concepts and Applications	3
CHM 1045	General Chemistry I	3
CHM 1045L	General Chemistry I Laboratory	1
_____*	Communication (Category D)	3
MCA 1105	College Algebra (Category IV)	3
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**	Generations at Work (Category III)	3
_____*	Humanities/Fine Arts (Category II)	3
_____****	Technical Core Elective	3
	Total	33

Second Year Recommended Sequence

CHM 2120	Quantitative Analysis	2
CHM 2120L	Quantitative Analysis Laboratory	2
PHY 1053	General Physics I	3
PHY 1053L	General Physics I Laboratory	1
_____****	Technical Core Elective	3
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
_____	Electives	6
	Total	31

Total Program Credits64

The courses with identified categories meet general education requirements.

- * Electives based on general education distribution requirements.
- ** Meets oral communication requirements.
- ***Meets computer competence requirements.

****Technical Core Electives-Select from the following (a total of two are required):

MCB 1060	Food Microbiology	3
	and	
MCB 1060L	Food Microbiology Laboratory	1
CHM 1274	Polymer Science	3
CHM 2949	Chemical Technology Co-op	3
CTE 1401	Introduction to Fiber Technology	3
ECH 2022	Elementary Chemical Engineering	3

CIVIL ENGINEERING TECHNOLOGY (CIVL-AAS) A.A.S.

This program is designed to prepare individuals for employment in civil engineering areas such as road department, paving contractor, landscaper, surveyor, geologist, or a cartographer. Although not designed as a transfer degree, many courses may transfer to upper level programs in Engineering Technology. Additional general education course work will be required for transferees.

We strongly encourage that you contact the Center for Information and Engineering Technology Department for assistance in planning your program of study.

Director:	Dr. Carol S. Halfhill	484-2522
	shalfhill@pjc.edu	
Program Contact:	Mr. Fitzhugh Miller	484-2594
	fmiller@pjc.edu	
Primary Faculty:	Mr. Tim Bone	

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 1999, 2000, and 2001 is 100%, 100%, and 89% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

First Year Recommended Sequence		Credits
BCN 1001	Building Construction	3
CET 1462C***	Introduction to Computers in Technology or	
CGS 1570	Computer Concepts and Applications	3
EGS 1111C	Engineering Graphics	4
MAC 1105	College Algebra (Category IV)	3
ETC 1250	Properties of Materials	3
ETD 2320C	Computer Drafting	4
— —*	Communications (Category I)	3
BCT 2600	Construction Estimating	3
ETD 1542C	Structural Drafting	3
SUR 1100C	Construction Surveying	4
— —	Elective	3
	Total	36

Second Year Recommended Sequence		Credits
ETC 2521	Hydrology, Culverts and Distribution Systems	4
ETD 2540C	Civil Engineering Drafting	3
GEO 2150C	Geographic Information Systems	3
PHY 1053	General Physics I (Category V).....	3
PHY 1053L	General Physics I Laboratory	1
BCN 2213	Concrete Construction	3
BCN 2405C**	Construction Mechanics.....	4
— —*	Humanities/Fine Arts (Category II)	3
— —*	Social/Behavioral Sciences (Category III)	3
	Total	27

Total Program Credits63

The courses with identified categories meet general education requirements.

* Electives based on general education distribution requirement.

** Meets oral communications requirement.

*** Meets computer competence requirement.

COMPUTER PROGRAMMING AND ANALYSIS (COMP-AAS) A.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.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.A.S. Degree.

We strongly encourage that you contact the Center for Information and Engineering Technology Department for assistance in planning your program of study.

Director:	Dr. Carol S. Halfhill	484-2522
	shalfhill@pjc.edu	
Program Director:	Computer Science:	
	Dr. Wayne Horn	484-1173
	whorn@pjc.edu	
Department Head:	Ms. Ann Webb (Warrington)	484-2336
	awebb@pjc.edu	
Primary Faculty:	Pensacola	
	Mr. Rich Cacace	
	Dr. Stephen Jones	
	Mr. Richard Kirk	
	Ms. Yen-Chieh Lemely	
	Mr. Randy Rose	
	Mr. Dennis Stevenson	
	Warrington	
	Mr. Eris Reddoch	
	Milton	
	Dr. Michel Boillot	

Ms. Diane Ward
Ms. Mary Lou Zimmerman

JOB PLACEMENT INFORMATION

The percent of Computer Programming and Analysis graduates who have been reported as satisfying state and federal definitions of infield job placement for the years 1999, 2000, and 2001 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

First Year Recommended Sequence		Credits
ACG 2021	Financial Accounting Principles	3
CGS 1570***	Computer Concepts and Applications	3
— —	Communications (Category I)	3
MAC 1105	College Algebra (or higher math) (Category IV)	3
— —*	Humanities/Fine Arts (Category II)	3
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
— —	Elective	3
	Total	33

Second Year Recommended Sequence		Credits
ECO 2013	Economics I (Category III)	3
SLS 1345**	Generations at Work.....	3
— —****	Programming Electives	12
— —****	Technical Electives	9
COP 2511	Programming Concepts II	3
	Total	30

Total Program Credits63

The courses with identified categories meet general education requirements.

* Electives based on general education distribution requirements.

** Meets oral communications requirement.

***Meets computer competence requirement.

****Programming Electives: Choose any COP course

*****Technical Elective: Choose any CGS, COP, CIS, CET, or CEN course or ACG 2002

CRIMINAL JUSTICE TECHNOLOGY (LAW-AAS) A.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.

We strongly encourage that you contact the History, Languages/Philosophy Department for assistance in planning your program of study.

Department Head:	Dr. Charles Schuler	484-2543
	cschuler@pjc.edu	
Program Contact:	Mr. Mike Ardis	484-2575
	mardis@pjc.edu	
Primary Faculty:	Mr. James Chancy	

Students who have had prior Criminal Justice training may be eligible for articulation if they meet the following criteria:

Credit for Approved Prior Training

Credit opportunities are available for individuals who have prior training approved by the Florida Criminal Justice Standards or Training Commission and offered by a Florida Certified Center located at a Community College or a Vocational Center. The maximum credit

awarded is thirty credits. Courses from other training centers will be limited to those nationally recognized including the Southern Police Institute, FBI National Academy, and the Drug Enforcement Administration Drug School.

JOB PLACEMENT INFORMATION

The percent of Criminal Justice Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 1999, 2000, and 2001 is 88%, 78%, and 75% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

First Year Recommended Sequence		Credits
CCJ	1020	Introduction to Criminal Justice3
CJL	1100	Criminal Law3
CJT	1140	Introduction to Criminalistics.....3
POS	_____	Government Elective3
_____	_____*	Communications (Category I)3
CJL	1130	Rules of Evidence3
CCJ	1452	Criminal Justice Administration3
CJT	1430	Traffic Administration.....3
SYG	2000	Introduction to Sociology or SYG 2010 Social Problems.....3
_____	_____*	Natural Sciences/Mathematics (Category IV).....3
		Total30

Second Year Recommended Sequence		Credits
CCJ	2062	Constitutional Law for Criminal Justice3
CJC	2162	Probation and Parole3
CCJ	2500	Juvenile Justice3
CJT	1100	Criminal Investigation.....3
_____	_____***	Computer Competence Requirement3
_____	_____*	Humanities/Fine Arts (Category II)3
CCJ	2010	Criminology3
CJC	1000	Theory and Practice of Corrections3
CJE	1500	Police Operations3
SLS	1345	Generations at Work (Category V).....3
SPC	1006C**	Basic Speaking and Listening Skills.....1
_____	_____*	Social/Behavioral Sciences (Category III)3
		Total34

Total Program Credits64

The courses with identified categories meet general education requirements.

* Electives based on general education distribution requirements.

** Meets oral communications requirement.

***Meets computer competence requirement.

CULINARY MANAGEMENT (CHEF-AAS) A.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.

We strongly encourage that you contact the Professional Service Careers Department for assistance in planning your program of study.

Department Head: Mr. Larry Gardner 484-1013
lgardner@pjc.edu
Program Contact: Mr. Travis Herr 484-2506

therr@pjc.edu

Primary Faculty: Mr. L.B. Southerland

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 1999, 2000, and 2001 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

First Year Recommended Sequence		Credits
_____	_____*	Natural Science/Math (Category IV)3
FOS	2200	Food Service Sanitation.....1
HFT	2020	Food Service Sanitation HACCP1
FSS	1220C	Culinary Techniques3
FSS	1246C	Professional Baking.....3
HFT	1000**	Introduction to the Hospitality Industry3
HFT	2451	Cost Control and Purchasing3
FSS	1222L	Culinary Production3
HFT	2251C	Intermediate Dining Room Management3
FSS	2248C	Garde manger3
FSS	2284C	Catering, Banquet, and Event Management3
HUN	1201	Elements of Nutrition (Category III).....3
HFT	1860	Bar and Beverage Management3
HFT	1041	Hospitality and Food Service Skill Development 1
		Total36

Second Year Recommended Sequence		Credits
_____	_____*	Communications (Category I)3
CGS	1570***	Computer Concepts and Applications (Category V)3
_____	_____*	Humanities/Fine Arts (Category II)3
HFT	2211	Management of Hospitality and Food Service Resources3
FSS	2242L	International Regional Cuisine3
FSS	1250C	Dining Room Management3
FSS	2224L	Advanced Culinary Production3
HFT	2840L	Advanced Dining Room Management3
FSS	2247C	Advanced Baking3
HFT	2941	Hospitality Management Internship or HFT 2947 Hospitality Co-op1
		Total28

Total Program Credits64

The courses with identified categories meet general education requirements.

* Electives based on general education distribution requirements.

** Meets oral communications requirement.

***Meets computer competence requirement.

DENTAL HYGIENE (DETH-AAS) A.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.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.

We strongly encourage that you contact the Applied Health Technologies Department for assistance in planning your program of study.

Department Head: Mr. Bill Moore 484-2308
bmoore@pjc.edu

Program Contact: Dr. Louis Fazio 484-2244
 lfazio@pjc.edu
 Primary Faculty: Ms. Mindy Adshad
 Ms. Linda Lambert
 Ms. Melissa Roe

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.

Admission requirements for eligibility to the program include high school diploma or GED, satisfactory scores on diagnostic tests in reading and computation skills, and a minimum GPA of 2.0.

Applicants are considered eligible for the applicant pool when they have met required scores on the health-related math test and reading, academic aptitude, and science portions of the Revised PSB Health Occupations Aptitude Examination. When an applicant completes all sections of the application process and meets minimum criteria, they will be provisionally accepted into the program and assigned a seat in the next available class. For applicants meeting selection criteria who do not wish to pursue the two year course sequence, there is a three year course sequence. Contact the Department of Applied Health Technologies at (850) 484-2308 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 1999, 2000, and 2001 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

First Year Recommended Sequence		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	AIDS/OSHA for Health Professionals	1
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
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
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	52

Second Year Recommended Sequence

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
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	36
	Total Program Credits	88

The courses with identified categories meet general education requirements.

* Electives based on general education distribution requirements.

** Meets oral communications requirement.

***.....Meets computer competence requirement.

DRAFTING AND DESIGN TECHNOLOGY (DRFT-AAS) A.A.S.

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.

We strongly encourage that you contact the Center for Information and Engineering Technology Department for assistance in planning your program of study.

Director: Dr. Carol S. Halfhill 484-2522
 shalfhill@pjc.edu
 Program Contact: Mr. Fitzhugh Miller 484-2594
 fmiller@pjc.edu
 Primary Faculty: Mr. Tim Bone

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 1999, 2000, and 2001 is 91%, 89%, and 95% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

First Year Recommended Sequence		Credits
BCN 1001	Building Construction	3
CET 1462C***	Introduction to Computers in Technology	3
	or	
CGS 1570	Computer Concepts and Applications	3
EGS 1111C	Engineering Graphics	4
ETC 1250	Properties of Materials	3
ETD 2320C	Computer Drafting	4
MAC 1105	College Algebra (Category IV)	3
— —*	Communications (Category I)	3
BCT 2600	Construction Estimating	3
ETD 1542C	Structural Drafting	3
— —	Elective	3
— —*	General (Category V)	3
	Total	35

Second Year Recommended Sequence

BCT 2706	Construction Documents	3
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ETD	2332	AutoCAD Customization.....	1
ETD	2540C	Civil Engineering Drafting	3
GEO	2150C	Geographic Information Systems	3
—	—*	Social/Behavioral Sciences (Category III).....	3
BCN	2405C**	Construction Mechanics.....	4
ETD	1100C	Architectural Drafting.....	3
ETD	2350C	Advanced Computer Drafting	4
—	—*	Humanities/Fine Arts (Category II)	3
		Total	27

Total Program Credits62

The courses with identified categories meet general education requirements.

* Electives based on general education distribution requirements.

** Meets oral communications.

*** Meets computer competence requirement.

ELECTRONICS ENGINEERING TECHNOLOGY (ELEC-AAS) A.A.S.

The Electronics Engineering Technology Program is designed to provide students with the fundamentals of electronics that will prepare them as technicians in a variety of fields including computer technology, networking, instrumentation, telecommunications, and biomedical. Selected specialty courses are available to provide detailed instruction in these technical areas. The student must complete the general education courses specified and all the core courses for electronics. The additional nineteen hours are to be selected from technical electives included in the program listing.

We strongly encourage that you contact the Center for Information and Engineering Technology Department for assistance in planning your program of study.

Director:	Dr. Carol S. Halfhill	484-2522
	shalhill@pjc.edu	
Program Contact:	Mr. Ken Dunn	484-2598
	kdunn@pjc.edu	
Primary Faculty:	Mr. Larry Ball	
	Mr. Ken Dunn	
	Mr. George Hendrickson	
	Mr. Harold Martin	

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 1999, 2000, and 2001 is 94%, 100%, and 100% respectively. For additional information about job opportunities in this field, contact the appropriate department of the Student Job Services Office.

First Year Recommended Sequence		Credits	
—	—*	Communications (Category I)	3
MAC	1105	College Algebra (Category IV)	3
CET	1462C**	Introduction to Computers in Technology.....	3
EET	1015C	Direct Current Circuits.....	3
CET	1112C	Digital Fundamentals	3
MAC	1114	Plane Trigonometry	3
EET	1025C	Alternating Current Circuits.....	3
EET	1141C	Electronic Devices and Integrated Circuits I	3
—	—*	Humanities/Fine Arts (Category II)	3
—	—	Elective	3
—	—***	Emphasis Courses	6
		Total	36

Second Year Recommended Sequence

EET	2142C	Linear Circuits.....	3
CET	2113C	Digital Circuits	3
EET	2326C	Communications Electronics Systems	3

CET	2123C	Microprocessor Fundamentals	3
PHY	1053	General Physics I (Category V).....	3
PHY	1053L	General Physics I Laboratory	1
—	—*	Social/Behavioral Sciences (Category III).....	3
—	—***	Emphasis Courses	13
		Total	32

Total Program Credits68

The courses with identified categories meet general education requirements.

* Electives based on general education distribution requirements.

** Meets oral communications and computer competence requirement.

***Emphasis Courses:

Cisco Certified Network Administrator (C.C.N.A.)			
CET	1600C	Networking Fundamentals	3
CET	1610C	Router Theory and Router Technologies	3
CET	2615C	Advanced Routing and Switching.....	3
CET	2620C	Advanced Network Design and Management Projects.....	3

Cisco Certified Design Associate (C.C.D.A.)			
CET	2625C	Designing Cisco Networks	3

Cabling/Telecommunications			
CET	1634C	Telecommunications Distribution Systems	3

Certified Novell Administrator (C.N.A.)			
CET	2484C	Network Communications Using Novell	3
CGS	2552	Network Systems	3

Instrumentation:			
EST	2112C	Industrial Electronics	3
EET	2215C	Instrumentation Electronics	3
ETM	2315	Hydraulics and Pneumatics	4
EST	2542C	Programmable Logic Controller Fundamentals	3

Computer:			
CET	1171C	PC Hardware A+	3
CET	1173C	PC Operating Systems A+	3
CET	2172C	PC Maintenance, Upgrade and Support	3

Biomedical :			
BSC	1080	Essentials of Anatomy and Physiology	3
BSC	1080L	Essentials of Anatomy and Physiology Laboratory 1	1
EST	2406	Biomedical Equipment	4

General:			
EGS	1111C	Engineering Graphics	4
ETD	2320C	Computer Drafting	4
EET	2949	Cooperative Education in Electronics Technology	3

Additional CET and EET prefix courses may be used as technical electives with departmental approval.

EMERGENCY MEDICAL SERVICES (EMS-AAS) A.A.S.

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.

We strongly encourage that you contact the Applied Health Technologies Department for assistance in planning your program of study.

Department Head:	Mr. Bill Moore	484-2308
	bmoore@pjc.edu	

Program Contact: Ms. Sandra Hartley
shartley@pjc.edu

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 the TABE test and the reading, academic aptitude, and science knowledge portions of the Revised PSB Health Occupations Aptitude Examination. Admission to this program is based upon receipt date of completed application requirements. Once a particular class is full, the remaining qualified applicants are automatically listed as alternates for that class. If the applicant is not seated he/she is offered admission in the next available class.

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 1999, 2000, and 2001 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

Recommended Sequence		Credits
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 1016	Allied Health Practicum	1
HSC 1592	AIDS/OSHA for Health Professionals	1
EMS 1335	Emergency Vehicle Operations or	
EMS 1931C	Special Topics in Emergency Medicine	1
EMS 1153C	Emergency Medical Technician III	2
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
— —*	Natural Sciences/Mathematics (Category IV).....	3
EMS 1119	Introduction to Advanced Prehospital Care	2
EMS 1683C	Fundamentals of Advanced Prehospital Care	2
EMS 2613C	Patient Assessment	2
EMS 2612C	Airway Management and Ventilation	3
EMS 1654	Paramedic Field/Clinical Experience I	3
EMS 2680C	Behavioral Emergencies	1
EMS 2633C	Respiratory Emergencies	2
EMS 2655	Paramedic Field/Clinical Experience II	3
EMS 1065C	Cardiovascular Emergencies.....	3
EMS 1551C	Advanced Cardiovascular Life Support	1
EMS 2628C	OB/GYN/Neonatal/Pediatric Emergencies.....	3
EMS 2627**	Medical Emergencies	4
EMS 2930C***	Special Topics in Advanced Prehospital Care	1
EMS 2681C	Special Considerations in Prehospital Care	2
EMS 2682C	Advanced Prehospital Trauma Management	3
EMS 2656	Paramedic Field/Clinical Internship	5
EMS 2010C	Pre-hospital Essentials Anatomy, Physiology, and Pathophysiology	2
— —	Social/Behavioral Sciences (Category III).....	3

Total Program Credits73

The courses with identified categories meet general education requirements.

- * Electives based on general education distribution requirements.
- ** Meets oral communications requirement.
- ***Meets computer competence requirement.

FIRE SCIENCE TECHNOLOGY (FIRE-AAS) A.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 Technologies 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.

We strongly encourage that you contact the Applied Health Technologies Department for assistance in planning your program of study.

Department Head:	Mr. Bill Moore	484-2308
	bmoore@pjc.edu	
Program Contact:	Richard Henderson	484-2383
	rhenderson@pjc.edu	

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 1999, 2000, and 2001 is 100%, 86%, and 89% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

First Year Recommended Sequence		Credits
CET 1462C***	Introduction to Computers in Technology.....	3
FFP 1505	Fire Prevention Practices	3
SLS 1345**	Generations at Work (Category V)	3
— —*	Communications (Category I)	3
FFP 1810	Fire Fighting Tactics and Strategy I.....	3
FFP 2540	Private Fire Protection Systems	3
— —*	Humanities/Fine Arts (Category II)	3
— —****	Fire Science Electives	9
Total		30

Second Year Recommended Sequence		Credits
FFP 1120	Fire Service: Building Construction	3
FFP 2402	Hazardous Materials II	3
FFP 2401	Hazardous Materials I	3
— —*	Social/Behavioral Sciences (Category III).....	3
— —*	Natural Sciences/Mathematics (Category IV).....	3
— —****	Fire Science Electives	15
Total		30

Total Program Credits60

The courses with identified categories meet general education requirements.

- * Electives based on general education distribution requirements.
- ** Meets oral communication requirement.
- ***.....Meets computer competence requirement.

****Fire Science electives are any FFP courses of 1000 or above or EMS 1151C, EMS1152C, EMS1016, HSC1592, EMS1335, EMS1381C, or EMS 1153C.

FOREST TECHNOLOGY (TREE-AAS, WOOD-AAS) A.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 is required during the summer term.

We strongly encourage that you contact the Biological Sciences Department for assistance in planning your program of study.

Department Head: Mr. James Brady 484-1168
jbrady@pjc.edu
Program Contact: Dr. Conrad Brewer 484-4432
cbrewer@pjc.edu

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 1999, 2000, and 2001 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 Recommended Sequence		Credits
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
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		27

Second Year Recommended Sequence		Credits
CGS 1570***	Computer Concepts and Applications	3
FOR 1163	Silviculture	3
FOR 1163L	Silviculture Laboratory	1
FOR 1433	Photogrammetry	2
— —*	Humanities/Fine Arts (Category II)	3
FOR 2931**	Forest Seminar	1
SOS 2006	Introduction to Soil Science	4
— —*	Social/Behavioral Sciences (Category III)	3
— —	Emphasis Courses	6
FOR 2450	Forest Measurements	3
FOR 2451	Timber Cruising	3
FOR 2462	Forest Surveying	3
Total		35

Total Program Credits62

The courses with identified categories meet general education requirements.

- * Electives based on general education distribution requirements.
- ** Meets oral communications requirement.
- ***Meets computer competence requirement.

Forest Management Emphasis (TREE-AAS)

FOR 2210	Forest Fire Use and Control	3
FOR 2210L	Forest Fire Use and Control Laboratory	1
FOR 2211	Forest Insects and Disease (Should be taken Term II, Spring)	3
— —	Elective	3

Select a minimum of one management course from the list below.

FOR 1661	Recreation Management in Forestry	3
FOR 2620	Forest Management	3
WIS 2600	Wildlife Management in Forestry	3

Wood Procurement Emphasis (WOOD-AAS)

FOR 1741	Timber Harvesting	3
FOR 2454	Timber Inventory	3
FOR 2750	Timber Procurement	3

GRAPHIC DESIGN TECHNOLOGY (GRAPHICS TECHNOLOGY) (GRPH-AAS) A.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 professional art school. Additional general education course work may be required for transfer to a four-year college. Contact the four-year school for information.

Courses cover practical and theoretical problems of visual communication from the inception of an idea to its final presentation to the printer or client. Concepts and execution are covered with strong emphasis on computer assistance, drawing skills, and technical developments in the field. Some professional internships are available for advanced students.

We strongly encourage that you contact the Visual Arts Department for assistance in planning your program of study.

Department Head: Mr. Allan Peterson 484-2554
apeterson@pjc.edu
Primary Faculty: Mr. David Hines
Ms. Patricia Reppenhagen
Mr. Spiros Zachos
Mr. William Clover

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 1999, 2000, and 2001 is 100%, 100%, and 80% respectively. For additional information about job opportunities in this field, contact the Visual Arts Department or the Student Job Services Office.

First Year Recommended Sequence		Credits
ARH 1050	Art History I (Category II)	3
ART 1202C	Two-Dimensional Design	3
ART 1300C	Drawing I	3
GRA 2151C***	Computer Graphics I	3
ENC 1101	English Composition I (Category I)	3
ART 1301C	Drawing II	3
GRA 2152C	Computer Graphics II	3
PGY 2401C	Photography I	3
— —*	Natural Sciences/Mathematics (Category IV)	3
SLS 1345**	Generations at Work	3
or		
SPC 1600C**	Public Speaking	3
— —*	Social/Behavioral Sciences (Category III)	3
Total		33

Second Year Recommended Sequence

GRA 2190C	Graphic Design I	3
GRA 2602C	Digital Imaging	3
PGY 2220C	Commercial Photography	3
— —****	Art Studio Elective	3

		(ART 1203C Three-Dimensional Design required for transfer students)	3
ARH	1051	Art History II (Category V)	3
GRA	2191C	Graphic Design II	3
ART	2253C	Illustration I	3
ART	2905	Portfolio	3
GRA	2117C	Graphic Processes	3
MKA	2511	Advertising	3
—	—****	Art Elective or OST 1146 Basic Keyboarding I	1
		Total	31
Total Program Credits			64

The courses with identified categories meet general education requirements.

* Electives based on general education distribution requirements.

** Meets oral communication requirement.

***.....Meets computer competence requirement.

****Art Electives should be taken from the following prefixes: ART, GRA, or PGY.

NOTE: Majors should register in the Visual Arts Department and work out their personal schedules with the department head.

HEALTH INFORMATION MANAGEMENT (HIM-AAS) A.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. Graduates of the program are eligible to sit for the national qualifying examination offered through AHIMA for certification as Registered Health Information Technician (RHIT).

We strongly encourage that you contact the Arts and Sciences Department for assistance in planning your program of study.

Department Head:	Ms. Ann Webb	484-2336
	awebb@pjc.edu	
Program Contact:	Ms. Donna Shumway	484-2213
	dshumway@pjc.edu	

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 1999, 2000, and 2001 is 100%. 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 Recommended Sequence		Credits
HSA	1101	Survey of Health Services
—	—*	Communications (Category I)
HIM	1000C	Introduction to Health Information Management
		3
HSC	1531	Medical Terminology
HSC	1592	AIDS/OSHA for Health Professionals
BSC	1080	Essentials of Anatomy and Physiology (Category V)
		3
BSC	1080L	Essentials of Anatomy and Physiology Laboratory
		1
HIM	1012	Health Information Law
HIM	2433	Pathophysiology and Pharmacology I
SPC	1006C**	Basic Speaking/Listening
		1

CGS	1570***	Computer Concepts and Applications	3
CGS	1050	Electronic Access of Information	1
—	—*	Mathematics (Category IV).....	3
—	—*	Humanities/Fine Arts (Category II)	3
—	—*	Social/Behavioral Sciences (Category III).....	3
		Total	36

Second Year Recommended Sequence

HIM	1800	Health Information Management Clinical Practice I	4
HIM	2280C	Coding and Classification Systems	3
HIM	2620C	Medical Statistics and Financial Applications	3
HIM	2304	Health Information Management and Supervision.....	3
HIM	2436	Pathophysiology and Pharmacology II	3
HIM	2283	Outpatient Reimbursement and Methodologies	2
HIM	2650C	Computer Applications in Health Information Management	3
HIM	2810	Health Information Management Clinical Practice II.....	4
HIM	2234C	Advanced ICD-9-CM Coding.....	2
HIM	2212C	Health Information Management in Alternative Settings	2
HIM	2002C	Quality Improvement in Health Information Management	2
		Total	31

Total Program Credits

The courses with identified categories meet general education requirements.

* Electives based on general education distribution requirements.

** Meets oral communications requirement.

***.....Meets computer competence requirement.

HEALTH SERVICES MANAGEMENT (HSM-AAS) A.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.

We strongly encourage that you contact the Arts and Sciences Department for assistance in planning your program of study.

Department Head:	Ms. Ann Webb	484-2347
	awebb@pjc.edu	
Program Contact:	Mr. Dale Brewer	484-2221
	dbrewer@pjc.edu	

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 1999, 2000, and 2001 is 93%, 100%, and 100% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

First Year Recommended Sequence		Credits
CGS	1570***	Computer Concepts and Applications
HSA	1101	Survey of Health Services
HSC	1531	Medical Terminology
HSC	1592	AIDS/OSHA for Health Professionals
BSC	1080	Essentials of Anatomy and Physiology
BSC	1080L	Essentials of Anatomy and Physiology Lab
ACG	2001	Accounting 1.....
		3

HIM	2280C	Coding and Classification Systems	3
HIM	2433	Pathophysiology I and Pharmacology I	3
OST	1461	Medical Office Practice	3
ENC	1101	English Composition (Category D)	3
MTB	1310	Applied Mathematics or higher (Category IV)	3
		Total	31

Second Year Recommended Sequence

ACO	1806	Payroll Accounting	3
HSC	2642	Health Care Law	3
MNA	2345	Applied Supervision	3
OST	1464	Computerized Medical Office Systems	3
—	—*	Humanities/Fine Arts (Category II)	3
COM	2100	Business Communications	3
HSA	1172	Third-Party Reimbursement	3
HSA	2500	Introduction to Risk Management	3
ECO	2013*	Economics II (Category III)	3
SPC	1006C**	Basic Speaking and Listening Skills	1
SLS	1345	Generations at Work (Category V)	3
		Total	31

Total Program Credits62

The courses with identified categories meet general education requirements.

- * Electives based on general education distribution requirements.
- ** Meets oral communications requirement.
- ***Meets computer competence requirement.

HOSPITALITY AND TOURISM MANAGEMENT (HOTL-AAS) A.A.S.

The Hospitality and Tourism Management Program prepares graduates for careers in the many varied areas of the hospitality/tourism industry. The program is designed for individuals wanting to enter or advance in a professional career in lodging, restaurants, tourism, travel, food service, catering, and beverage as well as many other management positions in the industry. Courses in the program prepare all students to work in any area of the hospitality industry. In addition, students select from one of four emphasis areas, which allows them to gain additional management skills in a particular segment of the hospitality industry. The students completing the program will have gained knowledge and competencies in three areas: first, in the management of people and other business resources; second, in how to apply their administrative and management skills in any position in the industry; and third, in skills related to one of the areas of emphasis.

Students may receive dual credits toward 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.

We strongly encourage that you contact the Professional Service Careers Department for assistance in planning your program of study.

Department Head: Mr. Larry Gardner 484-1013
lgardner@pjc.edu
Program Contact: Mr. L.B. "Sandy" Southerland 484-1159
ssoutherland@pjc.edu

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 1999, 2000, and 2001 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

First Year Recommended Sequence

—	—*	Communication (Category I)	3
—	—*	Natural Sciences/Mathematics (Category IV)	3
HFT	1000**	Introduction to the Hospitality Industry	3

HFT	1410	Hospitality Industry Accounting	3
—	—*	Social/Behavioral Science (Category III)	3
HFT	1313	Hospitality Property Management	3
CGS	1570***	Computer Concepts and Applications (Category V)	3
HFT	2500	Marketing in the Hospitality Industry	3
FOS	2200	Food Service Sanitation	1
HFT	2020	Food Service Sanitation HACPP	1
HFT	1860	Bar and Beverage Management	3
—	—****	Hospitality Emphasis Courses	4
HFT	2211	Management of Hospitality Resources	3
		Total	36

Second Year Recommended Sequence

—	—*	Humanities/Fine Arts (Category II)	3
HFT	2451	Cost Control and Purchasing	3
HFT	2600	Concepts of Hospitality Law	3
FSS	2284C	Catering, Banquet and Event Management	3
—	—****	Hospitality Emphasis Courses	9
HFT	1041	Hospitality Professional Skills Development	1
—	—+	Approved Hospitality Management Program Electives	6
		Total	28

Total Program Credits64

The courses with identified categories meet general education requirements.

- * Electives based on general education distribution requirements.
- ** Meets oral communications requirement.
- ***Meets computer competence requirement.

*******Emphasis Courses:**

Lodging Emphasis

HFT	2250	Lodging Systems and Procedures	3
HFT	1031	Management of Environmental Services	3
—	—+	Approved Hospitality Management Program Elective	3
HFT	2941	Hospitality Management Internship (or HFT 2946)	1
HFT	2941	Hospitality Management Internship (or HFT 2946)	1
HFT	2941	Hospitality Management Internship (or HFT 2947)	1
HFT	2947	Hospitality Management Co-op	1

Restaurant and Food Service Emphasis

FSS	1220C	Culinary Techniques	3
FSS	1250C	Dining Room Management	3
HFT	2261	Restaurant Management and Development	3
HFT	2941	Hospitality Management Internship (or HFT 2946)	1
HFT	2941	Hospitality Management Internship (or HFT 2946)	1
HFT	2941	Hospitality Management Internship (or HFT 2947)	1
HFT	2947	Hospitality Management Co-op	1

Bar and Beverage Management Emphasis

HFT	2261	Restaurant Management and Development	3
HFT	1867	Wine Technology and Merchandising	3
—	—+	Approved Hospitality Management Program Elective	3
HFT	2941	Hospitality Management Internship (or HFT 2946)	1
HFT	2941	Hospitality Management Internship (or HFT 2946)	1

HFT 2941	Hospitality Management Internship (or HFT 2947)	1
HFT 2947	Hospitality Management Co-op	1
Catering and Event Management Emphasis		
FSS 1220C	Culinary Techniques	3
FSS 2248C	Garde Manger	3
FSS 1250C	Dining Room Management	2
HFT 2941	Hospitality Management Internship (or HFT 2946)	1
HFT 2941	Hospitality Management Internship (or HFT 2946)	1
HFT 2941	Hospitality Management Internship (or HFT 2947)	1
HFT 2947	Hospitality Management Co-op	1

****Hospitality Electives: See the Hospitality Management Program Coordinator before selecting a Hospitality elective.

Select college or vocational credit hours from the following prefixes: ACG, ACO, APA, APB, CGS, DIE, ECO, FOS, FRE, FSS, GEB, H EV, HFT, HUN, MAN, MAR, MAT, MCB, MIS, MKA, MNA

INDUSTRIAL MANAGEMENT TECHNOLOGY (IMT-AAS) A.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.

We strongly encourage that you contact the Center for Information and Engineering Technology Department for assistance in planning your program of study.

Director:	Dr. Carol S. Halfhill	484-2522
	shalphill@pjc.edu	
Program Contact:	Mr. Mike Cannon	484-2524
	mcannon@pjc.edu	

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 1999, 2000, and 2001 is 75%, 100%, and 100% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

First Year Recommended Sequence	Credits
CET 1462C** Introduction to Computers in Technology	3
MNA 2100 Human Relations	3
___ * Communications (Category I)	3
___ * Natural Sciences/Mathematics (Category IV)	3
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	9
Total	30

Second Year Recommended Sequence	Credits
MNA 2345 Applied Supervision	3
___ * Humanities/Fine Arts (Category II)	3
COM 2100 Business Communications	
or	
ENC 1210 Technical Writing	3
MNA 1300 Human Resource Management	3
___ * General (Category V)	3
SPC 1006C Basic Speaking and Listening Skills	1
___ *** Area Electives	14

Total30

Total Program Credits60

The courses with identified categories meet general education requirements.

* Electives based on general education distribution requirements.

** Meets oral communications and computer competency requirement.

***Area Elective—Any college credit course from one of the following prefix areas or SLS1371.

AER	BCN	CCJ	CET	CGS	CIS
CJT	COP	CTE	EET	EGS	EST
ETC	ETD	ETI	EVS	FFP	FIN
FSS	OST	SUR			

INTERNET SERVICES TECHNOLOGY (INST-AAS) A.A.S.

This program prepares students for entry-level positions in Internet/Intranet related jobs. Students will be prepared for jobs such as Web Technician, Web Developer, Web Author, Website Designer, Website Manager, and Internet Programmer. The program includes foundation courses in Information Technology and Business as well as a series of technical courses in development of Web site content and Web site management.

We strongly encourage that you contact the Center for Information and Engineering Technology Department for assistance in planning your program of study.

Director:	Dr. Carol S. Halfhill	484-2522
	shalphill@pjc.edu	
Program Director, Computer Science:	Dr. Wayne Horn	484-1173
	whorn@pjc.edu	
	Ms. Ann Webb	484-2336
	awebb@pjc.edu	
	(Warrington)	
Primary Faculty:	Mr. Rick Kirk	
	Mr. Randy Rose	
	Mr. Eris Reddoch	
	(Warrington)	

JOB PLACEMENT INFORMATION

As a new program, no placement information is available.

First Year Recommended Sequence	Credits
CGS 1570*** Computer Concepts and Applications	3
GEB 1011 Introduction to Business	3
___ * Communications (Category I)	3
MAC 1105 College Algebra (Category IV)	3
GRA 2151C Computer Graphics I	3
COP 1510 Programming Concepts I	3
CGS 2069 Fundamentals of Electronic Commerce	3
CGS 2820 Web Site Design and Development I	3
ACG 2021 Financial Accounting Principles	3
___ *** General (Category V)	3
Total	30

Second Year Recommended Sequence	Credits
COP 2800 Java Programming	3
CGS 2822 Scripting for the Web	3
CGS 2874 Web Site Design and Development II	3
___ * Humanities/Fine Arts (Category II)	3
CET 1600C Networking Fundamentals	3
CGS 1560 Microcomputer Operating Systems	3
CGS 1540 Data Base with Microsoft Access	3
CGS 2821 Web Site Design and Development III	3
ECO 2013 Economics I (Category III)	3

—	—	****	Technical Elective	3
—	—		Elective	3
			Total	33
Total Program Credits				63

* Electives based on general education distribution requirements.
 ** Choose SLS 1345 Generations at Work unless oral communications requirement is being satisfied by the elective.
 ***Meets computer competency requirement.
 ****Choose any course with CGS, COP, CET, or GRA prefix or GEB 2935W

LANDSCAPE TECHNOLOGY (LAWN-AAS) A.A.S.

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.

We strongly encourage that you contact the Biological Sciences Department for assistance in planning your program of study.

Department Head: Mr. James Brady 484-1168
 jbrady@pjc.edu
 Primary Faculty: Ms. Amy Compton 484-4433
 acompton@pjc.edu

JOB PLACEMENT INFORMATION

The percent of Landscape Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for the year 2001 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

First Year Recommended Sequence			Credits
BOT	1010	General Botany (Category V)	3
BOT	1010L	General Botany Laboratory	1
—	—	* Communications (Category D)	3
FOR	2720	Equipment Operation, Safety and Maintenance	3
FOR	2720L	Equipment Operation, Safety and Maintenance Laboratory	1
HOS	1010	Introduction to Horticulture	3
MAT	1033	Intermediate Algebra (Category IV)	3
ORH	2820C	Landscape Irrigation	3
ORH	2220	Turfgrass Management	2
ORH	2220L	Turfgrass Management Laboratory	1
SOS	2006	Introduction to Soil Science	4
—	—	* Social/Behavioral Sciences (Category III).....	3
ORH	1260	Greenhouse Crop Management	3
ORH	1260L	Greenhouse Crop Management Laboratory	1
ORH	1510	Plant Materials for Landscape Use	2
ORH	1510L	Plant Materials for Landscape Use Laboratory	1
		Total	37

Second Year Recommended Sequence

FOR	2930**	Forest Seminar	1
ORH	2800C	Landscape Design	3
GEB	1011	Introduction to Business.....	3
IPM	1011	Pests and Pest Control	2
IPM	1011L	Pests and Pest Control Laboratory	1
ORH	2859	Landscape Management	3
ORH	2859L	Landscape Management Laboratory	1
ORH	2530	Landscape Project Management	3

BUL	2241	Business Law	3
CGS	1050***	Electronic Access to Information	1
EVS	1002	Ecology	3
EVS	1002L	Ecology Laboratory	1
—	—	* Humanities/Fine Arts (Category II)	3
AEB	2949	Cooperative Education in Agriculture	3
		Total	31

Total Program Credits

The courses with identified categories meet general education requirements.

* Electives based on general education distribution requirements.

** Meets oral communications requirement.

***Meets computer competence requirement.

MANUFACTURING TECHNOLOGY (MNFG-AAS) A.A.S.

The Manufacturing Technology program prepares students for careers 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 emphasis 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.

We strongly encourage that you contact the Center for Information and Engineering Technology Department for assistance in planning your program of study.

Director: Dr. Carol S. Halfhill 484-2522
 shalfhill@pjc.edu
 Program Contact: Mr. Mike Cannon 484-2524
 mcannon@pjc.edu

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 1999, 2000, and 2001 is 100%, 71%, and 100% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

First Year Recommended Sequence			Credits
CET	1462C**	Introduction to Computers in Technology.....	3
EGS	1111C	Engineering Graphics	4
ETI	1720	Industrial Safety	3
ETI	2416	Mechanical Devices and Systems	3
MAT	1033	Intermediate Algebra (Category IV)	3
EET	1005C	Fundamentals of Electricity	4
ETI	2411	Computerized Manufacturing Processes, Metals 3	
—	—	**** Emphasis Courses	4
—	—	* Communications (Category D)	3
		Total	30

Second Year Recommended

ETM	2315	Hydraulics and Pneumatics	3
ETD	2320C	Computer Drafting	4
EST	2535C	Manufacturing and Automation Instrumentation3	
—	—	*** Emphasis Courses	8
ETI	1110	Total Quality Management	3
—	—	* Humanities/Fine Arts (Category II)	3
—	—	* General (Category V)	3
—	—	* Social/Behavioral Sciences (Category III).....	3
—	—	Elective	4
		Total	34

Total Program Credits	64
The courses with identified categories meet general education requirements.	
* Electives based on general education distribution requirements.	
** Meets oral communications and computer competence requirement.	

***Emphasis Courses:

Computer Numerical Control/Computer-Aided Manufacturing			
EST	2005C	Flexible Manufacturing Systems	3
ETD	2350C	Advanced Computer Drafting	4
ETI	2412C	Computerized Manufacturing Processes, Non Metals	3
ETI	2414C	Computer-Aided Manufacturing	3
ETI	2949	Manufacturing Technology Co-op	3/6

Flexible Manufacturing Systems/Manufacturing Programming			
EST	2005C	Flexible Manufacturing Systems	3
EST	2542C	Programmable Logic Controller Fundamentals ..	3
EST	2603C	Robotics and Automated Systems.....	3
ETI	2949	Cooperative Education in Manufacturing Technology	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 Co-op.....	3/6
EVS	1601	HAZMAT Fundamentals	3
OST	1146	Basic Keyboarding	1

MULTIMEDIA TECHNOLOGY (MDIA-AAS, VDEO-AAS) A.A.S.

Multimedia uses the computer's ability to incorporate graphics, sound, video, animation, text, and still images in the production of a variety of applications, including fine art, personal computing, promotional presentations, education authoring, electronic publishing, television, recording, gaming, and more. Students can expect creative, hands-on experience in current computer capabilities, picture and text generation, video, and professional application of those integrated skills.

We strongly encourage that you contact the Visual Arts Department for assistance in planning your program of study.

Department Head: Mr. Allan Peterson 484-2554
 apeterson@pjc.edu
 Primary Faculty: Ms. Stacy Rimmerman
 Mr. Spiros Zachos

JOB PLACEMENT INFORMATION

The percent of Multimedia Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 1999, 2000, and 2001 is 100%, 100% and 92% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

First Year Recommended Sequence		Credits	
ART	1202C	Two-Dimensional Design	3
RTV	2241C	TV Production I	3
GRA	2151C***	Computer Graphics I	3
PGY	2401C	Photography I	3
GRA	1140C	Beginning Multimedia Production	3
GRA	2152C	Computer Graphics II.....	3
—	—	Emphasis Courses	15
Total			33

Second Year Recommended Sequence

PGY	2805C	Digital Photography I	3
—	—*	Social/Behavioral Sciences (Category III).....	3
—	—	Natural Science/Mathematics (Category IV)	3
ENC	1101	English Composition I (Category I)	3
—	—****	Electives	3
—	—	Emphasis Courses	16
Total			31

Total Program Credits	64
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The courses with identified categories meet general education requirements.

* Electives based on general education distribution requirements.
 ** Meets oral communication requirement.

***Meets computer competence requirement.

****Select from any course with an ART, GRA, PGY, or RTV prefix.

Multimedia Emphasis (MDIA-AAS)

ART	1300C	Drawing I	3
ARH	2000	Humanities Art (Category II)	3
GRA	2190C	Graphic Design I.....	3
GRA	2721C	Creative Web Design	3
MKA	2511	Advertising	3
—	—	Elective	3
GRA	2141C	Advanced Multimedia Production	3
GRA	2158	Multimedia 30D	3
GRA	2931	Multimedia Seminar	1
SLS	1345**	Generations at Work (Category V)	3
ART	2905	Portfolio	3
Total			31

Digital Video/Broadcast Emphasis (VDEO-AAS)

MMC	2000	Survey of Mass Communication (Category V)	3
RTV	2245	TV Field Production	3
CRW	2600	Introduction to Screen Writing.....	3
RTV	2224C	Lighting for Television	3
SPC	1600**	Public Speaking	3
RTV	2242C	TV production II.....	3
RTV	2207C	TV Production III	3
RTV	2002	TV Systems	3
MMC	2212	Media Law.....	3
PHI	2600	Ethics (Category II).....	3
—	—	Elective	1
Total			31

*Electives

**Meets oral communication requirement

***Meets computer competence requirement.

****Select from any course with an ART, GRA, PGY, or RTV prefix.

NETWORKING SERVICES TECHNOLOGY (NET-AAS) A.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.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.A.S. Degree.

We strongly encourage that you contact the Center for Information and Engineering Technology Department for assistance in planning your program of study.

Director: Dr. Carol S. Halfhill 484-2522

shalfhill@pjc.edu
 Program Director, Information Technology: 484-1949
 Mr. Robert Pierce
 rpierce@pjc.edu
 Primary Faculty: Mr. Larry Ball
 Mr. Rich Cacace
 Mr. Jim Drennen
 Mr. Lance Hall

JOB PLACEMENT INFORMATION

The percent of Networking Services Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for the year 2000 and 2001 is 100% and 73% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

First Year Recommended Sequence		Credits
CET	1462C**	Introduction to Computers in Technology.....3
ECO	2013	Economics I (Category III)3
—	—*	Communication (Category I)3
MAC	1105	College Algebra (Category IV)3
—	—*	Humanities/Fine Arts (Category II)3
CGS	1560	Microcomputer Operating Systems3
COP	1510	Programming Concepts I3
CET	2100C	Electronics for Computers and Telecommunications3
—	—***	Emphasis Courses6
—	—	Electives3
		Total33

Second Year Recommended Sequence		Credits
CET	1112C	Digital Fundamentals3
—	—*	General (Category V)3
—	—***	Emphasis Courses24
		Total30

Total Program Credits63

*****Emphasis Courses:**

Cisco Certified Network Administrator (C.C.N.A.)		Credits
CET	1600C	Networking Fundamentals3
CET	1610C	Router Theory and Router Technologies3
CET	2615C	Advanced Routing and Switching.....3
CET	2620C	Advanced Network Design and Management Projects.....3

Cisco Certified Design Associate (C.C.D.A.)		Credits
CET	2625C	Designing Cisco Networks3

Cisco Certified Networking Professional (C.C.N.P.)		Credits
CET	2626C	Building Scalable Cisco Networks (BSCN)4
CET	2628C	Building Cisco Remote Access Networks (BCRAN).....4
CET	2627C	Building Cisco Multilayer Switching Networks (BCMSN)4
CET	2629C	Cisco Internetwork Troubleshooting (CIT)4

Certified Cabling Specialist		Credits
CET	1634C	Telecommunications Distribution Systems3

Computer Repair		Credits
CET	2172C	PC Maintenance, Upgrade and Support3

CompTIA A+ Certification		Credits
CET	1171C	PC Hardware A+3
CET	1173C	PC Operating Systems A+3

Certified Novell Administrator (C.N.A.)		Credits
CET	2484C	Network Communications Using Novell3
CGS	2552	Network Systems3

Microsoft Certified Systems Engineer (M.C.S.E.)

CET	1485	Networking Essentials3
CEN	1304	Windows 2000 Professional3
CEN	1320	Windows 2000 Server.....3
CEN	2321	Administering Network Infrastructure3
CEN	2329	Administering Active Directory3
CEN	2325	Designing Directory Services3

Network Security		Credits
CIS	2355	Foundations for Information System Security3

UNIX Certified Administrator		Credits
CGS	2760C	Fundamentals of UNIX3

Cooperative Education
 Up to 3 credit hours of Cooperative Education may be included as an emphasis or elective course.

The courses with identified categories meet general education requirements.

* Electives based on general education distribution requirements.

** Meets oral communication and computer competence requirement.

OFFICE ADMINISTRATION (LGS-AAS, OFIS-AAS, MDSC-AAS) A.A.S.

The Office Systems Technology program is designed to prepare students for employment as administrative assistants, secretaries, executive secretaries, legal secretaries, medical secretaries, or employment in positions in office automation.

We strongly encourage that you contact the Business Department for assistance in planning your program of study.

Department Head:	Dr. Linda Bloom (Pensacola) bloom@pjc.edu	484-2504
	Ms. Ann Webb awebb@pjc.edu (Warrington)	484-2336
Program Contact:	Dr. Evelyn Pete epete@pjc.edu	484-2110
Primary Faculty:	Mr. Dale Brewer (Warrington)	
	Ms. Jan Martin	
	Ms. Judy Resch	

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 1999, 2000, and 2001 is 83%, 100%, and 95% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

First Year Recommended Sequence		Credits
—	—*	Communications (Category I)3
CGS	1570***	Computer Concepts and Application (Category V) 3
OST	1100	Keyboarding I3
COM	2100**	Business Communications3
OST	1713	Word Processing I.....3
—	—*	Humanities/Fine Arts (Category II)3
—	—	Emphasis Courses15
		Total33

Second Year Recommended Sequence		Credits
ECO	1000	Introduction to American Economy or
ECO	2013	Economics I (Category III)3
OST	2717	Word Processing II3
APA	1111	Introduction to Accounting or

ACG	2001	Accounting I	3
SLS	1345	Generations at Work	3
—	—*	Natural Science/Mathematics (Category IV)	3
—	—	Emphasis Courses	15
		Total	30
Total Program Credits			63

The courses in the emphasis area are listed in the order by which they should be taken.

Office Management 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	Office Systems Internship	
		or	
OST	2949	Office Systems Co-op	3

Legal Office 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 for Business	3
PLA	1003	The Paralegal and the Legal Profession	3
BUL	2241	Business Law.....	3
OST	1621	Legal Transcription I.....	3
OST	1622	Legal Transcription II	3
OST	2943	Office Systems Internship	
		or	
OST	2949	Office Systems Co-op	3

Medical Office Emphasis

OST	1257	Interpretation of Medical Information	3
MEA	1242	Pharmacology Terminology	3
OST	2135	Medical Typing.....	3
OST	1611	Medical Transcription I.....	3
OST	1461	Medical Office Practice	3
OST	2258	Advanced Interpretation of Medical Information.....	3
OST	1612	Medical Transcription II	3
OST	1464	Computerized Medical Office Systems.....	3
OST	1613	Medical Transcription III	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.

***Meets computer competence requirement.

PHOTOGRAPHIC TECHNOLOGY

(PHOT-AAS) A.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.

We strongly encourage that you contact the Visual Arts Department for assistance in planning your program of study.

Department Head: Mr. Allan Peterson 484-2554

Primary Faculty: apeterson@pjc.edu
Mr. Warren Thompson
Mr. Mark Francis

JOB PLACEMENT INFORMATION

As a new program job placement information is not available.

First Year Recommended Sequence		Credits	
ART	1202C	Two Dimensional Design	3
ENC	1101	English Composition I (Category D)	3
PGY	2401C	Photography I.....	3
PGY	1000	History of Photography (Category II).....	3
GRA	2151C***	Computer Graphics I	3
PGY	2410C	Photography II	3
PGY	1110C	Color, Materials and Methods	3
PGY	2220C	Commercial Photography I	3
—	—*	Natural Science/Mathematics (Category IV)	3
PGY	2801C	Digital Photography I	3
—	—*	Social/Behavioral Sciences (Category III).....	3
SPC	1600**	Public Speaking	
		or	
SPC	2300**	Interpersonal Communication	3
		Total	36

Second Year Recommended Sequence

PGY	2107C	Large Format Camera	3
MAR	2011	Marketing	3
PGY	2221C	Commercial Photography II	3
PGY	2802C	Digital Photography II	3
PGY	2600C	Techniques of Photojournalism	3
—	—*	General (Category V)	3
—	—	Art Electives (PGY, ART, GRA)	4
ART	2905	Portfolio	3
PGY	2320C	Photography Seminar	3
		Total	28

Total Credits for Program64

The courses with identified categories meet general education requirements.

* Electives based on general education distribution requirements.

** Meets oral communication requirement.

***Meets computer competency requirement.

PHYSICAL THERAPIST ASSISTANT

(PTA-AAS) A.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.

We strongly encourage that you contact the Applied Health Technologies Department for assistance in planning your program of study.

Department Head: Mr. Bill Moore 484-2308

Program Contact: bmoore@pjc.edu
Ms. Cena Harmon 484-2303

Primary Faculty: charmon@pjc.edu
Ms. Amy Crum

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 after taking the revised PSB Health Occupations Aptitude Examination and health-related math test, and after completing 48 hours of observation of physical therapy on three different venues. See application packet for more specific details.

Final admission to the program is contingent upon submission of satisfactory physical examination/immunization forms.

JOB PLACEMENT INFORMATION

The percent of Physical Therapist Assistant graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 1999, 2000, and 2001 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 Recommended Sequence		Credits
BSC	1093	Anatomy and Physiology I (Category V).....3
BSC	1093L	Anatomy and Physiology I Laboratory1
HSA	1101***	Survey of Health Services2
HSC	1592	CPR/AIDS/OSHA for Health Professionals1
PHT	1000	Introduction to Physical Therapy2
PHT	1120	Functional Anatomy and Kinesiology3
PHT	1120L	Functional Anatomy and Kinesiology Laboratory 2
BSC	1094	Anatomy and Physiology II3
BSC	1094L	Anatomy and Physiology II Laboratory1
PHT	1224	Therapeutic Techniques and Disabilities I3
PHT	1224L	Therapeutic Techniques and Disabilities I Laboratory2
PHT	1251	Basic Skills in Patient Care2
PHT	1251L	Basic Skills in Patient Care Laboratory2
—	—*	Natural Sciences/Mathematics (Category IV).....3
DEP	2003	Human Growth and Development (Category III) 3
PHT	1210	Therapeutic Modalities I.....2
PHT	1210L	Therapeutic Modalities I Laboratory2
—	—*	Communications (Category I)3
PHT	1801	PTA Clinic I1
—	—*	Humanities/Fine Arts (Category II)3
		Total44

Second Year Recommended Sequence

PHT	2162**	Therapeutic Techniques and Disabilities II3
PHT	2162L	Therapeutic Techniques and Disabilities II Laboratory2
PHT	2212	Therapeutic Modalities II3
PHT	2212L	Therapeutic Modalities II Laboratory2
PHT	2810	PTA Clinic II2
PHT	1351	Pharmacology for Physical Therapist Assistants..1
PHT	2401	Psychosocial Issues of the Disabled2
PHT	2703	Rehabilitation Procedures I3
PHT	2703L	Rehabilitation Procedures I Laboratory1
PHT	2820	PTA Clinic III.....4
PHT	2932	Transition Seminar2
PHT	2830	PTA Clinic IV.....5
		Total30

Total Program Credits74

The courses with identified categories meet general education requirements.

* Electives based on general education distribution requirements.

** Meets oral communications requirement.

***Meets computer competence requirement.

RADIOGRAPHY (XRAY-AAS) 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.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.

We strongly encourage that you contact the Applied Health Technologies Department for assistance in planning your program of study.

Department head:	Mr. Bill Moore	484-2308
	bmoore@pjc.edu	
Program Contact:	Ms. Marilyn Coseo	484-2305
	mcoseo@pjc.edu	
Primary Faculty:	Ms. Margaret Ward	
	Mrs. Marie Hattabaugh	

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. Students not meeting the minimum criteria will be notified of their status.

Core courses with an RTE prefix may not be taken on a Pass/Fail option except RTE 2864.

Requirements for the Associate in Applied Science Degree for Hospital Based Radiographic graduates:

Pensacola Junior College provides a means for graduates of JRCERT accredited hospital based two year programs who are currently registered Radiologic Technologist to pursue an Associate Degree. To qualify the applicant must submit an application to the college and the Applied Health Technologies Department. The applicant must also submit an official transcript to the college and hold a current RT registration in the state of Florida. Once the applicant has completed the required general education courses, he or she would receive 59 credits and would be awarded the Associate of Applied Science degree. Please contact the Applied

Health Technologies Department for advising.

JOB PLACEMENT INFORMATION

The percent of Radiography graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 1999, 2000, and 2001 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

First Year Recommended Sequence		Credits
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	3
RTE 1702	Radiographic Anatomy and Physiology I	2
RTE 1804	Radiography Clinic I	5
HSA 1101	Survey of Health Services	2
RTE 1420	Darkroom Techniques	1
RTE 1418C	Principles of Radiographic Exposure	3
RTE 1513	Radiographic Positioning II	2
RTE 1712	Radiographic Anatomy and Physiology II	2
RTE 1814	Radiography Clinic II	5
RTE 1562	Radiographic Special Procedures	2
RTE 1824	Radiography Clinic III	2
MTB 1310	Applied Mathematics (Category IV)	3
PSY 1000	Introduction to Psychology (Category III)	3
RTE 1834	Radiography Clinic IV	3
	Total	44

Second Year Recommended Sequence		Credits
RTE 2563	Advanced Radiographic Procedures II	1
RTE 2212***	Computer Applications in Radiology	1
RTE 2385	Radiation Biology	1
RTE 2523	Radiographic Positioning III	2
RTE 2722	Radiographic Anatomy and Physiology III	2
RTE 2844	Radiography Clinic V	4
RTE 2931**	Radiographic Critique I	1
___ ___*	Communications (Category D)	3
RTE 2473	Introduction to Radiation Safety and Quality Assurance	1
RTE 2572	Advanced Radiographic Procedures I	1
RTE 2602	Radiographic Imaging	2
RTE 2782	Applied Radiographic Pathophysiology	1
RTE 2854	Radiography Clinic VI	4
___ ___*	Natural Science/Mathematics (Category V)	3
RTE 2943	Radiologic Technology Internship	3
___ ___*	Humanities/Fine Arts (Category II)	3
	Total	33

Total Program Credits77

The courses with identified categories meet general education requirements.

* Electives based on general education distribution requirements.

** Meets oral communications requirement.

***Meets computer competence requirement

TELECOMMUNICATIONS ENGINEERING TECHNOLOGY (TELE-AAS) A.A.S.

The Telecommunications Engineering Technology Program prepares students to develop, install, maintain, and operate a full range of telecommunications systems. The required core courses provide instruction in computer, electronics and digital fundamentals,

telecommunications and networking fundamentals, data communications and communications distribution. The student must take at least twenty-two credit hours of electives from specialty courses in telecommunications cabling, advanced networking, telephony, and advanced communications. Additional courses in emerging technologies will be included as technologies evolve.

Students in the Telecommunications Engineering Technology degree program are required to take the specified courses in general education, all of the technical core courses and the twenty-two hours of approved emphasis electives.

We strongly encourage that you contact the Center for Information and Engineering Technology Department for assistance in planning your program of study.

Director:	Dr. Carol S. Halfhill shalhill@pjc.edu	484-2522
Program Director, Information Technology:	Mr. Robert Pierce rpierce@pjc.edu	484-1949
Program Contact:	Mr. Jim Drennen jdrennen@pjc.edu	484-2592
Primary Faculty:	Mr. Rowland Bussler Mr. Jim Drennen Mr. Lance Hall Mr. Robert Taylor	

JOB PLACEMENT INFORMATION

As a new program, no placement information is available.

First Year Recommended Sequence		Credits
___ ___*	Communications (Category D)	3
___ ___*	Natural Sciences/Mathematics (Category IV)	3
___ ___*	Humanities/Fine Arts (Category II)	3
CET 1462C**	Introduction to Computers in Technology	3
CET 1112C	Digital Fundamentals	3
CET 1071	Introduction to Telecommunications	3
CET 2100C	Electronics for Computers and Telecommunications	3
EET 1351C	Introduction to Data Communications Systems	3
CET 1600C	Networking Fundamentals	3
CET 1610C	Router Theory and Router Technologies	3
___ ___***	Emphasis Courses	5
	Total	35

Second Year Recommended Sequence		Credits
CET 1634C	Telecommunications Distribution Systems	3
EET 2326C	Communications Electronics Systems	3
___ ___*	Social/Behavioral Sciences (Category III)	3
___ ___*	General (Category V)	3
___ ___***	Emphasis Courses	17
	Total	29

Total Program Credits64

The courses with identified categories meet general education requirements.

* Electives based on general education distribution requirements.

** Meets oral communications and computer competence requirement.

***Telecommunications Emphasis Courses:

CISCO CERTIFIED NETWORK ADMINISTRATOR (C.C.N.A.)		Credits
CET 2615C	Advanced Routing and Switching	3
CET 2620C	Advanced Network Design and Management Projects	3

Cisco Certified Networking Professional (C.C.N.P.)		Credits
CET 2626C	Building Scalable CISCO Networks	4
CET 2628C	Building CISCO Remote Access Networks	4
CET 2627C	Building CISCO Multilayer Switching Networks	4
CET 2629C	CISCO Internetwork Troubleshooting	4

Cisco Certified Design Associate (C.C.D.A.)	
CET 2625C	Designing Cisco Networks3
Telecommunications	
CET 2482C	Computer Telephony3
CET 2481C	Wireless LANs.....3
CET 2640C	DSL and Cable Modem Access Technologies3
CET 2932	Advanced Telecommunications Topics3
CET 2949	Cooperative Education in Telecommunications ..1/3

ULTRASOUND (DIAGNOSTIC MEDICAL SONOGRAPHY) (SON-AAS) A.A.S.

The Diagnostic Medical Sonography A.A.S. two-year curriculum is designed to provide graduates an opportunity to exercise initiative and independent judgment in the performance of ultrasound examinations under the supervision of a licensed physician of medicine or osteopathy. Sonographers assist physicians in gathering data necessary to reach diagnostic decisions. Graduates are eligible to sit for the American Registry of Diagnostic Medical Sonographers examination under the 2001 Information and Examination Application, prerequisite #1 on the Examination Prerequisite Chart. See <http://ardms.org/applicants/prechart.html>. Instruction is consistent with Curriculum Frameworks as administered by the Florida Department of Education.

The program has applied for accreditation by the Commission on Accreditation of Allied Health Education Programs in conjunction with the Joint Review Committee in Diagnostic Medical Sonography.

We strongly encourage that you contact the Applied Health Technologies Department for assistance in planning your program of study.

Department Head:	Mr. Bill Moore	484-2308
	bmoore@pjc.edu	
Program Contact:	Ms. Liesa Bromet	484-2251
	lbromet@pjc.edu	

SPECIAL 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 Program 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.

Admission requirements for eligibility to the program include high school diploma or GED, satisfactory scores on diagnostic tests in reading and computation skills, and minimum GPA of 2.0.

Applicants are considered eligible for the applicant pool when they have met required scores on the health-related math test and the reading, academic aptitude, and science portions of the Revised PSB Health Occupations Aptitude Examination. When an applicant completes all sections of the application process and meets all 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 Applied Health Technologies at (850) 484-2308 for details.

See application packet for more specific details. Final admission to the program is contingent upon submission of satisfactory physical examination and immunization forms.

JOB PLACEMENT INFORMATION

As a new program job placement information is not available.

First Year Recommended Sequence		Credits
BSC 1093	Anatomy and Physiology I	3

BSC 1093L	Anatomy and Physiology I Laboratory	1
MAC 1105	College Algebra (Category IV)	3
PHY 1025	Introduction to Fundamentals of Physics (Category V)	3
HSA 1101***	Survey of Health Services	2
HSC 1592	CPR/AIDS/OSHA for Health Professionals	1
BSC 1094	Anatomy and Physiology II	3
BSC 1094L	Anatomy and Physiology II Laboratory.....	1
ENC 1101	English Composition I (Category I)	3
— —*	Humanities/Fine Arts (Category II)	3
— —*	Social/Behavioral Sciences (Category III).....	3
SON 1004C**	Sonographic Hospital Procedures	4
SON 1100C	Principles and Protocols of Sonography	3
SON 1170	Sonography of the Circulatory System	2
	Total	35

Second Year Recommended Sequence

SON 1211	Medical Sonography Physics I	3
SON 1111	Abdominal Sonography I	3
SON 1121	OB/GYN Sonography I	3
SON 1214	Practical Aspects of Sonography I	3
SON 1804	Sonography Clinic I	3
SON 1212	Medical Sonography Physics II	3
SON 1112	Abdominal Sonography II	3
SON 1122	OB/GYN Sonography II	3
SON 1215	Practical Aspects of Sonography II.....	3
SON 1814	Sonography Clinic II	3
SON 1144	Superficial Structures (Small Parts)	3
SON 1824	Sonography Clinic III	4
	Total	37

Total Program Credits72

The courses with identified categories meet general education requirements.

* Electives based on general education distribution requirements.

** Meets oral communications requirement.

***.....Meets computer competence requirement.

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 planned program of study to supplement their associate degree.

Legal Assisting
Zoo Animal Technology

LEGAL ASSISTING

A.T.C.

Department Head: Dr. Linda Bloom 484-2504
lbloom@pjc.edu
Program Contact: Dr. James Hightower 484-1367
jhightower@pjc.edu

This program is designed for students who have completed the Legal Assisting A.S. Program (see page 81) 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 2445 Commercial Transactions3
PLA 2435 Corporations.....3
PLA 2465 Creditor/Debtor Rights.....3
Total Program Credits9

Criminal Law Specialty

PLA 2308 Criminal Procedure.....3
PLA 2363 Criminal/Constitutional Questions.....3
PLA 2364 Forensic Science Survey3
Total Program Credits9

Litigation Specialty

PLA 2230 Federal Procedure.....3
PLA 2263 Evidence3
PLA 2274 Torts II3
Total Program Credits9

Real Estate Probate Specialty

PLA 2633 Florida Estate Administration and Guardianship 3
PLA 2630 Real Estate Sales and Closings.....3
PLA 2613 Real Estate Litigation.....3
Total Program Credits9

(For additional information contact the Business Department on the Pensacola Campus, 484-2505.)

ZOO ANIMAL TECHNOLOGY

A.T.C.

Department Head: Mr. James Brady 484-1168
jbrady@pjc.edu
Program Contact: Ms. Joyce Kaplan 484-1164
jkaplan@pjc.edu

Elephant Biology and Management Specialty

This program is designed for students who have completed the Zoo Animal Technology A.S. Program, page 84. This program exposes students to elephant morphology, taxonomy, physiology, conservation, and the skills necessary for captive husbandry and management. Students will spend five weeks observing and participating in the operation of elephant management. The program will provide a unique experience for graduates interested in exploring a career with elephants to receive training unavailable any-

where else in the country.

PAZ 2329 Elephant Biology for Conservation Education2
PAZ 2326L Elephant Husbandry and Management I3
PAZ 2327L Elephant Husbandry and Management II3
PAZ 2935 Advanced Concepts in Zoo Science1
Total Program Credits9

(For additional information, contact the Biological Sciences Department on the Pensacola Campus, 484-1168.)

Herpetology Specialty

This program is designed for students who have completed the Zoo Animal Technology A.S. Program, page 84. This program exposes students to amphibian and reptile morphology, taxonomy, physiology, conservation, and the skills necessary for captive husbandry and management. Students will spend five weeks observing and participating in the operation of amphibian and reptile management at Kentucky Reptile Zoo, Slade, Kentucky. The program will provide a unique experience for graduates interested in exploring a career with amphibians and reptiles to receive training unavailable anywhere else in the country.

PAZ 2350 Research in Herpetology2
PAZ 2351 Reptile Husbandry and Management I3
PAZ 2352 Reptile Husbandry and Management II3
STA 2023 Elementary Statistics3
PAZ 2935 Advanced Concepts in Zoo Science1
Total Program Credits12

(For additional information, contact the Biological Sciences Department on the Pensacola Campus, 484-1168.)

Zoo Research Specialty

This program is designed for students who have completed the Zoo Animal Technology A.S. Program (see page 84). This program exposes students to the skills necessary for conducting research with exotic animals. Skills will include advanced husbandry and management of research animals, experimental design, and data collection and analysis. Students will spend two weeks at the Luce Foundation in Gainesville, Florida and four weeks at Zoo Atlanta, two AZA accredited facilities involved in research programs.

PAZ 1050 Principles of Zoological Research6
PAZ 2323 Chiropteran Husbandry and Research2
PAZ 2935 Advanced Concepts in Zoo Science1
STA 2023 Elementary Statistics3
Total Program Credits12

(For additional information, contact the Biological Sciences Department on the Pensacola Campus, 484-1168.)

CERTIFICATE PROGRAMS AND APPLIED TECHNICAL DIPLOMA

Three kinds of programs of study are offered that range in length from approximately five weeks to eighteen months, but most average two terms or one year that lead to employment in a specific occupation. They are Technical or College Credit Certificates, Applied Technical Diplomas, and Vocational Certificates. Most applied technical diploma and certificate programs do not contain a separate general education component, but students are required to achieve a specified level of competence in basic communication skills as evidenced by minimum scores on the Test of Adult Basic Skills (TABE).

Applied Technical Diplomas (ATD) consist of a course of study that is part of associate in applied science and leads to employment in a specific occupation.

Emergency Medical Technician Medical Coder/Biller

Technical or College Credit Certificates (CT) consist of a program of instruction of college-level courses which are a part of an associate of applied science or associate of science degree program and which prepares students for entry into employment.

Accounting Applications Office Management Ultrasound (General Sonography Specialist)
 Medical Information Coder/Biller Paramedic

Vocational Certificates (VC) is a program of instruction consisting of non-college-level courses to prepare for entry into employment.

Automotive Service Technology Fire Fighter Nursing Assistant
 Barbering Health Unit Coordinator Phlebotomy
 Cosmetology Massage Therapy Practical Nursing
 Dental Assisting Medical Assisting Surgical Technology
 Facials Specialty Nails Specialty

ACCOUNTING APPLICATIONS (ACCTG-CT) CERTIFICATE

This program is designed to provide accounting coursework over a two-year span leading to a certificate in Accounting.

We strongly encourage that you contact the Business Department for assistance in planning your program of study.

Department Head: Dr. Linda Bloom 484-2504
 lbloom@pjc.edu
 Program Contact: Mr. Richard Irvine 484-2508
 rirvine@pjc.edu

JOB PLACEMENT INFORMATION

The percent of Accounting Applications graduates who have been reported as satisfying state and federal definitions of in-field job placement for 1999 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

First Year Recommended Sequence		Credits
APA 1111	Introduction to Accounting	3
ACG 2001	Accounting I	3
ACG 2011	Accounting II	3
TAX 2000	Income Tax Procedures	3
ACO 1806	Payroll Accounting	3
— —*	Accounting Elective	3
	Total	18
Second Year Recommended Sequence		
— —*	Accounting Electives	9
	Total	9
Total Program Credits		27

* Accounting Electives—any course with one of the following prefixes: ACG, ACO, FIN and TAX.

AUTOMOTIVE SERVICE TECHNOLOGY (AUTO-VC) CERTIFICATE

This Automotive Service Technology Program is an 1800 contact hour, 60 vocational credit course of study, which will provide students with necessary training, skills and experience to pass the nationally recognized ASE certification exams. It is an integrated program of applied instruction with the eight automotive service areas of ASE certification.

We strongly encourage that you contact the Center for Information and Engineering Technology Department for assistance in planning your program of study.

Department Head: Dr. Carol S. Halfhill 484-2522
 shalfhill@pjc.edu
 Program Contact: Mr. Ernie Forester 484-2265
 eforester@pjc.edu

JOB PLACEMENT INFORMATION

As a new program job placement information is not available.

Recommended Sequence		Credits
VPI 0100*	Vocational Preparatory Reading	
VPI 0200*	Vocational Preparatory Mathematics	
VPI 0300*	Vocational Preparatory Language	
AER 0006	Automotive Lube Technician	3
SLS 0341	Career Communications	1
AER 0014	Automotive Service Assistor Core	10
AER 0310	Automotive Electrical/ Electronic System Technician	9
AER 0411	Automotive Brake Technician	4
AER 0610	Heating, Air Conditioning, and Engine Cooling Systems	4
AER 0110	Engine Repair Technician	4
AER 0503	Automotive Engine Performance Technician	10
AER 0270	Manual Drive Train and Axles Technician	4
AER 0250	Automatic Transmission and Transaxle Technician	6
AER 0450	Automotive Steering and Suspension Technician	5

Total Program Credits60

* Students who have satisfactory TABE test scores are not required to take these courses.

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 Professional Service Careers Department.

We strongly encourage that you contact the Professional Service Careers Department for assistance in planning your program of study.

Department Head: Mr. Larry Gardner 484-1013
lgardner@pjc.edu
Program Contact: Ms. Jacki Knudsen 484-1641
jknudsen@pjc.edu

JOB PLACEMENT INFORMATION

The percent of Barbering graduates who have been reported as satisfying state and federal definitions of in-field job placement for 2000 is 50%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

Recommended Sequence	Credits
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 I.....	1
COS 0520C Barber-Styling III	4
COS 0530C Barber-Styling IV	4
COS 0591 Professional Barber II	1
COS 0540C Barber-Styling V or	
COS 0949L** Cooperative Education/Barbering	4
COS 0550C Barber-Styling VI	4
COS 0592 Professional Barber III.....	1
COS 0551C Barber-Styling VII or	
COS 0949L** Cooperative Education/Barbering	4
COS 0552C Barber-Styling VIII.....	4
COS 0593 Professional Barber IV	1
COS 0594L Professional Barber V or	
COS 0946** Barbering Co-op	4
Total Program Credits	40

* Students who have satisfactory TABE test scores are not required to take these courses.

** Requires departmental approval.

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 the Professional Service Careers Department.

We strongly encourage that you contact the Professional Service Careers Department for assistance in planning your program of study.

Department Head: Mr. Larry Gardner 484-1013
lgardner@pjc.edu
Program Contact: Ms. Jacki Knudsen 484-1641
jknudsen@pjc.edu

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 1999, 2000, and 2001 is 93%, 100%, and 94% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

Recommended Sequence	Credits
VPI 0100* Vocational Preparatory Reading	
VPI 0200* Vocational Preparatory Mathematics	
VPI 0311* Vocational Preparatory Language	
COS 0001 Introduction to Cosmetology	1
COS 0080L 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
COS 0064 Tricology.....	1
COS 0081L Design Clinic II	4
COS 0083L Advanced Design Clinic	1
COS 0402 Hairstyling II	1
COS 0420 Advanced Hairstyling	1
COS 0642L Chemical Reformation Clinic II	4
COS 0700 Haircoloring	2
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 Program Credits	40

* Students who have satisfactory TABE test scores are not required to take these courses.

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.

We strongly encourage that you contact the Applied Health Technologies Department for assistance in planning your program of study.

Department Head: Mr. Bill Moore 484-2308
 bmoore@pjc.edu
 Program Contact: Ms. Barbara Harris 484-2246
 bharris@pjc.edu

SPECIAL ADMISSION REQUIREMENTS

Admission to this program is limited by special accreditation requirements and/or the availability of clinical assignments; therefore, students seeking admission to the program must complete application to both the college and the program. Application packets are available from the Admissions Specialist, Health Programs Office on the Warrington Campus.

All application requirements must be completed by the established deadlines before a student will be considered eligible for admission to this program.

Minimum requirements for eligibility to the program include high school diploma or GED and satisfactory scores on diagnostic tests in reading and computation skills.

Applications are numbered as they are received in the Health Admissions Office. All applications are placed in numerical order. The Health Admissions clerk verifies the applications are complete and minimum qualifications are met. Applicants meeting minimum qualifications are accepted into the Dental Assisting Program in numerical order until the number of available seats are filled. Applicants not meeting minimum qualifications are notified. Remaining qualified applicants are placed on an alternate list to be notified as space becomes available.

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 1999, 2000, and 2001 is 94%, 94%, and 100% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

Recommended Sequence	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 0000 Dental Anatomy	2
DES 0100C Dental Materials	2
DES 0210C Dental Radiography	3
HSC 0000 Orientation to the Health Sciences.....	1
HSC 0591C AIDS/OSHA for Health Professionals	1
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
DEA 0850L Dental Assisting Clinic II.....	7
Total Program Credits	41

* Students who have satisfactory TABE test scores are not required to take these courses

EMERGENCY MEDICAL TECHNICIAN (EMT-ATD)

The program is designed to provide an opportunity for persons interested in pre-hospital emergency care to become skilled in basic emergency care to save lives and reduce injury. The program is accredited by the committee on Allied Health Accreditation, AMA, and certified by Health and Rehabilitative Service. Graduates are eligible to take the State EMT Certification examination. Application packets are available from the Admissions Specialist, Health Programs Office on the Warrington Campus.

All application requirements must be completed by the established deadlines before a student will be considered eligible for admission to this program.

Minimum requirements for eligibility to the program include high school diploma or GED.

Admission is competitive among eligible applicants. Applicants who have submitted the application packet and met the minimum criteria for entrance into the program will be placed in the class according to when the applicant's completed packet is received. Each class is limited to eighteen students. 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.

We strongly encourage that you contact the Applied Health Technologies Department for assistance in planning your program of study.

Department Head: Mr. Bill Moore 484-2308
 bmoore@pjc.edu
 Program Contact: Mr. Joseph Diamond 484-2217
 jdiamond@pjc.edu

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 1999, 2000, and 2001 is 88%, 100%, and 100% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

Recommended Sequence	Credits
EMS 1151C Emergency Medical Technician I	2
EMS 1152C Emergency Medical Technician II	4
EMS 1016 Allied Health Practicum	1
HSC 1592 AIDS/OSHA for Health Professionals	1
EMS 1335 Emergency Vehicle Operations or	
EMS 1381C Special Topics in Emergency Medicine	1
EMS 1153C Emergency Medical Technician III	2
Total Program Credits	11

FACIALS SPECIALTY (FACE-VC) CERTIFICATE

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.

We strongly encourage that you contact the Professional Service Careers Department for assistance in planning your program of study.

Department Head: Mr. Larry Gardner 484-1013
lgardner@pjc.edu
Program Contact: Ms. Jacki Knudsen 484-1641
jknudsen@pjc.edu

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 1999, 2000, and 2001 is 50%, 100%, and 50% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

Recommended Sequence	Credits
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 Program Credits	9

FIRE FIGHTER (FIRE-VC) CERTIFICATE

The Fire Fighter 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.

We strongly encourage that you contact the Applied Health Technologies Department for assistance in planning your program of study.

Department Head: Mr. Bill Moore 484-2308
bmoore@pjc.edu
Program Contact: Mr. Richard Henderson 484-2383
rhenderson@pjc.edu

JOB PLACEMENT INFORMATION

The percent of Fire Fighting graduates who have been reported as satisfying state and federal definitions of in-field job placement for the year 1999, and 2000 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

Recommended Sequence	Credits
VPI 0100* Vocational Preparatory Reading	
VPI 0200* Vocational Preparatory Mathematics	
VPI 0311* Vocational Preparatory Language	
FFP 0010C Fire Fighting I	5
FFP 0020C Fire Fighting II.....	10
Total Program Credits	15

* Students who have satisfactory TABE test scores are not required to take these courses.

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 Arts and Sciences Department or the Admissions Specialist, Health Programs Office on the Warrington Campus for information on admissions procedures and criteria.

We strongly encourage that you contact the Arts and Sciences Department for assistance in planning your program of study.

Department Head: Ms. Ann Webb 484-2336
awebb@pjc.edu

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 1999, 2000, and 2001 is 73%, 100%, and 89% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

Recommended Sequence	Credits
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 AIDS/OSHA for Health Professionals	1
OTA 0101 Keyboarding	1
HIM 0055L Health Unit Coordinator Clinical I	6
Total Program Credits	17

* Students who have satisfactory TABE test scores are not required to take these courses.

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.

Admission to this program is based upon receipt date of completed application requirements. Once a particular class is full, the remaining qualified applicants are automatically listed as alternates for that class. If the applicant is not seated he/she is offered admission in the next available class.

We strongly encourage that you contact the Professional Service Careers Department for assistance in planning your program of study.

Department Head: Mr. Larry Gardner 484-1013
lgardner@pjc.edu
Program Contact: Ms. Amy Crum 484-2313
acrum@pjc.edu

JOB PLACEMENT INFORMATION

The percent of Massage Therapy graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 1999, 2000, and 2001 is 84%, 33%, and 82% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

Recommended Sequence	Credits
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
BSC 0084 Structure and Function.....	2
HSC 0591C AIDS/OSHA for Health Professionals	1
MSS 0260 Massage Therapy II	4
SLS 0380 Introduction to Entrepreneurship	2
MSS 0260L Massage Therapy II Clinic.....	6
Total Program Credits	25

* Students who have satisfactory TABE test scores are not required to take these courses.

MEDICAL ASSISTING (MEDAS-VC) CERTIFICATE

This one-year certificate program prepares students for employment as medical assistants and is designed along American Medical Association and American Association of Medical Assistants guidelines. Course content involves administrative and clinical courses which require practical training in health agencies.

We strongly encourage that you contact the Arts and Sciences Department for assistance in planning your program of study.

Department Head: Ms. Ann Webb 484-2336
awebb@pjc.edu
Program Contact: Mr. Dale Brewer 484-2221
dbrewer@pjc.edu

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 1999, 2000, and 2001 is 88%, 71%, and 91% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

Recommended Sequence	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
MEA 0230 Medical Terminology with Anatomy and Physiology.....	3
MEA 0382 Medical Law and Ethics	2
OTA 0101 Keyboarding	1
OTA 0483C Medical Documents	2
BSC 0084 Structure and Function.....	2
APA 0260 Office Accounting	2
MEA 0222C Medical Assisting Theory and Practice I.....	3
MEA 0232 Pharmacology Terminology	3
MEA 0274 Medical Insurance and Coding	2
OTA 0605C Medical Office Practice	3
OTA 0612C Medical Transcription.....	3
MEA 0200C Medical Assisting Theory and Practice II	3
MEA 0201C Medical Assisting Theory and Practice Clinical ..	3
MEA 0801L Medical Assisting Preceptorship.....	6
Total Program Credits	44

* Students who have satisfactory TABE test scores are not required to take these courses.

MEDICAL CODER/BILLER (HIM-ATD)

The Medical Coder Biller diploma program provides the student with the technical skills necessary to code medical diagnosis, procedures and services provided for reimbursement in a wide variety of settings including hospital outpatient, ambulatory surgery centers, clinics and physician offices. Upon completion of the program

the student will be eligible to sit for the national credentialing examination for the Certified Coding Assistant (CCA) credential offered through the American Health Information Management Association (AHIMA). Upon completion of the program students will have the option to progress towards a Medical Information Coder/Biller Technical Certificate and on to a two-year Associate of Applied Science (AAS) degree in Health Information Management to become a Registered Health Information Technician (RHIT).

The Medical Coder/Biller Applied Technical Diploma program consists of twenty-six credit hours that can transfer to the two-year Health Information Management Associates of Applied Science (AAS) degree upon completion of the Applied Technical Diploma program. Students enrolled in the Medical Coder/Biller ATD program must complete the CPR/AIDS/OSHA course or provide required documentation of completion of this course content to the HIM program director or Arts and Sciences Department Head located at the Warrington Campus.

We strongly encourage that you contact the Arts and Sciences Department for assistance in planning your program of study.

Department Head: Ms. Ann Webb 484-2336
awebb@pjc.edu
Program Contact: Ms. Donna Shumway 484-2213
dshumway@pjc.edu

JOB PLACEMENT INFORMATION

As a new program no placement information is available.

SPECIAL REQUIREMENTS

Persons interested in the program should contact the Health Programs Admission office at the Warrington campus. Applications must be returned to this office.

Recommended Sequence	Credits
HSC 1531 Medical Terminology	3
HIM 1000C Introduction to Health Information Management	3

BSC	1080	Essentials of Anatomy and Physiology	3
BSC	1080L	Essentials of Anatomy and Physiology Lab	1
HIM	2433	Pathophysiology and Pharmacology I	3
HSA	1172	Third Party Payer	3
HSA	1101	Survey of Health Services	2
HIM	2436	Pathophysiology and Pharmacology II	3
HIM	2280C	Coding and Classification Systems	3
HIM	2283	Outpatient Reimbursement Systems	2
Total Program Credits			26

* Students who have satisfactory TABE test scores are not required to take these courses.

MEDICAL INFORMATION CODER/BILLER (HIM-CT) CERTIFICATE

The Medical Information Coder Biller program provides the student with the technical skills necessary to code medical diagnosis, procedures and services provided for reimbursement in a wide variety of settings including hospital outpatient, ambulatory surgery centers, clinics and physician offices. Upon completion of the program the student will be eligible to sit for the national credentialing examination for the Certified Coding Assistant (CCA) credential offered through the American Health Information Management Association (AHIMA). Upon completion of the program students will have the option to progress towards a two-year Associate of Applied Science (AAS) degree in Health Information Management to become a Registered Health Information Technician (RHIT).

The Medical Information Coder/Biller Applied Certificate program consists of thirty-four credit hours that can transfer to the two-year Health Information Management Associates of Applied Science (AAS) degree upon completion of the Applied Technical Diploma program. Students enrolled in the program must complete the CPR/AIDS/OSHA course or provide required documentation of completion of this course content to the HIM program director or Arts and Sciences Department Head located at the Warrington Campus.

We strongly encourage that you contact the Arts and Sciences Department for assistance in planning your program of study.

Department Head: Ms. Ann Webb 484-2336
 awebb@pjc.edu
 Program Contact: Ms. Donna Shumway 484-2213
 dshumway@pjc.edu

JOB PLACEMENT INFORMATION

As a new program no placement information is available.

SPECIAL REQUIREMENTS

Persons interested in the program should contact the Health Programs Admission office at the Warrington campus. Applications must be returned to this office.

Recommended Sequence		Credits	
HSC	1531	Medical Terminology	3
HIM	1000C	Introduction to Health Information Management	3
BSC	1080	Essentials of Anatomy and Physiology	3
BSC	1080L	Essentials of Anatomy and Physiology Lab	1
HIM	2433	Pathophysiology and Pharmacology I	3
HSA	1172	Third Party Payer	3
HSA	1101	Survey of Health Services	2
HIM	2436	Pathophysiology and Pharmacology II	3
HIM	2280C	Coding and Classification Systems	3
HIM	2283	Outpatient Reimbursement Systems	2
HIM	1012	Health Information Management Law	3
HIM	2204C	Advanced ICD-9-CM Coding	2
CGS	1570	Computer Concepts and Applications	3
Total Program Credits			34

* Students who have satisfactory TABE test scores are not required to take these courses.

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.

We strongly encourage that you contact the Professional Service Careers Department for assistance in planning your program of study.

Department Head: Mr. Larry Gardner 484-1013
 lgardner@pjc.edu
 Program Contact: Ms. Jacki Knudsen 484-1641
 jknudsen@pjc.edu

JOB PLACEMENT INFORMATION

The percent of Nails Specialty graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2000 and 2001 is 67% and 86% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

Recommended Sequence		Credits	
COS	0001	Introduction to Cosmetology	1
CSP	0002	Specialty Services	1
CSP	0011L	Advanced Nail Techniques	6
Total Program Credits			8

NURSING ASSISTANT (NA-VC) CERTIFICATE

The Nursing Assistant program is six weeks long and prepares the student to provide safe patient care in nursing homes. Upon successful completion of the Nursing Assistant Program, students are eligible to take the Florida State certification examination for nursing assistants.

We strongly encourage that you contact the Nursing Department for assistance in planning your program of study.

Department Head: Dr. Claudette Coleman 484-2254
 ccoleman@pjc.edu
 Program Contact: Ms. Gayle Griffin 484-3100
 ggriffin@pjc.edu

SPECIAL ADMISSION REQUIREMENTS

Admission to this program is limited by special accreditation requirements and/or the availability of clinical resources; therefore, students seeking admission to the program must complete application to both the college and the program. Application packets are available from the Health Programs Admissions Office on the Warrington campus.

All application requirements must be completed 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).

Qualified Nursing Assistant Applicants are accepted on a first qualified, first accepted basis. The program is offered twice each fall and spring terms.

JOB PLACEMENT INFORMATION

The percent of Nursing Assistant graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2001 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

Recommended Sequence		Credits
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HCP 0120C	Nursing Assistant	3
HSC 0591C	AIDS/OSHA for Health Professionals	1
Total Program Credits		4

OFFICE MANAGEMENT (CLERK-CT) CERTIFICATE

The purpose of this one-year certificate college credit program is to prepare students for employment in a clerical position. The content prepares individuals to use computers in a variety of activities, including correspondence and compiling and keying reports, application forms, and other data from clerical records. It includes instruction in filing, posting information to records, sorting and distributing mail, answering telephones, and an introduction to computer concepts as an integral part of modern business.

We strongly encourage that you contact the Business Department for assistance in planning your program of study.

Department Head: Dr. Linda Bloom	484-2504
lbloom@pjc.edu Pensacola	
Ms. Ann Webb	484-2336
awebb@pjc.edu Warrington	
Program Contact: Mr. Dale Brewer	484-2221
dbrewer@pjc.edu Medical Emphasis	
Dr. Evelyn Pete	484-2110
epete@pjc.edu	
Primary Faculty: Ms. Jan Martin	
Ms. Judy Resch	
Ms. Mary Lou Zimmerman	

SPECIAL REQUIREMENTS

After completing college testing requirements, students should consult a business counselor or the Business Department head. (All students must be able to key at a speed of 35 wpm or successfully complete OST 1100 before taking OST 1110.)

JOB PLACEMENT INFORMATION

The percent of Office Management graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 1999, 2000, and 2001 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

Recommended Sequence	Credits
CGS 1570 Computer Concepts and Applications	3
LIN 1670C Traditional English Grammar and Composition or Higher	3
OST 1100 Keyboarding I	3
COM 2100 Business Communications	3
OST 1713 Word Processing I	3
— — Emphasis Courses	15
Total Program Credits	30

Administrative Assistant Emphasis

CGS 2510 Spreadsheet	3
OST 1355 Records Management or	
CGS 1540 Database with Microsoft Access	3
OST 1110 Keyboarding II	3
OST 1821 Business Applications for Desktop Publishing	3
OST 2402 Office Procedures	3

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

Medical Emphasis

OST 1257	Interpretation of Medical Information	3
MEA 1242	Pharmacology Terminology	3
OST 2135	Medical Typing	3
OST 1611	Medical Transcription I	3
OST 1461	Medical Office Practice	3

Recommended Electives: OST 2712 Word Processing II, and an additional elective which offsets any lack of skills necessary to function successfully in the office.

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.

We strongly encourage that you contact the Applied Health Technologies Department for assistance in planning your program of study.

Department Head: Mr. Bill Moore	484-2308
bmoore@pjc.edu	
Program Contact: Ms. Sandra Hartley	484-2225
shartley@pjc.edu	

SPECIAL ADMISSION REQUIREMENTS

Admission to this program is limited by special accreditation requirements and/or the availability of clinical assignments; therefore, students seeking admission to the program must complete application to both the college and the program. Application packets are available from the Health Admissions Office on the Warrington campus.

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.

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 1999, 2000, and 2001 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

Admission to this program is based upon receipt date of completed application requirements. Once a particular class is full, the remaining qualified applicants are automatically listed as alternates for that class. If the applicant is not seated he/she is offered admission in the next available class.

Recommended Sequence	Credits
EMS 2010C Pre-hospital Essentials Anatomy, Physiology, and Pathophysiology	2
EMS 1119 Introduction to Advanced Prehospital Care	2
EMS 1683C Fundamentals of Advanced Prehospital Care	2
EMS 2613C Patient Assessment	2
EMS 2612C Airway Management and Ventilation	3
EMS 1654 Paramedic Field/Clinical Experience I	3
EMS 2680C Behavioral Emergencies	1
EMS 2633C Respiratory Emergencies	2
EMS 2655 Paramedic Field/Clinical Experience II	3

EMS 1065C	Cardiovascular Emergencies.....	3
EMS 1551C	Advanced Cardiovascular Life Support	1
EMS 2628C	OB/GYN/Neonatal/Pediatric Emergencies.....	3
EMS 2627	Medical Emergencies	4
EMS 2931C	Special Topics in Advanced Prehospital Care	1
EMS 2681C	Special Considerations in Prehospital Care	2
EMS 2682C	Advanced Prehospital Trauma Management	3
EMS 2656	Paramedic Field/Clinical Internship	5
Total Program Credits		<u>42</u>

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.

Admission to this program is based upon receipt date of completed application requirements. Once a particular class is full, the remaining qualified applicants are automatically listed as alternates for that class. If the applicant is not seated he/she is offered admission in the next available class.

We strongly encourage that you contact the Applied Health Technologies Department for assistance in planning your program of study.

Department Head: Mr. Bill Moore 484-2308
 bmoore@pjc.edu
 Program Contact: Ms. Wilma Duncans-Burnett 484-2216
 wburnett@pjc.edu

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 1999, 2000, and 2001 is 87%, 96%, and 88% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

Recommended Sequence		Credits
MLT 0042	Phlebotomy.....	3
MLT 0042L	Phlebotomy Clinical	3
Total Program Credits		<u>6</u>

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 National Council licensure examination for practical nurses.

We strongly encourage that you contact the Nursing Department for assistance in planning your program of study.

Department Head: Dr. Claudette Coleman 484-2254
 ccoleman@pjc.edu
 Program Contact: Ms. Mary Turner 484-2360
 mturner@pjc.edu
 Primary Faculty: Ms. Susan Mack
 Mr. Paul Mayo
 Ms. Mary Turner

SPECIAL ADMISSION REQUIREMENTS

Admission to this program is limited by special accreditation requirements and/or the availability of clinical resources; therefore, students seeking admission to the program must complete application to both the college and the program. 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 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 the PSB-PN Entrance Examination. See application packet for specific details.

P.N. applicants are admitted into the program on a first qualified, first accepted basis. The program begins January and June, therefore all eligible applicants will be assured of entrance to the program at some point in the future. 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 1999, 2000, and 2001 is 98%. 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.

Recommended Sequence		Credits
VPI 0100*	Vocational Preparatory Reading	
VPI 0200*	Vocational Preparatory Mathematics	
VPI 0311*	Vocational Preparatory Language	
HSC 0000	Orientation to the Health Sciences.....	1
HSC 0591C	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
BSC 0084**	Structure and Function.....	2
PRN 0500C	Gerontology	1
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
PRN 0100	Maternal/Child Health	2
PRN 0100L	Maternal/Child Health Laboratory	3
PRN 0034C	Pharmacology III.....	1
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 Program Credits		<u>45</u>

* 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 taking 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.

SURGICAL TECHNOLOGY (SURG-VC) CERTIFICATE

The Surgical Technology program is a twelve-month vocational program accredited by the Commission on Accreditation of Allied Health Education Programs. The program requires 1,320 clock hours (44 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.

We strongly encourage that you contact the Nursing Department for assistance in planning your program of study.

Department Head: Dr. Claudette Coleman 484-2254
 ccoleman@pjc.edu
 Program Contact: Ms. Gayle Griffin 484-2257
 ggriffin@pjc.edu
 Primary Faculty: Ms. Laura Spaulding

SPECIAL ADMISSION REQUIREMENTS

Admission to this program is limited by special accreditation requirements and resources; 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 before a student will be considered eligible for admission to this program. Applicants are admitted to the program on a first qualified, first accepted basis; the program begins in August. If the class is full, qualified applicants will be offered the next available start date.

Minimum requirements for eligibility to the program include high school diploma or GED and acceptable score on the Nelson Denny Reading Test.

JOB PLACEMENT INFORMATION

As a new program, no placement information is available.

Recommended Sequence	Credits
VPI 0100*	Vocational Preparatory Reading
VPI 0200*	Vocational Preparatory Mathematics
VPI 0311*	Vocational Preparatory Language
HSC 0000	Orientation to Health Sciences.....1
HSC 0591C	AIDS/OSHA for Health Professionals1
MEA 0230	Medical Terminology with A&P3
BSC 0084	Structure and Function.....2
STS 0003	Introduction to Surgical Technology4
STS 0120	Surgical Specialties I2
STS 0804	Basic Microbiology2
STS 0803C	Pharmacology and Anesthesia2
STS 0155C	Surgical Techniques and Procedures6
STS 0255L	Surgical Procedures Clinical I.....7
STS 0256L	Surgical Procedures Clinical II6
STS 0121	Surgical Specialties II1
STS 0257L	Surgical Procedures Clinical III.....6
STS 0122	Surgical Specialties III.....1
Total Program Credits44

* 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 the first clinical experience.

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.)

We strongly encourage that you contact the Applied Health Technologies Department for assistance in planning your program of study.

Department Head: Mr. Bill Moore 484-2308
 bmoore@pjc.edu
 Program Contact: Ms. Liesa Bromet 484-2251
 lbromet@pjc.edu

JOB PLACEMENT INFORMATION

As a new program job placement information is not available.

Recommended Sequence	Credits
SON 1100C	Principles and Protocols of Sonography3
SON 1170	Sonography of the Circulatory System2
SON 1111	Abdominal Sonography I3
SON 1121	OB/GYN Sonography I3
SON 1211	Medical Sonography Physics I3
SON 1214	Practical Aspects of Sonography I3
SON 1804	Sonography Clinic I3
SON 1112	Abdominal Sonography II.....3
SON 1122	OB/GYN Sonography II3
SON 1212	Medical Sonography Physics II.....3
SON 1215	Practical Aspects of Sonography II.....3
SON 1814	Sonography Clinic II.....3
SON 1144	Superficial Structures (Small Parts)3
SON 1824	Sonography Clinic III4
Total Program Credits42

Externship clinical hours meet the ARDMS requirements for application for accreditation.

ULTRASOUND (GENERAL SONOGRAPHY SPECIALIST) (ULTRA-CT) CERTIFICATE

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

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Accounting	ACG, ACO, APA, TAX	Journalism	JOU, MMC
Agriculture	AEB	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	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, OTA
Business Law	BUL	Medical Office Skills	MEA, OST
Chemistry	CHM	Meteorology	MET
Classics	CLT	Microbiology	MCB
Communications, Mass	MMC	Military Science (ROTC)	MIS, MSL
Computer Science	CGS, COP	Multimedia	ART, GRA
Cooperative Education*		Music	MUH, MUL, MUN, MUO, MUS, MUT, MV_ CET, CGS, COP
Cosmetology, Facials, Nails	COS, CSP	Networking	
Counseling	HUS, PCO, SLS	Nursing (L.P.N.)	PRN, ENC
Criminal Justice	CCJ, CJE, CJL, CJT	Nursing (R.N.)	NUR
Culinary Management	FOS, FSS, HFT	Nursing Assistant	HCP
Customer Service	MAR, MKA, MNA	Nutrition	DIE, FOS, FSS, HUN
Dance	DAA, PEM	Oceanography	OCF
Dental Assisting	DEA	Office Skills	CGS, OST
Dental Hygiene	DEH, DES	Paramedic	EMS
Dietetic Technician	FOS, HFT, FSS	Patient Care Assistant	HCP
Drafting	BCN, EGS, ETC, ETD	Pest Control	IPM
Early Childhood	CHD, DEP	Phlebotomy	MLT
Economics	ECO	Philosophy	PHI
Education	DEP, EDF, EDG, EEX, EME	Photography	PGY
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	POS
Environmental Science	EVS, PCB	Psychology	CLP, DEP, EDP, FAD, GEY, HUS, PCO, PSY
Finance	FIN	Quality Control	ETI
Fire Science	FFP	Radio and Television	RTV
Food Management and Production Services	FSS	Radiography	RTE
Food Services	DIE, FOS, FSS, HFT, HUN	Reading	REA
Forestry	FNR, FOR, WIS	Recreation Technology	HLP, HSC, LEI, PEL, PEM, PEN, PEO, PEQ, PET
French	FRE	Religion	REL
Geography	GEA	Russian	RUS
Geology	GLY	Sign Language	SPA
German	GER	Sociology	SYG
Graphic Design	ART, GRA, PGY	Sonography	SON
Health Information Mgmt	HIM, HSA, HSC	Spanish	SPN
Health Services Mgmt	HSA, HSC	Speech and Debate	ORI, SPC
Health Unit Coordinator	HIM	Surveying	SUR
History	AMH, EUH	Theatre	THE, TPA, TPP
Home Health Care	HCP	Telecommunications	CET, EET
Horticulture	HOS, ORH	Wellness	HUN, HLP, PEM
Hospitality Management	FOS, FSS, HFT	Women's Studies	WST
Human Performance	HLP, HSC, LEI, PEL, PEM, PEN, PEO, PEQ, PET	Zoo Animal Technology	PAZ
Humanities	HUM	Zoology	ZOO
Instructional Services	CHD, EDG, EEX, PCO		
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 credit for planned, paid work experience and that may count towards the credit requirements for graduation.

FLORIDA'S STATEWIDE COURSE NUMBERING SYSTEM

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System. This common numbering system is used by all public postsecondary institutions in Florida and by twenty-six participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "course equivalency profiles."

Example of Course Identifier

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
SYG	1	0	1	0	
Sociology, General Institution	Freshman Level at This Sociology	Entry-level General	Survey Course	Social Problems This Course	No Laboratory Component in

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 the course at a specific institution. In the SCNS taxonomy, "SYG" means "Sociology, General," the century digit "0" represents "Entry-Level General Sociology," the decade digit "1" represents "Survey Course," and the unit digit "0" represents "Social problems."

In science and other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

Transfer of any successfully completed course from one institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, SYG 1010 is offered at a community college. The same course is offered at a state university as SYG 2010. A student who has successfully completed SYG 1010 at the community college is guaranteed to receive transfer credit for SYG 2010 at the state university if the student transfers. The student cannot be required to take SYG 2010 again since SYG 1010 is equivalent to SYG 2010. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed which have not been designated as equivalent.

The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or subcategory of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

Authority for Acceptance of Equivalent Courses

State Board of Education Rule 6A-10.024(19), Florida Administrative Code, reads:

When a student transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the common course designation and numbering system, the receiving institution shall award credit for courses satisfactorily completed at the previous participating institutions when the courses are judged by the appropriate common course designation and numbering system faculty task forces to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or non-public control of the previous institution. The award of credit may be limited to courses that are entered in the course numbering system. Credits so awarded shall satisfy institutional requirements on the same basis as credits awarded to native students.

Exceptions to the General Rule for Equivalency

The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution:

- A. Courses in the 900-999 series (e.g., ART 2905)
- B. Internships, practica, clinical experiences, and study abroad courses
- C. Performance or studio courses in Art, Dance, Theater, and Music
- D. Skills courses in Criminal Justice
- E. Graduate courses
- F. Courses not offered by the receiving institution

College preparatory and vocational preparatory courses may not be used to meet degree requirements and are not transferable.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to Lena Morgan in the Curriculum Implementation Office or the Florida Department of Education, Statewide Course Numbering System, 1454 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling telephone number (850) 488-6402 or SunCom 278-6402.

ADULT BASIC EDUCATION/GED/ESOL

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 as Florida residents
- Convenient class locations throughout the community
- Open entry classes: enroll at any time!
- Day, afternoon, and evening classes
- On-site Workplace Employee Development Classes that are available to businesses and their employees

Department Head: Ms. Carolyn Formsma 484-2128
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Counselor: Dr. Janie T. Watts
Primary Faculty: Ms. Phyllis Hardaway
Ms. Mary Kruczynski
Ms. Cheryl Sexton
Ms. Camilla Turberville

ADULT BASIC EDUCATION

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.

A 099AC - ABE Comprehensive.

Comprehensive Adult Basic Education is a non-credit course designed to develop literacy skills necessary to be a successful worker, citizen and family member. Comprehensive Adult Basic Education prepares students to enroll in GED preparation courses.

A student enrolled in the Comprehensive ABE program may be receiving instruction in mathematics, language and/or reading.

A 099RA - ABE Basic Reading.

A 099RB - ABE Beginning Reading.

A 099RC - ABE Intermediate Reading.

A 099RD - ABE Functional Reading.

ABE Basic, Beginning, Intermediate, and Functional Reading are non-credit courses designed to help adult students gain and improve basic reading skills. Word attack skills, reading comprehension, vocabulary building, and understanding a variety of literary forms are among the topics covered in the ABE Reading continuum of classes.

A 099MA - ABE Basic Mathematics.

A 099MB - ABE Beginning Mathematics.

A 099MC - ABE Intermediate Mathematics.

A 099MD - ABE Functional Mathematics.

ABE Basic, Beginning, Intermediate, and Functional Mathematics are non-credit courses designed to help adult students gain and improve basic mathematics skills. Addition, subtraction, multiplication and division of whole numbers, fractions, and decimals, percents, ratio and proportion, problem solving, measurement, and beginning algebra and geometry are among the topics covered in the ABE Mathematics continuum of classes.

A 099LA - ABE Basic Language.

A 099LB - ABE Beginning Language.

A 099LC - ABE Intermediate Language.

A 099LD - ABE Functional Language.

ABE Basic, Beginning, Intermediate, and Functional Language are non-credit courses designed to help adult students gain and

improve basic language skills. Capitalization, punctuation, sentence identification, grammatical concepts, communication of ideas and information in both spoken and written forms, and organization of ideas are among the topics covered in the ABE Language continuum of classes.

GED CLASSES

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.

A 099GC - GED Comprehensive.

GED Comprehensive is a non-credit class designed to prepare adult learners for all aspects of the GED examinations.

A 099GW - GED Writing.

GED Writing is a non-credit class designed to prepare adult learners to successfully take the Language Arts: Writing portion of the GED examinations.

A 099GH - 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 examinations.

A 099GS - GED Science.

GED Science is a non-credit class designed to prepare adult learners to successfully take the Science portion of the GED examinations.

A 099GM - GED Mathematics.

GED Mathematics is a non-credit class designed to prepare adult learners to successfully take the Mathematics portion of the GED examinations.

A 099GL - GED Literature and the Arts.

GED Literature and the Arts is a non-credit class designed to prepare adult learners to successfully take the Language Arts: Reading portion of the GED examinations.

ESOL

English for Speakers of Other Languages (ESOL) classes are available primarily for foreign born U.S. citizens or adults with resident alien status who wish to improve their English language skills. Everyday survival skills and a basic knowledge of the English language are

covered in these non-credit classes.

A 099CE - ESOL Citizenship.

ESOL Citizenship is designed to help prepare students for success in the Naturalization process required for all who have United States Citizenship as a goal. The content includes preparation for the Citizenship Test by studying U.S. history, government, culture and symbols with specific emphasis on rights and responsibilities under the Constitution of the United States of America.

A 099EA - ESOL Literacy/Foundation.

A 099EB - ESOL Low Beginner.

A 099EC - ESOL High Beginner.

ESOL Literacy/Foundation, Low Beginner and High Beginner are non-credit courses designed to help students develop and build on vocabulary, pronunciation, spelling, and reading skills. In addition, students are exposed to communication and writing skills necessary for citizenship and job enhancement.

ADULT HIGH SCHOOL CLASSES

A 099ED - ESOL Low Intermediate.

A 099EE - ESOL High Intermediate.

A 099EF - ESOL Advanced.

A 099EG - 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 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.

The primary purpose of the Secondary Education Department is to provide individuals 16 years of age and older, the opportunity to continue their interrupted education and earn a traditional high school diploma. Courses offered in this program are similar to those offered in a regular high school program, but the emphasis is placed on the unique needs of the at-risk/adult student. We believe that academic competency is a consequence of good learning skills, learning confidence, and self discipline. Our goal is to assist students in the development of life skills that will enhance their future success. There is no charge for those who qualify as Florida residents.

Not all courses are offered each term. Students should consult a current course schedule booklet for information, then make an appointment with the high school counseling staff for advising. Courses are taught on the Pensacola campus.

Department Head: Dr. James E. Grant 484-2133

jgrant@pjc.edu

Assistant Department Head/
Curriculum Coordinator:
Coordinator of Counseling:
Counselor:
Primary Faculty:
Ms. Joyce Daniels
Ms. Deborah Friedman

Dr. Lanny W. Barnes
Mr. Joseph V. Kyle
Ms. Karen Harris
Ms. Paige Anderson

Ms. M. Elaine Miller

Dr. Joyce Hopson
Ms. Susan Morgan

Ms. Shirl Shaw
Mr. Kevin Slattery

Ms. Kathleen Shelton

Ms. Arianna Smith
Mr. Blaine Wall

Mr. Charles Voltz

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.

HIGH SCHOOL ART

0104300 Advanced Placement Art–Drawing Portfolio.

HIGH SCHOOL COUNSELING

1400300 Peer Counseling I. 1/2 credit.

The purpose of this course is to provide students with an understanding of the elements of communications and group processes.

1400310 Peer Counseling II. 1/2 credit.

The purpose of this course is to provide an understanding of the components of personal development and to facilitate personal and group growth and fulfillment through individual and group processes.

8300310 Workplace Essentials. 1/2 credit.

The purpose of this course is to provide students with the essential abilities known as employability skills. The content of this program includes the following: how to obtain personal and occupational information necessary in choosing a career; how to prepare for the job hunt, get leads on jobs, make contact with employers; how to write resumes, fill out application forms, check payroll deductions; how to handle promotions, resignation, losses and career changes.

8303010 Diversified Career Technology. 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.

HIGH SCHOOL ENGLISH

0400300 Introduction to Drama. 1/2 credit.

The purpose of this course is to provide a broad overview of the study and practice of dramatic arts.

1000400 Intensive Language Arts. 1 credit.

The purpose of this course is to enable students to develop language arts skills through remedial instruction and practice. This course may be repeated for elective credit.

1000410 Intensive Reading. 1 credit.

The purpose of this course is to enable students to build comprehensive reading knowledge, develop independent reading endurance, and increase comprehension through intensive instruction and practice. This course may be repeated for elective credit.

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.

HIGH SCHOOL FOREIGN LANGUAGES

0701320 French I. 1 credit.

This course will introduce students to French and French culture and to develop communication skills and cross-cultural understanding.

0701330 French II. 1 credit.

Prerequisite: 0701320. French II reinforces previously acquired fundamental skills and will develop increased listening, speaking, reading, and writing skills, as well as cultural awareness.

0708340 Spanish I. 1 credit.

This course is an introduction to Spanish and Hispanic culture. Students will develop communication skills and cross-cultural understanding.

0708350 Spanish II. 1 credit.

Prerequisite: 0708340. The purpose of this course is to reinforce previously acquired fundamental skills. This course develops increased listening, speaking, reading, and writing skills, as well as cultural awareness.

HIGH SCHOOL FAMILY AND CONSUMER SCIENCES

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 h u m a n 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.

HIGH SCHOOL MATHEMATICS

1200300 Pre-Algebra. 1 credit.

Students will develop the skills necessary for success in algebra.

1200310 Algebra I. 1 credit.

This course will provide the foundation for more advanced mathematics courses and to develop the skills needed to solve mathematical problems.

1200330 Algebra II. 1 credit.

Prerequisite: 1200310 or 1200380. A continuation of the study of the structure of algebra and to provide the foundation for applying these skills to other mathematical and scientific fields.

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 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 student's 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.

1208300 Liberal Arts Math. 1 credit

Prerequisite: 1200310 or 1200380. The purpose of this course is to strengthen mathematical skills necessary for further study of advanced mathematics.

HIGH SCHOOL OCCUPATIONAL

0200300 Introduction to Computers. 1/2 credit.

The purpose of this course is to provide opportunities that will allow students to understand the capabilities, applications, and social implications of computer terminology.

8200320 Practical Keyboarding Skills. 1/2 credit.

The purpose of this course is to teach students basic keyboarding skills and techniques of formatting to include information systems inputting.

8200330 Practical Computer Skills. 1/2 credit.

The purpose of this course is to teach practical computer skills

and the effects of its application on society.

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.

Prerequisite: 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.

HIGH SCHOOL RESEARCH AND CRITICAL THINKING

1700370 Critical Thinking/Study Skills. 1/2 credit.

The purpose of this course is to provide an opportunity for students to learn and adopt methods to be successful in school.

1700380 Career Research and Decision Making. 1/2 credit.

The purpose of this course is to teach decision-making and self-assessment skills, help students develop self-esteem, and enable students to make career choices.

HIGH SCHOOL SCIENCE

2000310 Biology I. 1 credit.

General exploratory experience and activities in the fundamental concepts of life will be covered in this course.

2001310 Earth/Space Science. 1 credit.

The purpose of this course is to develop concepts basic to the earth, its materials, processes, history and environment in space.

2001340 Environmental Science. 1 credit.

A study of man's interaction with the environment.

2003310 Physical Science. 1 credit.

This course is a quantitative investigative study of the introductory concepts of physics and chemistry.

2003340 Chemistry I. 1 credit.

Prerequisite: 2003310 or instructor approval. Students will study the composition, properties, and changes associated with matter.

HIGH SCHOOL SOCIAL STUDIES

2100310 American History. 1 credit.

The purpose of this course is to acquire an understanding of the chronological development of the American people by examining the political, economic, social, religious, military, scientific, and cultural events that have 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 intro-

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.

The Developmental Studies Department provides college preparatory classes in English, reading, and math and college credit classes in English, reading, and college success. According to the Florida Administrative Code, all entering students must take the CPT (College

Placement Test). Those students whose CPT scores in math, reading, and/or English fall below the minimum in these areas must take college preparatory classes. In addition, we offer Vocational Preparatory courses in reading, math, and language for students in vocational certificate and college credit certificate programs. This department also provides individualized academic support for all PJC students in the Learning Enrichment Center (math lab), the S.A.I.L. Program, the Reading Lab, the Writing Help Center, and the Computer Learning Lab.

Students who test into college preparatory instruction and subsequently enroll in college preparatory instruction must successfully complete the required college preparatory studies by the time they have accumulated 12 hours of college credit coursework or they must maintain continuous enrollment in college preparatory coursework each semester until the requirements are completed while performing satisfactorily in the degree earning coursework. 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.

Department Head:	Ms. Wanda Cook wcook@pjc.edu	484-1185
Primary Faculty:	Ms. Ruth Becker	Ms. Joan
Burkhardt	Ms. Diane Cole	Mr. Chuck
Folsom		
	Ms. Deedra Herington	Ms. Pat
Horacek	Ms. Paula Ingram	Ms. Brenda

Kelly

Ms. Kathryn Merritt
Ms. Tanya Nelson

Mr. Peter
Ms. Patty

Nash
Northrup

Ms. Tracy Peyton
Ms. Francis Robinson

Ms. Jean
Mr. Reginald

Roberts
Sanders

Ms. Susan Scott

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. 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.

mar rules, language usage, sentence structure, punctuation, and 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.

Prerequisite: Appropriate score on Florida Entry-Level Exam. This is a basic course designed to increase a student's reading comprehension and vocabulary. This course will provide basic skills in word usage and reading comprehension.

REA 0002C College Preparatory Reading II. 4 hours, 3 c.p.

Prerequisite: Appropriate score on Florida Entry-Level Placement Exam or REA 0001C. This course is required for students reading below the college level. It provides instruction in vocabulary skills, listening skills, and comprehensive skills.

VOCATIONAL PREP

VPI 0100 Vocational Preparatory Reading. 2 hours, 1 v.p.

Prerequisite: A student must apply for a Vocational Certificate Program. The course is designed to develop reading skills, basic study skills and comprehension. Development of these skills is through individual lab activities, computer-assisted instruction, lab and home assignments, and pre/post evaluation. Two repeats are allowed.

VPI 0200 Vocational Preparatory Mathematics. 2 hours, 1 v.p.

Prerequisite: A student must apply for a Vocational Certificate Program. The course is designed for the student who needs to develop basic arithmetic skills focusing on relating math to the specific vocational training area. Emphasis is on individualized learning including lab activities, computer-assisted instruction, lab and home assignments and pre/post evaluation. Two repeats are allowed.

VPI 0311 Vocational Preparatory Language. 2 hours, 1 v.p.

Prerequisite: A student must apply for a Vocational Certificate Program. The course is designed for the student who needs to develop basic writing skills and language skills, including language mechanics, punctuation, and sentence and paragraph development. Individualized approaches include lab activities, computer-assisted instruction, lab and home assignments, and pre/post evaluation. Two repeats are allowed.

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.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 121.

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.

Course Section Term Schedule: Courses are designated as listed below indicating which terms sections will be offered. Course sections may be added or canceled based on enrollment.

- FA = Fall Term
- SP = Spring Term
- SU = Summer A and/or Summer B Term(s)
- TBA = To be announced (check with appropriate department)

ACG 2001 Accounting I.

FA, SP, SU 3 c.c.
 The study of accounting terminology, concepts, techniques, methods, principles, practices and procedures as applied to sole proprietorship. Typical financial transactions are analyzed in relation to the basic accounting equation and recorded in the books of the business. Business financial statements are prepared and interpreted by the student.

ACG 2002 Computerized Accounting.

FA, SP 3 c.c.
 A.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 micro-computer office environments. The popular Quickbooks accounting program is used to record financial transactions. Major topics include managing revenue and expenses, payroll setup and processing, bank reconciliation, reports, and graphs, inventory, adjustments and year-end procedures, and company file setup and maintenance.

ACG 2011 Accounting II.

FA, SP, SU 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.

FA, SP, SU 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.

FA, SP, SU 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.

TBA 3 c.c.
A.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.

TBA 3 c.c.
A.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.

TBA 3 c.c.
A.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.

ACG 2947, 2948, 2949 Accounting Co-op.

FA, SP, SU 1 c.c., 2 c.c., 3 c.c.
Cooperative Education is a planned, paid work experience in which students are employed in jobs directly related to their academic major. The program offers credit for each term worked (with Department Head approval). Students must maintain at least a 2.5 GPA and complete certain requirements before being sent on job interviews. Students must also complete specific objectives related to their program during each working term. Students should contact the Cooperative Education office, Student Services Building 6, Room 610, for further information.

ACO 1806 Payroll Accounting.

FA 3 c.c.
A.A.S. only. Prerequisite: ACG 2001 or ACG 2021 or permission of instructor. The purpose of this course is to train the student to complete all payroll activities of any business. Topics covered are payroll and personnel records, federal payroll laws, payroll accounting systems, payroll operations, and preparation of payroll records such as payroll registers, individual earnings records a federal, state, and local payroll tax forms.

ACO 2941, 2942, 2943 Accounting Internship.

FA, SP, SU 1 c.c., 2 c.c., 3 c.c.
A.A.S. only. Prerequisite: Permission of the department head. The student gains accounting related work experience in the offices of various employers in the Pensacola area. This course should be taken during the student’s sophomore year.

AEB 2947, 2948, 2949 Agriculture Co-op.

FA, SP, SU 1 c.c., 2 c.c., 3 c.c.
Cooperative Education is a planned, paid work experience in which students are employed in jobs directly related to their academic major. The program offers credit for each term worked (with department head approval). Students must maintain at least a 2.5 GPA and complete certain requirements before being sent on job interviews. Students must also complete specific

objectives related to their program during each working term. Students should contact the Cooperative Education office, Student Services Building 6, Room 610, for further information.

AER 0006 Automotive Lube Technician.

TBA 3 v.c.
The course content includes applying appropriate math skills; an understanding of basic sciences; safety regulations, routine maintenance, and customer services; appropriate communication skills and employee behavior in the automotive industry.

AER 0014 Automotive Service Assistor Core.

TBA 10 v.c.
The course content includes demonstrating proficiency in routine maintenance and consumer services in the automobile industry.

AER 0110 Engine Repair Technician.

TBA 4 v.c.
The course content provides the principles and procedures in engine diagnosis, removal, disassembly, rebuilding, and dynamic check out enabling proficiency in engine theory and repairs in the automotive industry.

AER 0250 Automatic Transmission and Transaxle Technician.

TBA 6 v.c.
The course content provides the skill training enabling proficiency in the operation and servicing of automatic transmissions and transaxles.

AER 0270 Manual Drive Train and Axles Technician.

TBA 4 v.c.
The course content provides the skill training enabling proficiency in the operation and servicing of manual drive trains and axles.

AER 0310 Automotive Electrical/Electronic System Technician.

TBA 9 v.c.
The course content provides skill training in diagnosis and service of batteries. It also provides skill training in diagnosis and repair of starting systems, lighting systems, gauges, warning devices, driver information systems, horns and wipers/washers, and accessories.

AER 0411 Automotive Brake Technician.

TBA 4 v.c.
The course content provides skill training enabling proficiency in the diagnosis, operation, servicing, and repair of automotive brake systems in the automobile industry.

AER 0450 Automotive Steering and Suspension Technician.

TBA 5 v.c.
The course content provides the skill training enabling proficiency in the diagnosing and repairing of suspension systems including four-wheel alignment.

AER 0503 Automotive Engine Performance Technician.

TBA 10 v.c.
The course content provides skills training in the introduction to computer command control, electronic engine control, and electronic fuel injection systems in the automobile industry.

AER 0610 Heating, Air Conditioning and Engine Cooling Systems.

TBA 4 v.c.
The course content provides skills training enabling proficiency in the heating, air conditioning, and engine cooling systems in the automobile industry.

AER 0931, 0932, 0933 Special Topics in Automotive Service.

TBA 1 v.c., 2 v.c., 3 v.c.
The course centers on current topics or special interests to meet the needs of the community.

AER 0947, 0948, 0949 Automotive Service Co-op.

TBA 1 v.c., 2 v.c., 3 v.c.
The course content provides students working in the automotive field to advance skills in different areas. Cooperative Education is a planned, paid work experience in which students are employed in jobs directly related to their academic major. The program offers credit for each term worked (with department head approval). Students must maintain at least a 2.5 GPA and complete certain requirements before being sent on job

interviews. Students must also complete specific objectives related to their program during each working term. Students should contact the Cooperative Education office, Student Services Building 6, Room 610, for further information.

AER 1006C Automotive Fundamentals and Minor Services.

FA 4 c.c.
A.A.S. only. Lab fee. This course is designed to acquaint the student with tools, equipment and service procedures used in the modern automotive service facility. The student will learn all component parts by name, location, and function. The student will also learn the proper use of technical manuals, English, metric measurements, and safety rules and regulations as they relate to the service facility. Students will learn the different career opportunities available, various pay structures, and the importance of good employee work habits.

AER 1230C Automotive Manual Transmissions and Drive Systems.

FA 4 c.c.
A.A.S. only. Lab fee. Prerequisite or Corequisite: AER 1006C. An introduction to the theory, principles, and operation of automotive transmission and drive systems, with emphasis on manual systems. Learned theory and principles will be applied to the diagnosis, maintenance, repair, and overhaul of manually-operated transmission systems, transaxles, and differentials. The course emphasizes inspection of systems and components, location of malfunctions, the performance of preventive and corrective maintenance, and the proper use of instruments, tools, and equipment.

AER 1250C Automotive Transmissions and Transaxles.

FA 4 c.c.
A.A.S. only. Lab fee. Prerequisite or Corequisite: AER 1006C. A continuation and expansion of the theory and principles included in AER 1230C, with emphasis on automatic transmission and drive systems. Learned theory and principles will be applied to the diagnosis, maintenance, repair, and overhaul of automatic transmission systems, transaxles, and differentials. The course emphasizes inspection of systems and components, location of malfunctions, and performance of preventive and corrective maintenance, and the proper use of instruments, tools, and equipment.

AER 1410C Automotive Brake Systems.

SP 4 c.c.
A.A.S. only. Lab fee. Prerequisite or Corequisite: AER 1006C. The theory, principles, and operation of automotive brake systems. The course includes the application of the principles of mechanical linkages, hydraulics, pneumatics, friction, heat transfer, and electricity to brake systems and related components. The course emphasizes inspection of systems and components, location of malfunctions, the performance of preventive and corrective maintenance, and the proper use of instruments and equipment.

AER 1450C Automotive Steering and Suspension.

SU 4 c.c.
A.A.S. only. Lab fee. Prerequisite or Corequisite: AER 1006C or permission of department head. Introduction to suspension systems and shop safety. Steering and suspension components, diagnoses, steering geometry and wheel and tire balance will be covered. Alignment, repair and replacement of steering components including shocks, ball joints, steering linkages, rear suspensions and struts. Both two and four wheel alignment will be covered.

AER 1610C Automotive Heating and Air Conditioning.

SP 4 c.c.
A.A.S. only. Lab fee. Prerequisite or Corequisite: AER 1006C or permission of the department head. Theory and operation of modern heating and air conditioning systems are studied in detail. Diagnosis and repair procedures are included.

AER 2110C Automotive Engines.

SP 4 c.c.
A.A.S. only. Lab fee. Prerequisite or Corequisite: AER 1006C or permission of the department head. This course is a study of the principles of the internal combustion engine. The theory

and operation of the various engines in use in modern vehicles is presented. Engines will be properly disassembled, parts identified, inspected, measured, and reassembled. Proper testing and break-in procedures along with diagnostic troubleshooting procedures will be emphasized.

AER 2315C Automotive Electrical Systems I.

FA 4 c.c.
A.A.S. only. Lab fee. Prerequisite or Corequisite: AER 1006C or permission of department head. The student will be introduced to basic electrical and electronics theory, test equipment usage, schematic and wiring diagrams as used in the diagnosis and repair of modern vehicles. The student in this course will study various electrical systems, and the use of basic electrical skills in troubleshooting and repairing electrical systems. This course covers both chassis and engine electrical systems. Safety will be stressed.

AER 2316C Automotive Electrical Systems II.

SP 4 c.c.
A.A.S. only. Lab fee. Prerequisite or Corequisite: AER 2315C or permission of the department head. This course offers the student the opportunity to become proficient in the knowledge of electricity and electronics as applied to the modern vehicle. Students will learn circuit types and their equivalent automotive circuits, work with wiring schematics and apply knowledge of procedures to actual electronic systems. The hands-on lab projects will include, but not be limited to, starter and alternator overhauls, diagnosis and repair of power windows and seats, electrical switches, relays and lighting systems. Safety procedures will be strictly followed.

AER 2520C Automotive Engine Performance.

SU 4 c.c.
A.A.S. only. Lab fee. Prerequisite or Corequisite: AER 2316C or permission of the department head. This course is designed for the second year student and will emphasize theory of operation, diagnosis and repair of electronic ignition systems, emission control systems, fuel systems and carburetion systems. The student will work with state of the art diagnostic equipment and will be introduced to the components used in electronic engine control systems.

AER 2522C Automotive Driveability/Diagnosis.

SU 4 c.c.
A.A.S. only. Prerequisite or Corequisite: AER 1006C. This is a capstone course that treats the automobile as a total system comprised of the subsystems addressed previously in other courses. Emphasis is on diagnostic procedures and fault isolation. Content includes a review of the theories and principles underlying the operation of automotive subsystems, the interrelationships of subsystems, and their combined effect on the driveability of the total automotive system. The course also covers specific application of computerized systems and subsystems, and the application of computer technology to the diagnosis of the total automotive system.

AER 2700 Automotive Service and Parts Management.

SU 4 c.c.
A.A.S. only. Prerequisite or Corequisite: AER 1006C. An introduction to the operation and management of automotive parts departments and automotive service departments that covers both the technical and business aspects of these departments. The course includes layout of parts and service facilities, and computer simulation of the operation of a parts department. The course also introduces the student to the concept of parts and service operations as small businesses, and addresses some of the financial and legal requirements associated with formation of small businesses.

AER 2947, 2948, 2949 Automotive Management Co-op.

FA, SP, SU 1 c.c., 2 c.c., 3 c.c.
A.A.S. only. Cooperative Education is a planned, paid work experience in which students are employed in jobs directly

- related to their academic major. The program offers credit for each term worked (with department head approval). Students must maintain at least a 2.5 GPA and complete certain requirements before being sent on job interviews. Students must also complete specific objectives related to their program during each working term. Students should contact the Cooperative Education office, Student Services Building 6, Room 610, for further information.
- AMH 2010 American History to 1877.** 3 c.c.
FA, SP, SU
Prerequisite: Test score requirement the same as ENC 1101. A history of the American 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 c.c.
FA, SP, SU
Prerequisite: Test score requirement the same as ENC 1101. A history of the American experience in the post-Civil War years. This course will emphasize the growth of American industry and business and the social and economic reforms connected with that growth. The course will also emphasize the emergence of the United States as a world power during the 20th century and the ramifications that rise has had on foreign and domestic policy. Meets A.A. general education Category IV. A writing emphasis course.
- AMH 2091 African-American History and Culture.** 3 c.c.
FA, SP, SU
Prerequisite: Test score requirement the same as ENC 1101. A history of the African-American experience from 1619 to the present. This course will emphasize the growth of an African-American community from slavery to freedom. This course will also examine the socio-political, cultural and artistic aspects of American life for Blacks in America. Meets A.A. general education Category IV. A writing emphasis course.
- AML 2011 American Literature to 1870.** 3 c.c.
FA, SP, SU
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 c.c.
FA, SP, SU
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 2000 Introduction to Anthropology.** 3 c.c.
FA, SP, SU
This course is an introduction to anthropology and anthropological thought. Course offers basic treatment of human evolution, the origins of world civilization, world archaeology, and modern world cultures, stressing the continuities of human nature. Meets A.A. general education Category IV. A writing emphasis course.
- ANT 2410 Cultural Anthropology.** 3 c.c.
FA, SP
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.** 2 v.c.
SP
The purpose of this course is to provide the students with a thorough knowledge of accounting procedures as applied in a medical setting. Students cover basic bookkeeping topics including accounting for accounts receivable, accounts payable, and payroll. After learning the accounting cycle and accounting principles, students complete an office accounting simulation case.
- APA 1111 Introduction to Accounting.** 3 c.c.
FA, SP, SU
A.A.S. only. An introductory accounting course designed to provide students with a basic understanding of accounting. Emphasis is placed on the fundamentals of accounting. Bookkeeping aspects of accounting are stressed by covering the structure and nature of accounting recording business transactions, the accounting cycle, accounting for cash, sale of merchandise, purchases or merchandise, and payroll accounting.
- ARH 1050 Art History I.** 3 c.c.
FA
A chronological study of art history (to and including the Middle Ages). Meets A.A. general education Category V.
- ARH 1051 Art History II.** 3 c.c.
FA
A continuation of ARH 1050 in sequence from the Middle Ages to the present day. May be taken prior to ARH 1050. Meets A.A. general education Category V.
- ARH 1831 Art for Non-Majors.** 3 c.c.
FA, SP
A study of the creative process for non art majors. Course is meant to develop an understanding of the contexts within which artists work, modern and historical, the technical processes they use, and the means by which art is evaluated. May include lectures, films, videos, gallery and studio visits, class discussions. No artistic skill required. Meets A.A. general education Category V.
- ARH 2000 Humanities Art.** 3 c.c.
FA, SP, SU
A survey of painting, sculpture, architecture, and the arts of Western civilization from antiquity to the present. Meets A.A. general education Category V.
- ART 1150C Jewelry I.** 3 c.c.
FA, SP, SU
Lab fee. A basic course involving the fundamentals of jewelry construction. Projects will be assigned that cover fabrication, cutting, soldering, lost wax casting, and stone setting, using silver and non-ferrous metals.
- ART 1151C Jewelry II.** 3 c.c.
FA, SP, SU
Lab fee. Prerequisite: ART 1150C. Advanced jewelry making techniques building on those learned in Jewelry I. Processes will include enameling, raising, and forging.
- ART 1202C Two-Dimensional Design.** 3 c.c.
FA, SP, SU
The elements of design; line, texture, shape, value and color are used to give substance to visual expression on the two-dimensional plane. Basic course for art majors.
- ART 1203C Three-Dimensional Design.** 3 c.c.
FA, SP
Lab fee. Basic problems in integrating line, form, color, and texture with actual space and volume. Various materials are used to construct three-dimensional forms. Serves as an introduction to sculpture.
- ART 1300C Drawing I.** 3 c.c.
FA, SP, SU
Lab fee. A beginning studio class covering the drawing process and pictorial composition. Basic analytical and expressive approaches are applied to still life, interiors, landscape and the figure based on works from the Renaissance throughout the 20th century.
- ART 1301C Drawing II.** 3 c.c.
FA, SP
Lab fee. Prerequisite: ART 1300C. A continuation of ART 1300C in the study of drawing with emphasis on color.
- ART 1750C Ceramics I.** 3 c.c.
FA, SP, SU
Lab fee. Methods and techniques of making pottery using both the potter's wheel and hand-built procedures. Lectures in theory and practical experience in the use of clay, glazes, and firing techniques.

- ART 1751C Ceramics II.**
 FA, SP, SU 3 c.c.
 Lab fee. Prerequisite: ART 1750C. Further exploration of techniques of pottery making.
- ART 2253C Illustration I.**
 TBA 3 c.c.
 A.A.S. only. Lab fee. Prerequisites: ART 1301C, GRA 2190C. Principles of commercial illustration and the application of these principles as they apply to visual communication. A variety of media is used.
- ART 2500C Painting I.**
 TBA 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 2501C Painting II.**
 TBA 3 c.c.
 Lab fee. Prerequisite: ART 2500C or permission of the instructor. A continuation of ART 2500C in the exploration of traditional painting methods with an emphasis on mixed media and current development.
- ART 2602C Digital Imaging.**
 TBA 3 c.c.
 Lab fee. Prerequisites: ART 1202C, ART 1300C, GRA 2152C. An advanced course using the computer for the creation of original art. Students might use resources such as drawing, collage, photography, mixed media, and digital scanning, along with image manipulation programs to explore the creation of expressive images and create a finished portfolio of art works. Emphasis will be placed on creativity, experimentation, and personal expression.
- ART 2701C Sculpture I.**
 FA, SP 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.**
 FA, SP 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, ART 2901 Independent Study.**
 TBA 3 c.c.
 Some sections may require lab fees. Prerequisite: Permission of instructor. Independent study courses are available for most studio offerings. Contact the department head for information about repeating this course for credit.
- ART 2905 Portfolio.**
 TBA 3 c.c.
 The course will enable each student to present a prospective employer, college, or university with a professional portfolio and proof of experience in studio art courses, graphic design, photography and multimedia.
- ART 2943 Arts Internship.**
 TBA 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.
- ART 2947, 2948, 2949 Art Co-op.**
 TBA 1 c.c., 2 c.c., 3 c.c.
 Cooperative Education is a planned, paid work experience in which students are employed in jobs directly related to their academic major. The program offers credit for each term worked (with Department Head approval). Students must maintain at least a 2.5 GPA and complete certain requirements before being sent on job interviews. Students must also complete specific objectives related to their program during each working term. Students should contact the Cooperative Education office, Student Services Building 6, Room 610, for further information.
- AST 1005 Descriptive Astronomy.**
 FA, SP, SU 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.**
 FA, SP, SU 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.**
 FA, SP 3 c.c.
 A.A.S. only. The course presents the fundamentals of bank functions in a descriptive fashion so that a prospective banker may view his chosen profession in a broad and operational perspective. The descriptive orientation is intentional. Banking is increasingly dependent upon personnel who have the perspective necessary for career advancement.
- BAN 1240 Consumer Lending.**
 SP 3 c.c.
 A.A.S. only. Emphasizes installment lending techniques in commercial banks including the development of credit information, credit investigation, inventory financing, collection procedure, special loan programs, and advertising and business development.
- BCN 1001 Building Construction.**
 FA, SP 3 c.c.
 A.A.S. only. A course planned to acquaint the student with the terminology, methods, procedures, materials, sequences of operations, and types of construction.
- BCN 2213 Concrete Construction.**
 SP 3 c.c.
 A.A.S. only. Corequisite: MAT 1033 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.**
 SP 4 c.c.
 A.A.S. only. Corequisite: MAT 1033 or higher math or permission of instructor. A beginning course in structural design for Building Construction, Drafting and Design, and Civil Engineering Technology students, which does not require a rigorous mathematical treatment. Emphasis is in problem solving. Includes resultants and equilibrium of force systems—beams, trusses, frames. Includes centroids and shear and moment diagrams.
- BCN 2721 Construction Management.**
 FA 3 c.c.
 A.A.S. only. Lab fee. Prerequisites: CGS 1570, EGS 1111C. 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.

- BCT 2600 Construction Estimating.**
FA 3 c.c.
A.A.S. only. Prerequisite: BCN 1001. Corequisite: MAT 1033 or higher math. A course involving systems of accounting, material inventory, and the critical path method of planning and scheduling. This course is designed specifically for cost estimating in construction but those who complete it should have no trouble doing light construction or commercial estimating. Completion 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.**
FA 3 c.c.
A.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, drawings, specifications, insurance, bid bond, and others.
- BCT 2760 Building Codes.**
FA 3 c.c.
A.A.S. only. Prerequisite: BCN 1001. A study of the Building Codes designed to acquaint the student with the requirements for commercial construction based on occupancy classification and construction type.
- BOT 1010 General Botany.**
FA, SP, SU 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.**
FA, SP, SU 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 0084 Structure and Function.**
FA, SP, SU 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.
- BSC 1005 Biological Principles for Non-Majors.**
FA, SP, SU 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.**
FA, SP, SU 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.**
FA, SP 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.**
FA, SP 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.**
FA, SP, SU 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.**
FA, SP, SU 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.**
FA, SP, SU 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.**
FA, SP, SU 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 1931, 1931L, 1932, 1932L, 1933 Special Topics in Biological Sciences.**
FA, SP, SU 1 c.c., 2 c.c., 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.**
FA, SP, SU 3 c.c.
Prerequisites: High school biology and chemistry or permission of department head. Corequisite: BSC 2010L. Study of the cellular, genetic, and evolutionary principles which form the foundation of biology. Emphasis on biomolecules, cell structure and function, protein synthesis, genetics and organic evolution. The first course for biology majors. Meets A.A. general education Category VI.
- BSC 2010L Integrated Principles of Biology Laboratory.**
FA, SP, SU 1 c.c.
Lab fee. Prerequisites: High school biology and chemistry or permission of department head. Corequisite: BSC 2010. A laboratory course which provides hands on exercises to complement material in lecture course BSC 2010. Required for biology majors. Meets A.A. general education Category VI.
- BSC 2033 Ethical Issues in Biology.**
SP, SU 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.
- BSC 2040 Integrated Principles of Biology Honors.**
FA, SP 3 c.c.

- Prerequisites: High school biology and chemistry or permission of the department head; permission of the instructor/director of Honors Program. Corequisite: BSC 2040L. Study of the cellular, genetic, and evolutionary principles which form the foundation of biology. Emphasis on biomolecules, cell structure and function, protein synthesis, genetics and organic evolution. An Honors Program level first course for Biology majors. Meets A.A. general education Category VI.
- BSC 2040L Integrated Principles of Biology Laboratory Honors.**
FA, SP 1 c.c.
Lab fee. Prerequisites: High school biology and chemistry or permission of the department head; permission of the instructor/ director of Honors Program. Corequisite: BSC 2040. An Honors Program level laboratory course which provides hands-on exercises to complement the concepts discussed in the lecture course. Required for Biology majors. Meets A.A. general education Category VI.
- BUL 2241 Business Law.**
FA, SP, SU 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.**
FA, SP, SU 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 1452 Criminal Justice Administration.**
FA, SP, SU 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.**
FA, SP, SU 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 2062 Constitutional Law for Criminal Justice.**
FA, SP, SU 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 2500 Juvenile Justice.**
FA, SP, SU 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.
- CCJ 2947, 2948, 2949 Criminal Justice Co-op.**
FA, SP, SU 1 c.c., 2 c.c., 3 c.c.
Cooperative Education is a planned, paid work experience in which students are employed in jobs directly related to their academic major. The program offers credit for each term worked (with department head approval). Students must maintain at least a 2.5 GPA and complete certain requirements before being sent on job interviews. Students must also complete specific objectives related to their program during each working term. Students should contact the Cooperative Education office, Student Services Building 6, Room 610, for further information.
- CEN 1304 Windows 2000 Professional.**
FA, SP 3 c.c.
A.A.S. only. Lab fee. Prerequisite: CET 1485. This course provides students with the knowledge and skills necessary to install, configure, customize, and troubleshoot Windows 2000 Professional in work group and domain networks. In addition, this course gives you the background to understand Microsoft courses that cover detailed technical support of Windows 2000 Professional and Windows Server.
- CEN 1320 Windows 2000 Server.**
FA, SP 3 c.c.
A.A.S. only. Lab fee. Prerequisite: CEN 1304. This course provides students with the knowledge and skills necessary to perform post-installation and day-to-day administrative tasks of Windows Server in single-domain networks. In addition, students learn how to integrate Windows 2000 and Novell Netware networks.
- CEN 2321 Administering Network Infrastructure.**
FA, SP 3 c.c.
A.A.S. only. Lab fee. Prerequisite: CEN 1320. This course provides students with the knowledge and skills necessary to install, manage, monitor, configure, and troubleshoot DNS, DHCP, remote Access, Network Protocols, IP Routing, and WINS in a Windows 2000 Network infrastructure. In addition, the course will develop the skills required to manage, monitor, and troubleshoot Network Address Translation and Certificate Services.
- CEN 2325 Designing Directory Services.**
FA, SP 3 c.c.
A.A.S. only. Lab fee. Prerequisite: CEN 2329. This course provides students with the knowledge and skills necessary to analyze the business requirements and design directory services architecture.
- CEN 2329 Administering Active Directory.**
FA, SP 3 c.c.
A.A.S. only. Lab fee. Prerequisite: CEN 2321. This course provides students with the knowledge and skills necessary to install, configure, and troubleshoot the Windows 2000 Active Directory components, DNS for Active Directory components, DNS for Active Directory, and Active Directory security solutions. In addition, the course will develop the skills required to manage, monitor, and optimize the desktop environment by using Group Policy.
- CET 1071 Introduction to Telecommunications.**
FA, SP, SU 3 c.c.
A.A.S. only. A first course in telecommunications, which will cover all facets of the field, including voice, data and video technologies. The history of telecommunications is discussed with an emphasis on the regulatory environment and standards, which have shaped telecommunications development. A large portion of the subject material will be directed toward data handling and how networks are used in telecommunications. Case studies are used to support instruction.
- CET 1112C Digital Fundamentals.**
FA, SP 3 c.c.
A.A.S. only. Lab fee. Prerequisite or Corequisite: CET 1462C or CGS 1570. A theory-lab course covering introductory concepts of digital circuits. Material covered in theory and lab includes number systems, digital codes, logic circuits, Boolean algebra, Karnagh mapping, Demorgan's Theorem, arithmetic circuits, code converters, multiplexers, and demultiplexers.
- CET 1171C PC Hardware (A+).**
FA, SP, SU 3 c.c.
A.A.S. only. Lab fee. Prerequisite: CET 1462C. Corequisite: CET 1173C. 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 1173C PC Operating Systems (A+).**
FA, SP, SU 3 c.c.
A.A.S. only. Lab fee. Prerequisite: CET 1462C. This course is designed to prepare the student to take the A+ Certification exam by making the student proficient in personal computer

- operating systems including DOS, Win 95/98/2000. 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 1462C Introduction to Computers in Technology.**
FA, SP, SU 3 c.c.
A.A.S. only. Lab fee. A first computer course, geared to providing technology students with a working knowledge of computer hardware and software related to their vocation. This course focuses on five concepts: basic keyboarding, word processing, computer hardware, operating systems, and basic computer maintenance.
- CET 1485 Networking Essentials.**
FA, SP 3 c.c.
A.A.S. only. Lab fee. Prerequisite: CET 1462C or CGS 1570. 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.
- CET 1600C Networking Fundamentals.**
FA, SP 3 c.c.
A.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.**
FA, SP 3 c.c.
A.A.S. only. Lab fee. Prerequisite: CET 1600C. This course introduces the student to the basics of router configurations. This is also the second of four courses designed to prepare a student to take the Cisco Certified Network Associate Exam. The student will study router components, router configuration, IOS, TCP/IP addressing, and other router protocols.
- CET 1634C Telecommunications Distribution Systems.**
FA, SP 3 c.c.
A.A.S. only. Lab fee. This course is designed to teach a student the fundamentals of structured cabling systems and the fundamentals of grounding and protection for telecommunications systems. It also will be an introduction to telecommunications cabling infrastructure for a customer-owned outside plant.
- CET 2100C Electronics for Computers and Telecommunications.**
FA, SP, SU 3 c.c.
A.A.S. only. Lab fee. Prerequisite: CET1462C. Corequisite: Any Category IV math course. This is an introductory course in analog electronics specifically designed for students in technology other than electronics majors. The student will learn the theory and perform basic experiments in the following subject areas: basic electricity, direct current (DC) circuits, alternating current (AC) circuits, diodes and power supply circuits and transistors and Op-Amps.
- CET 2113C Digital Circuits.**
SP, SU 3 c.c.
A.A.S. only. Lab fee. Prerequisite: CET 1112C. A theory-lab course which covers additional digital electronics circuits and concepts. Circuits included are latches, flip-flops, counters, registers, multivibrators, timers, digital-to-analog converters (DAC), analog to digital converters (ADC), and common memory technologies (R/WR and ROM).
- CET 2123C Microprocessor Fundamentals.**
FA, SP, SU 3 c.c.
A.A.S. only. Lab fee. Prerequisite: CET 2113C. A theory-lab course which teaches the fundamentals of the microprocessor, including MPU architecture, bus concepts, and memory mapping. Assembly language programming is emphasized with specific applications for interrupt routines.
- CET 2172C Personal Computers Maintenance, Upgrade and Support.**
FA, SP, SU 3 c.c.
A.A.S. only. Lab fee. Prerequisite: CET 1171C or departmental waiver based on documented personal experience. A combination theory and laboratory oriented course which introduces the student to maintenance of microcomputers. It will prepare students in maintenance, upgrade, and support of PC's. Major items covered include: hardware/software/firmware concepts, troubleshooting, repair, support of the PC, LAN/WAN network applications, and operating systems.
- CET 2481C Wireless LANS.**
SP 3 c.c.
A.A.S. only. Lab fee. Prerequisite: CET 1610C or CCNA certification or departmental waiver based on documented personal experience. This course deals with wireless LANS, topology, infrastructure, and site survey techniques. Mathematics and physics are held to a minimum to allow for the broadest possible audience.
- CET 2482C Computer Telephony.**
FA 3 c.c.
A.A.S. only. Lab fee. Prerequisite: CET 1610C or CCNA certification or departmental waiver based on documented personal experience. This course will allow a student to successfully interpret customer requirements, understand complex computer telephony systems and quickly assimilate working knowledge of new computer telephony technologies; such as, VoIP, VoFR, and VoATM.
- CET 2484C Network Communications Using NOVELL.**
FA, SP, SU 3 c.c.
A.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 trouble-shooting a typical PC based computer network.
- CET 2615C Advanced Routing and Switching.**
FA, SP 3 c.c.
A.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.**
FA, SP 3 c.c.
A.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.
- CET 2625C Designing Cisco Networks.**
SP 3 c.c.
A.A.S. only. Lab fee. Prerequisite: CET 2620C or CCNA Certification or departmental waiver based on documented personal experience. This course is designed to prepare a student to take the Cisco Systems Exam 640-441, Cisco Certified Design Associate. This course will prepare the student to perform entry-level LAN/WAN network needs analysis.
- CET 2626C Building Scalable Cisco Networks (BSCN).**
FA 4 c.c.
A.A.S. only. Lab fee. Prerequisite: CET 2620C or CCNA Certification or departmental waiver based on documented personal experience. This course is designed to prepare a student

to take the Cisco Systems Exam 640-503, Building Scalable Cisco Networks. This course addresses those tasks that network managers and administrators need to perform when managing access and controlling overhead traffic in growing, routed networks once basic connectivity has been established. This course discusses router capabilities used to control traffic over LANS and WANS, as well as connecting corporate networks to an Internet Service Provider.

CET 2627C Building Cisco Multilayer Switching Networks (BCMSN).

SP 4 c.c.
A.A.S. only. Lab fee. Prerequisite: CET 2628C. This course is designed to prepare a student to take the Cisco Systems Exam 640-504, Building Cisco Multilayer Switching Networks. This course will teach network administrators how to build campus networks using multilayer-switching technologies over high speed ethernet.

CET 2628C Building Cisco Remote Access Networks (BCRAN).

SP 4 c.c.
A.A.S. only. Lab fee. Prerequisite: CET 2626C. This course is designed to prepare a student to take the Cisco Systems Exam 640-505, Building Cisco Remote Access Networks. This course will teach network administrators how to build a remote access network to interconnect central sites to branch offices and home/office telecommuters. The course further teaches students how to control access to the central site, as well as maximize bandwidth utilization over the remote links.

CET 2629C Cisco Internetwork Troubleshooting (CIT).

SU 4 c.c.
A.A.S. only. Lab fee. Prerequisite: CET 2627C. This course is designed to prepare a student to take the Cisco System Exam 640-506, Cisco Internetwork Troubleshooting. This course will teach students how to baseline and trouble shoot an environment using Cisco routers and switches for multiprotocol client hosts and servers connected with: Ethernet, Fast Ethernet, and Token Ring LANS, Serial, Frame Relay, and ISDN BRI WANS.

CET 2640C DSL and Cable Modem Access Technologies.

SP 3 c.c.
A.A.S. only. Lab fee. Prerequisite: CET 1610C or CCNA Certification or departmental waiver based on documented personal experience. This course provides the student with an overview of the emerging communications technology surrounding Digital Subscriber Lines (DSL) and Cable Modems.

CET 2932 Advanced Telecommunications Topics.

FA 3 c.c.
A.A.S. only. Prerequisite: CET 1071. This course will provide emphasis on current changes and advances in the telecommunications field. Topics will include recent developments and emerging technologies affecting telecommunications including new products, standards, and applications.

CET 2947, 2948, 2949 Telecommunications Co-op.

FA, SP, SU 1 c.c., 2 c.c., 3 c.c.
A.A.S. only. Cooperative Education is a planned, paid work experience in which students are employed in jobs directly related to their academic major. The program offers credit for each term worked (with department head approval). Students must maintain at least a 2.5 GPA and complete certain requirements before being sent on job interviews. Students must also complete specific objectives related to their program during each working term. Students should contact the Cooperative Education office, Student Services Building 6, Room 610, for further information.

CGS 0040 Introduction to Computers.

FA 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 1050 Electronic Access to Information.

FA, SP, SU 1 c.c.
Lab fee. This course is designed to provide students with an introduction to the concept of information retrieval in an electronic environment. Students will access information in online databases that contain book, journal, and newspaper information, as well as connect to the Internet for data retrieval.

CGS 1052H Research in the Electronic Age Honors.

FA, SP 1 c.c.
Lab fee. Introduces honors students to the use of computer technology for research purposes. Students will locate, identify, and access information sources, and create bibliographies using several software programs. Material covered will emphasize the research needs of the interdisciplinary honors curriculum and will prepare students for their university careers.

CGS 1540 Database with Microsoft Access.

FA, SP 3 c.c.
A.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.

FA, SP 3 c.c.
Lab fee. Prerequisite: CET 1462C or 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.

FA, SP, SU 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.

FA, SP 3 c.c.
A.A.S. only. 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 1700 Introduction to Operating Systems.

FA, SP 3 c.c.
Prerequisite: CGS 1570. Course covers concepts concerning hardware design, data representation, and operating systems without regard to any particular type of computer. This course will examine the "what" and "why" of an operating system and its responsibility to hardware applications.

CGS 2069 Fundamentals of Electronic Commerce.

FA, SP 3 c.c.
A.A.S. only. Lab fee. Prerequisites: CGS 1570, GEB 1011. This course will deal with the changing field of electronic business. Topics include an overview of Internet commerce, business basics, advertising, marketing, and security issues.

CGS 2510 Spreadsheet.

FA, SP, SU 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.**
FA, SU 3 c.c.
A.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.**
FA, SP, SU 3 c.c.
Lab fee. Prerequisite: CGS 1570. This course will cover use of Windows based software, Internet concepts, connectivity, communication, search engines, Web page creation, Internet multimedia, and the origin, current impact on society, and future of the Internet.
- CGS 2564 Windows.**
FA, SP, SU 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 2760C Fundamentals of UNIX.**
FA, SP, SU 3 c.c.
A.A.S. only. Lab fee. Prerequisite: CET 1462C or CGS 1570. This course is designed to introduce students to the UNIX network operating system using Sun Solaris. Students will learn about user accounts, file systems, text editors, security, printing, backups and restores, and various shells within UNIX.
- CGS 2820 Web Site Design and Development I.**
FA, SP, SU 3 c.c.
A.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 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. (This course is intended for computing-related majors.)
- CGS 2821 Web Site Design and Development III.**
FA, SP 3 c.c.
A.A.S. only. Lab fee. Prerequisite: CGS 2874. Review of Web site design and development concepts and techniques with emphasis on incorporating graphic and multimedia elements into Web pages and managing the site development process. Students will use Adobe software including Acrobat, Photoshop, GoLive and others. Course project will involve creation of a Web site for a client.
- CGS 2822 Scripting for the Web.**
FA, SP 3 c.c.
A.A.S. only. Lab fee. Prerequisites: CGS 2820, COP 1510. This course teaches the basics of writing scripts for use on the World Wide Web. Emphasis will be placed on the student learning to program with Javascript and Perl, with a brief survey of several other scripting languages.
- CGS 2874 Web Site Design and Development II.**
FA, SP
A.A.S. only. Lab fee. Prerequisite: CGS 2820. This projects-based course continues the participant's development of skills using advanced Web design techniques. Course content includes integration of multimedia objects and introduction to Macromedia Dreamweaver, "Flash" and "Fireworks." The participant will also be able to author original web sites that are cohesive.
- CGS 2931, 2932, 2933 Special Topics in Computer Science.**
TBA 1 c.c., 2 c.c., 3 c.c.
Lab fee. A course designed to allow flexibility to present a wide variety of topics related to the application of micro-computer software to business, economics, and managerial decision-making in rapidly changing environments.
- CHD 1104 Introduction to Child Care.**
FA, SP, SU 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 caregiver in a child care program. It also includes a 10-hour training module on Infants and Toddlers, one of several modules which meets HRS requirements for child care certification.
- CHD 1332 Creative Experiences for Children.**
FA 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 1800 Management in Child Care.**
FA, SP, SU 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 1932 Early Childhood Seminar.**
TBA 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 2380 Teaching Young Children.**
FA 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.**
SP 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 2947, 2948, 2949 Child Development Co-op.**
FA, SP 1 c.c., 2 c.c., 3 c.c.
Cooperative Education is a planned, paid work experience in which students are employed in jobs directly related to their academic major. The program offers credit for each term worked (with department head approval). Students must maintain at least a 2.5 GPA and complete certain requirements before being sent on job interviews. Students must also complete specific objectives related to their program during each working term. Students should contact the Cooperative Education office, Student Services Building 6, Room 610, for further information.
- CHM 1025 Introduction to College Chemistry.**
FA, SP, SU 3 c.c.
An introductory course in chemistry for students who have had little or no prior exposure to the subject. Emphasis is on the language, fundamental concepts, and problem solving in chemistry. Meets A.A. general education Category VII.
- CHM 1025L Introduction to College Chemistry Laboratory.**
FA, SP, SU 1 c.c.
Lab fee. Corequisite: CHM 1025. An optional laboratory course to accompany CHM 1025, with emphasis on basic laboratory skills and practical applications of chemistry. Activities performed by the student in CHM 1025L will help

- reinforce concepts presented in CHM 1025. Lab safety exam is required. (Students taking CHM 1025 concurrently are required to withdraw from CHM 1025L if they withdraw from CHM 1025.) Meets A.A. general education Category VII.
- CHM 1033 Elements of Biochemistry.**
TBA 3 c.c.
A.A.S. only. An introduction to fundamental concepts in biochemistry and basic chemical concepts relevant to the subject. This course is offered for credit only to dental hygiene majors. Successful completion of high school biology and high school chemistry is recommended for this course. Does not meet general education requirements.
- CHM 1045 General Chemistry I.**
FA, SP, SU 3 c.c.
Prerequisite: CHM 1025 or high school chemistry. Corequisites: MAC 1105 and either CHM 1045L or CHM 1050L. 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.**
FA, SP, SU 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. (Students taking CHM 1045 concurrently are required to withdraw from CHM 1045L if they withdraw from CHM 1045.) Meets A.A. general education Category VII.
- CHM 1046 General Chemistry II.**
FA, SP, SU 3 c.c.
Prerequisite: Completion of CHM 1045 with a grade of "C" or better. Corequisite: CHM 1046L or CHM 1051L. 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.**
FA, SP, SU 1 c.c.
Lab fee. Prerequisite: Completion of CHM 1045L or CHM 1050L with a grade of "C" or better. Corequisite: CHM 1046. A laboratory course to accompany CHM 1046, with emphasis on the development of laboratory skills in chemistry which are fundamental to students of science. Experiments performed by the student in CHM 1046L will both complement and supplement the concepts presented in CHM 1046. Lab safety test required. (Students taking CHM 1046 concurrently are required to withdraw from CHM 1046L if they withdraw from CHM 1046.) Meets A.A. general education Category VII.
- CHM 1050L General Chemistry I Laboratory Honors.**
FA 1 c.c.
Lab fee. Prerequisite: Honors program participant or departmental permission. Corequisite: CHM 1045. An honors chemistry laboratory course (in place of CHM 1045L laboratory) to accompany CHM 1045 and designed for honors program participants and other students seeking an enriched laboratory experience in freshman chemistry. Experiments will help develop fundamental laboratory skills and will both complement and supplement concepts presented in CHM 1045. The CHM 1050L laboratory is an honors-level equivalent of CHM 1045L and satisfies the CHM 1045L requirement in any program. Lab safety test required. (Students taking CHM 1045 concurrently are required to withdraw from CHM 1050L if they withdraw from CHM 1045.) Meets A.A. general education Category VII.
- CHM 1051L General Chemistry II Laboratory Honors.**
SP 1 c.c.
Lab fee. Prerequisites: Honors Program participant or departmental permission, completion of CHM 1045L or CHM 1050L with a grade of "C" or better. Corequisite: CHM 1046. An honors chemistry laboratory course (in place of CHM 1046L laboratory) to accompany CHM 1046 and designed for honors program participants and other students seeking an enriched laboratory experience in freshman chemistry. Experiments will help develop fundamental laboratory skills and will both complement and supplement concepts presented in CHM 1046. The CHM 1051L laboratory is an honors-level equivalent of CHM 1046L and satisfies the CHM 1046L requirement in any program. Lab safety test required. (Students taking CHM 1046 concurrently are required to withdraw from CHM 1051L if they withdraw from CHM 1046.) Meets A.A. general education Category VII.
- CHM 1200 Introduction to Organic Chemistry.**
TBA 3 c.c.
Prerequisite: Completion of CHM 1025 or CHM 1045 with a grade of "C" or better. An elementary course in organic chemistry designed to meet the requirement of certain programs or to help prepare students for mainstream organic chemistry CHM 2210 and CHM 2211. Topics covered include a brief review of general chemistry concepts, an overview of organic chemistry, and selected topics in biochemistry. Emphasis will be placed on organic chemical structure and nomenclature.
- CHM 1200L Introduction to Organic Chemistry Laboratory.**
TBA 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. (Students taking CHM 1200 concurrently are required to withdraw from CHM 1200L if they withdraw from CHM 1200.)
- CHM 2120 Quantitative Analysis.**
TBA 2 c.c.
Prerequisite: Completion of CHM 1046 with a grade of "C" or better. Corequisite: CHM 2120L. A study and practice of principles of volumetric and gravimetric analysis, and of technical analysis including analytic calculations.
- CHM 2120L Quantitative Analysis Laboratory.**
TBA 2 c.c.
Lab fee. Prerequisite: Completion of CHM 1046L or CHM 1051L with a grade of "C" or better. Corequisite: CHM 2120. Laboratory determinations of common metals, nonmetals, acids, and bases. Lab safety test required. (Students taking CHM 2120 concurrently are required to withdraw from CHM 2120L if they withdraw from CHM 2120.)
- CHM 2132C Chemical Instrumentation.**
TBA 4 c.c.
A.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.**
FA, SP 3 c.c.
Prerequisite: Completion of CHM 1046 with a grade of "C" or better. Corequisite: CHM 2210L. A study of carbon compounds with emphasis placed on reaction mechanisms,

- functional group behavior, synthesis, and structure determination.
- CHM 2210L Organic Chemistry I Laboratory.**
FA, SP 1 c.c.
Lab fee. Prerequisite: Completion of CHM 1046L or CHM 1051L with a grade of "C" or better. Corequisite: CHM 2210. Experiments designed to provide hands-on experience to reinforce topics covered in the lecture course. Lab safety test required. (Students taking CHM 2210 concurrently are required to withdraw from CHM 2210L if they withdraw from CHM 2210.)
- CHM 2211 Organic Chemistry II.**
SP, SU 3 c.c.
Prerequisite: Completion of CHM 2210 with a grade of "C" or better. Corequisite: CHM 2211L. A continuation of CHM 2210.
- CHM 2211L Organic Chemistry II Laboratory.**
SP, SU 1 c.c.
Lab fee. Prerequisite: Completion of CHM 2210L with a grade of "C" or better. Corequisite: CHM 2211. A continuation of CHM 2210L. Lab safety test required. (Students taking CHM 2211 concurrently are required to withdraw from CHM 2211L if they withdraw from CHM 2211.)
- CHM 2947, 2948, 2949 Chemical Technology Co-op.**
TBA 1 c.c., 2 c.c., 3 c.c.
Cooperative Education is a planned, paid work experience in which students are employed in jobs directly related to their academic major. The program offers credit for each term worked (with Department Head approval). Students must maintain at least a 2.5 GPA and complete certain requirements before being sent on job interviews. Students must also complete specific objectives related to their program during each working term. Students should contact the Cooperative Education office, Student Services Building 6, Room 610, for further information.
- CIS 2355 Foundations for Information Systems Security.**
FA, SU 3 c.c.
A.A. S. only. This course is intended as an overview of the many facets of Information Security. Managers will see the big picture more clearly, Network Administrators will see the details. Information security encompasses more than just hardware and software, and students will be exposed to career possibilities that were not visible to them before.
- CJC 1000 Theory and Practice of Corrections.**
FA, SP, SU 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.
- CJC 2162 Probation and Parole.**
FA, SP, SU 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.
- CJE 1500 Police Operations.**
FA, SP, SU 3 c.c.
This is a study of the principles and purposes of divisional functions of police agencies—line, auxiliary, and administrative—and analysis of the major activities of each division, including communications, record keeping, public relations, selection processes, and specialized units.
- CJL 1100 Criminal Law.**
FA, SP, SU 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.
- CJL 1130 Rules of Evidence.**
FA, SP, SU 3 c.c.
- Instruction in the Basic Rules of Evidence, including classification of various kinds of evidence. Rules governing privilege, hearsay, test of admissibility and the application of these rules to the criminal justice process, emphasizing the study of pertinent case law.
- CJT 1100 Criminal Investigation.**
FA, SP, SU 3 c.c.
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.**
FA, SP, SU 3 c.c.
Scientific methods are applied in the course. It includes the examination of documents, firearms identification, toxicology, pathology, photography, fingerprinting, and the basic capabilities of local, state, and federal crime laboratories.
- CLP 2140 Basic Psychopathology.**
SP 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.**
FA, SP, SU 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 Greek and Roman literature involving these. The course then follows a chronological examination (beginning with Greece to the present) of how artists and poets thematically used classical mythology in their works. The course will involve lectures, correlated readings and illustrations or representative works from each period studied. Meets A.A. general education Category V. A writing emphasis course.
- COM 0101 Business Communications.**
FA 3 v.c.
Corequisites: CGS 0040, OTA 0101. A comprehensive course designed to provide basic mechanics for grammar usage and punctuation for acceptable written communication with emphasis on clarity and simplicity necessary in business communications.
- COM 2100 Business Communications.**
FA, SP, SU 3 c.c.
Prerequisites: OST 1100 or one year high school typewriting, ENC 1101 or LIN 1670C. Business Communications is a comprehensive course designed to improve skills in all aspects of organizational communication. Systems, practices, and media will be included as will some aspects of the behavioral sciences. Emphasis is on composing and arranging effective written communications.
- COP 1510 Programming Concepts I.**
FA, SP, SU 3 c.c.
Lab fee. Prerequisites: CET 1462C or CGS 1570 and appropriate score on Florida Entry-Level Placement Exam or MAT 1033 or higher level math. Introduction to programming with an emphasis on problem solving and programming techniques. Covers basic concepts of data representation, procedures, functions, program control structures and files.
- COP 2010 Visual Basic Applications.**
FA, SP 3 c.c.
A.A.S. only. Lab fee. Prerequisite: COP 2332. This course provides an introduction to Visual Basic for Applications (VBA), which is the programming language found in many Microsoft and non-Microsoft application products. The course is designed to guide the programmer in writing procedures that will customize such Microsoft applications as

Word, Excel, and Access. The student will be able to access objects contained in object models, and write procedures using the sequence, selection, and repetition programming structures, as well as creating dialog boxes.

COP 2120 COBOL.

FA, SP, SU 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 2332 Visual Basic.

FA, SP 3 c.c.
A.A.S. only. 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 2511 Programming Concepts II.

FA, SP, SU 3 c.c.
Lab fee. Prerequisites: COP 1510, MAC 1105. Continuation of Programming I. Course covers additional features of C++ with an emphasis on program design, problem solving using procedural programming. Includes structured data, arrays, pointers, linked list (stacks, queues, and trees), binary files, sorting and searching.

COP 2740 Introduction to Oracle SQL.

FA, SP 3 c.c.
A.A.S. only. Lab fee. Prerequisite: CGS 1570. This course provides students with an introduction to database technology using the Oracle 9i database. The course covers relational database concepts. A strong SQL focus is emphasized. The student will be introduced to DDL, DML, and DCL statements. The course prepares students for the Oracle Database Administrator exams.

COP 2741 Oracle Database Administration.

FA, SP 3 c.c.
A.A.S. only. Lab fee. Prerequisite: COP 2740. This course provides the basic knowledge required to perform database administration tasks. The course prepares students for the most commonly used administration tasks. These tasks include managing user accounts, managing database instances and managing all database resources. The course prepares students for the Oracle Database Administrator exams.

COP 2800 Java Programming.

FA, SP 3 c.c.
Lab fee. Prerequisites: COP 1510, MAC 1105. This is a course in Java Programming. It includes emphasis on basic programming logic, structured and object oriented programming, documentation, and utilization of the unique capabilities of Java to create both applications and applets.

COP 2947, 2948, 2949 Computer Science Co-op.

FA, SP, SU 1 c.c., 2 c.c., 3 c.c.
Cooperative Education is a planned, paid work experience in which students are employed in jobs directly related to their academic major. The program offers credit for each term worked (with department head approval). Students must maintain at least a 2.5 GPA and complete certain requirements before being sent on job interviews. Students must also complete specific objectives related to their program during each working term. Students should contact the Cooperative Education office, Student Services Building 6, Room 610, for further information.

COS 0001 Introduction to Cosmetology.

FA, SP, SU 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.

FA, SP, SU 1 v.c.
This course helps students to develop the ability to commu-

nicate effectively with the client and to understand the business aspect of effective salon management.

COS 0064 Trichology.

FA, SP, SU 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.

FA, SP, SU 5 v.c.
This course is designed to provide the student with hair-dressing techniques with emphasis on proper procedures and safety precautions.

COS 0081L Design Clinic II.

FA, SP, SU 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 proficiency emphasizing workmanship, safety and sanitation as appropriate to the salon environment.

COS 0082L Design Clinic III.

FA, SP, SU 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 proficiency emphasizing the technical standards appropriate to the student's level.

COS 0083L Advanced Design Clinic.

FA, SP, SU 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.

COS 0301 Haircutting.

FA, SP, SU 1 v.c.
This course is structured to develop skills in all phases of hair shaping including appropriate selection of the correct shears, razor, and clippers with emphasis on proper procedures and safety precautions.

COS 0401 Hairstyling I.

FA, SP, SU 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.

FA, SP, SU 1 v.c.
This course is a continuation of COS 0401 with emphasis on enhancing basic techniques and skills.

COS 0420 Advanced Hairstyling.

FA, SP, SU 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.

COS 0500C Barber-Styling I.

FA, SP, SU 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.

FA, SP, SU 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.**
FA, SP, SU 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.**
FA, SP, SU 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.**
FA, SP, SU 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 perform assigned barbering services under instructor supervision.
- COS 0550C Barber-Styling VI.**
FA, SP, SU 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.**
FA, SP, SU 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.**
FA, SP, SU 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, 0591, 0592, 0593 Professional Barbering I, II, III, IV.**
FA, SP, SU 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 0594L Professional Barbering V.**
FA, SP, SU 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/Chemical Relaxing.**
FA, SP, SU 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.**
FA, SP, SU 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.**
FA, SP, SU 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.**
FA, SP, SU 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.**
FA, SP, SU 2 v.c.
This course is designed to help the student to develop and apply the theoretical concepts of haircoloring product selection, techniques, and formulations with emphasis placed on proper procedures and safety precautions.
- COS 0941, 0942, 0943 Internship.**
FA, SP, SU 1 v.c., 2 v.c., 3 v.c.
This course provides students with practical applications in a clinical setting either demonstrating manual proficiency of the principles of cosmetology/barbering or in the workforce setting to observe styling techniques, procedures, and salon operations in industry. This course is offered at the j u n i o r / s e n i o r cosmetology/barbering level and is designed to strengthen specific skill development to prepare the student to stand for the Florida Board of Cosmetology/Barbering Examination.
- COS 0946 Barbering Co-op.**
FA, SP, SU 4 v.c.
Cooperative Education is a planned, paid work experience in which students are employed in jobs directly related to their academic major. The program offers credit for each term worked (with Department Head approval). Students must maintain at least a 2.5 GPA and complete certain requirements before being sent on job interviews. Students must also complete specific objectives related to their program during each working term. Students should contact the Cooperative Education office, Student Services Building 6, Room 610, for further information.
- COS 0963 State Board Preparation.**
FA, SP, SU 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.**
FA, SP, SU 3 c.c.
Prerequisite: Test score requirement same as ENC 1101. A course designed to aid the student in the clear, effective e x p r e s s i o n of ideas with emphasis upon imaginative work in prose. Group discussions of students' papers and selected literary works. Elective only. A writing emphasis course.

- CRW 2300 Creative Writing: Poetry.
FA, SP 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. Elective only. A writing emphasis course.
- CRW 2600 Introduction to Screenwriting.
TBA 3 c.c.
Prerequisite: ENC 1102. A course designed to teach the student the format, structure, and conventions of writing a screenplay. Repeat one time. A writing emphasis course.
- CSP 0002 Specialty Services.
FA, SP, SU 1 v.c.
This course is designed to provide information and procedures necessary to administer facial treatments and professional manicuring services with emphasis on safety and identification of disorders that affect the specialty service.
- CSP 0006 Specialty Services Clinic I.
FA, SP, SU 2 v.c.
This course provides practical application of manicure, pedicure, and facial procedures administered in a clinical setting.
- CSP 0007L Specialty Services Clinic II.
FA, SP, SU 2 v.c.
This course is a continuation of Specialty Services Clinic I that provides extended practical application of manicure, pedicure, and facial procedures administered in a clinical setting.
- CSP 0008L Specialty Services Clinic III.
FA, SP, SU 2 v.c.
This course is a continuation of Specialty Services Clinic I and Specialty Services Clinic II and provides practical application of manicure, pedicure, and facial content exercised in a clinic setting.
- CSP 0011L Advanced Nail Techniques.
FA, SP, SU 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.
FA, SP 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.
FA, SP 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.
FA, SP 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.
TBA 3 c.c.
A.A.S. only. A survey of textiles and the industry to include technical and economic history of the industry; physical and chemical properties of textiles and how these properties relate to raw materials and production processes; the influence of textile materials on their utilization and performance. This course is designed to provide a basic course in textiles for students enrolled in the A.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.
FA 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 1500 Beginning Jazz Dance.
FA 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 2201 Intermediate Ballet.
SP 1 c.c.
Prerequisite: 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.
SP 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 2680 Concert Dance Performance.
SP 1 c.c.
Corequisite: Enrollment in a dance class (on or off campus). 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. May be repeated once for credit.
- DAA 2920 Dance Techniques Workshop.
TBA 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.
FA 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 Specialties.
SP 1 v.c.
This course will introduce the dental assisting student to the area of dental specialty practice. It will include, but not be restricted to, Periodontics, Pediatric Dentistry, Prosthodontics, Endodontics, Oral Surgery, Orthodontics, Dental Public Health, Forensic Dentistry and Dental Oncology.
- DEA 0130 Allied Dental Theory.
SP 2 v.c.
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.
SP 9 v.c.
Lab fee. Prerequisites: DEA 0020C, DES 0000, DES 0100C, DES 0210C, DES 0830C. This course is designed to provide the dental assisting student with clinical chairside assisting experience in all areas of dentistry. This course will prepare

students to perform in all dental specialty areas. This course includes both didactic and clinical applications. Subject areas are arranged in a clinical competency program which is a method of study that helps the student master each skill in a module before advancing to the next module. Each module contains the information that the student needs to learn through the use of general and specific behavioral objectives.

DEA 0850L Dental Assisting Clinic II.

SU 7 c.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.

FA 3 c.c.
A.A.S. only. Prerequisite: DES 1020. Corequisite: DEH 1003L. A series of lectures designed to introduce the students to basic principles and skills required in providing comprehensive preventive dental health services for patients. Topics include instrument design and adaptation, gingival characteristics, oral inspection, preventive services and comprehensive medical history analysis.

DEH 1003L Dental Hygiene Pre-Clinic.

FA 3 c.c.
A.A.S. only. Lab fee. Corequisite: DEH 1003. A clinical practice course designed for the clinical application of principles and concepts developed in DEH 1003. Students master basic instrumentation skills through practice on mannequin models prior to performing preventive dental hygiene services for clinical patients.

DEH 1130 Oral Embryology and Histology.

SP 1 c.c.
A.A.S. only. Prerequisite: DES 1020. The study of histologic and embryonic development with emphasis on the face and oral cavity. Comprehensive course content includes instruction in early facial and tooth development.

DEH 1400 Oral Pathology.

SP 2 c.c.
A.A.S. only. Prerequisite: DES 1020. A study of general and oral pathological diseases with emphasis on those related to the oral cavity. Students will apply pathological principles to the clinical practice of dental hygiene. Recognition of normal and abnormal conditions of the oral cavity and surrounding tissues will be cultivated through case presentations and slide series.

DEH 1800 Dental Hygiene I.

SP 2 c.c.
A.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.

SP 5 c.c.
A.A.S. only. Lab fee. Corequisite: DEH 1800. Clinical experiences designed to incorporate the basic principles and concepts of current preventive dental hygiene services. Clinical application and refinement of preclinic 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 prac-

tice.

DEH 1802 Dental Hygiene II.

SU 1 c.c.
A.A.S. only. Prerequisite: DEH 1800. Corequisite: DEH 1802L. Didactic instruction will be presented with an emphasis on advanced functions which are delegable in the state of Florida. Lecture topics will include: Rubber Dam, Debonding, Alginate Impressions, Periodontal Dressings, Matrices, Liners, Bases, Manipulation of Amalgam, Polishing Amalgam Restorations, Instrument Identification and Exchange, Temporary Restorations, Sealants, Dry Socket Treatment, Suture Removal, Periodontal Charting, Treatment Planning and Advanced Instrumentation Techniques.

DEH 1802L Dental Hygiene Clinic II.

SU 2 c.c.
A.A.S. only. Lab fee. Corequisite: DEH 1802. Didactic and clinical/laboratory instruction will be presented with an emphasis on advanced functions which are delegable in the state of Florida. Clinical practice will be coordinated with didactic instruction to develop essential skills in the techniques of: Rubber Dam, Debonding, Alginate Impressions, Periodontal Dressings, Matrices, Liners, Bases, Manipulation of Amalgam, Polishing Amalgam Restorations, Instrument Identification and Exchange, Temporary Restorations, Sealants, Dry Socket Treatment, Suture Removal, Periodontal Charting, Treatment Planning and Advanced Instrumentation Techniques.

DEH 2300 Pharmacology/Dental Office Emergencies.

FA 2 c.c.
A.A.S. only. Prerequisite: BSC 1094. A study of drugs and anesthetics used in dentistry with emphasis on therapeutic and adverse effects. Route of administration, absorption, metabolism and excretion of drugs will be studied as well. Management of dental office medical emergencies will be an important component of this course.

DEH 2602 Periodontics.

FA 2 c.c.
A.A.S. only. Prerequisites: DEH 1130, MCB 1000. An intensive comprehensive study of chronic inflammatory periodontal disease. An analysis and correlation of etiology, immunology, clinical and radiographic diagnosis, treatment planning, prognosis and oral therapy are presented. A special emphasis is placed on the role of the dental hygienist in preventive oral therapy. Clinical and laboratory experiences are coordinated with DEH 1802 Periodontal procedures included in this study are within the legal scope of practice of the dental hygienist.

DEH 2702C Dental Public Health.

FA 2 c.c.
A.A.S. only. This course will enable the student to assess, plan, implement and evaluate community oral health programs and their needs. The educational aspects of dental health will also be a primary objective. Epidemiological surveys and fundamental concepts in biostatistics will be introduced in order to permit the student to evaluate programs and research literature.

DEH 2804 Dental Hygiene III.

FA 2 c.c.
A.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.
FA 5 c.c.
A.A.S. only. Lab fee. Corequisite: DEH 2804. A clinical practice course designed to cultivate the student's progress to critical thinking, professional judgment and decision making, clinical analysis of patients presenting with various medical 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.
SP 2 c.c.
A.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.
SP 5 c.c.
A.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 judgment and decision making is a significant component of this clinical practice experience.
- DEP 2001 Child Development.
FA, SP, SU 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.
FA, SP, SU 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 principles. Concepts are related to everyday life situations and to current social issues. Meets A.A. general education Category IV. A writing emphasis course.
- DES 0000 Dental Anatomy.
FA 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.
SP 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.
FA 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.
FA 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.
SP 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.
FA 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.
SP 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.
FA 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.
FA 2 c.c.
A.A.S. only. Prerequisite: BSC 1093. A detailed study of the skeletal, muscular, circulatory and nervous systems of the head and neck. Special emphasis is placed on the structures associated with oral cavity. Teeth are studied in relationship to the structures that support them and are covered in more detail in DES 1020, Dental Anatomy.
- DES 1020 Dental Anatomy.
SU 2 c.c.
A.A.S. only. This course will provide the student with comprehensive instruction in macroscopic anatomy of the human dentition. The teeth are studied individually and collectively in terms of shape, function and relation to each other. The course content will provide the student with essential dental terminology to facilitate communication among dental professionals. This course will also address the eruption patterns of both deciduous and permanent dentitions.
- DES 1052 Nitrous Oxide Monitoring.
FA 1 c.c.
A.A.S. only. Lab fee. A sixteen-hour certification course for dental auxiliaries in the legal monitoring of nitrous oxide conscious sedation.
- DES 1120C Dental Materials.
SP 3 c.c.
A.A.S. only. Lab fee. A study of the basic chemical, physical and biological properties of the commonly used dental materials. Compositions and proper handling will be presented.
- DES 1200C Dental Hygiene Radiology I.
FA 3 c.c.
A.A.S. only. Lab fee. Corequisites: DES 1010, DES 1020. This

- competency based course is structured as a method of study of the student to master, through interpretation and recognition, each module before advancing to the next module.
- Dental Radiography** is a clinical discipline encompassing the techniques of exposing, processing, mounting dental radiographs and includes interpretation of the films to aid in obtaining a diagnosis. Radiation safety is a crucial component of this study. The history and theory of the use of ionizing radiation as applied to dentistry will be presented.
- DES 1201C Dental Hygiene Radiology II.** 2 c.c.
FA
A.A.S. only. Lab fee. Prerequisite: DES 1200C. Advanced course in dental radiographic interpretation, surveys and techniques. In addition, information will be presented on the following subjects: quality control, radiologic physics, health physics.
- DIE 1270C Introduction to Clinical Experiences for Dietetic Technicians.** 3 c.c.
FA
Lab fee. Corequisite: HUN 1201. Introduction to the clinical aspects of the dietetic technician program. Students will have the opportunity to apply the principles of menu planning and nutritional assessments, in food service operations in health care facilities.
- DIE 2121 Food Service Management.** 3 c.c.
FA
Prerequisites: Six hours of dietetic technician courses. The management roles of dietetic professionals will be addressed in this course. Included in the study of management will be human resource issues, procurement, production, budgeting, and financial considerations as they relate to dietetics and food service.
- DIE 2201 Modified Diets.** 3 c.c.
SP
Lab fee. Prerequisite: HUN 1290. The study of diet and disease states. Includes nutritional assessment, medical abbreviations, documentation of nutritional care and the development of menus for specified health problems.
- DIE 2350 Clinical Experiences in Applied Nutrition.** 4 c.c.
SP
Prerequisites: DIE 1270C, HUN 1201. Corequisite: HUN 1290. Supervised clinical experiences (160 hours) will be scheduled which provide the demonstration of the principles and knowledge of nutrition in the life cycle. Students will be assigned to the Public Health Department, school food services, area hospitals, nursing homes, elderly nutrition programs, fitness centers, and other community nutrition programs.
- DIE 2500 Dietetics Seminar.** 1 c.c.
SP
Prerequisites: Twelve hours of dietetic technician courses. Identification, discussion, and problem solving related to topics in food service, nutrition, and health care. Areas covered include health laws licensing, management, scheduling, nutrition education, and professional development.
- DIE 2531 Clinical Experiences in Modified Diets.** 6 c.c.
SP
Prerequisites: DIE 2350, DIE 2944. Corequisite: DIE 2201. Supervised clinical experiences (180 hours) in a health care facility demonstrating nutritional care in a health care setting. Experiences will include nutrition screenings, and assessments, diet education for patients and employees, and development of care plans. Students are required to present two oral presentations as part of the oral communications requirement. Students are provided supervised practice in the role of a dietetic technician with an instructor and preceptor.
- DIE 2944 Dietetic Management Internship.** 4 c.c.
FA, SP
Prerequisite: DIE 1270C. Corequisite: DIE 2121. Internship is a supervised hands-on training experience of observations and participation in the operation and management functions of a food service or dietary operation. The student will learn the day-to-day operations of food service management while demonstrating knowledge and skills learned in the classroom.
- ECO 2013 Economics I.** 3 c.c.
FA, SP, SU
This is a basic survey of economic principles, concepts and institutions. The course describes the basic mechanism of the American economic system, examines how well the system operates, shows how to develop economic measuring devices, and outlines potential policies to keep the economy operating effectively. It offers some consideration to the development of economic concepts that treat mainly macro theory. Meets A.A. general education Category IV.
- ECO 2023 Economics II.** 3 c.c.
FA, SP, SU
The course treats mainly micro theory. It gives much attention to model building and analysis of product and resource markets. The course especially emphasizes topics such as the economics of the firm under the four major market conditions, resources allocation, the monopoly problem and legislation associated there with, agriculture, unionism, international trade and finance, and the institutions of the command economy.
- ECO 2220 Money and Banking.** 3 c.c.
TBA
A.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 c.c.
FA, SP, SU
This course is a first course for prospective teachers and, thus, is of an exploratory nature. Topics to be considered include: the role of the contemporary teacher, prospects for future teachers, and an overview of the historical, philosophical, sociological, and cultural bases of the American educational enterprise. The course will include a 15 hour field-based observation and assistance components.
- EDF 1931 Special Topics in Education.** 1 c.c.
SP
A course designed to allow flexibility in presenting a wide variety of topics related to the rapid changes taking place in education.
- EDG 2701 Teaching Diverse Populations.** 3 c.c.
FA, SP
This course will provide the student with the opportunity to explore personal values and attitudes towards cultural diversity. Designed for the prospective educator, the theoretical component will examine the issues of teaching in culturally diverse classrooms. Attention will be given to teaching all children about ethnicity in a pluralistic society. Thirty hours of field experience and examination of educational materials will enhance the student's understanding of multiculturalism.
- EDP 2002 Educational Psychology.** 3 c.c.
TBA
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.**
FA 4 c.c.
A.A.S. only. Lab fee. Prerequisite: MAT 1033. An electrical course for the non-electronic engineering technology major. This is a combined theory/lab course which provides a survey of electrical theory as it relates to DC/AC circuits, AC and DC machinery and solid state control circuits.
- EET 1015C Direct Current Circuits.**
FA, SP 3 c.c.
A.A.S. only. Lab fee. Prerequisite: 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.**
SP, SU 3 c.c.
A.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 Integrated Circuits I.**
FA, SP 3 c.c.
A.A.S. only. Lab fee. Prerequisite: 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 transistor, and basic integrated circuits.
- EET 1351C Introduction to Data Communications Systems.**
FA 3 c.c.
A.A.S. only. Lab fee. Prerequisite: CET 1071. This course serves as an introduction to computer data communications and networks. Included will be the introduction of communications concepts, media, protocols, principles of networking, and common standards. Emphasizes the ISO and OSI layered communications model.
- EET 2142C Linear Circuits.**
SP 3 c.c.
A.A.S. only. Lab fee. Prerequisite: EET 1141C. This is a continuing study of the principles of semiconductors, special devices, and transistor applications in power supply circuits. AF and RF amplifiers, and oscillators. This will include operational amplifier circuits and special ICs. Power circuits will include switching and amplifying applications. Laboratory experiences are provided to use test instruments to measure and determine various operational characteristics of solid state devices and circuits.
- EET 2215C Instrumentation Electronics.**
SP 3 c.c.
A.A.S. only. Lab fee. Prerequisites: CET 2123C, EET 2142C. 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 Systems.**
FA 3 c.c.
A.A.S. only. Lab fee. Prerequisite: CET 2100C or EET 2142C. 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.**
SP, SU 3 c.c.
A.A.S. only. Lab fee. Prerequisite: EET 2142C. 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 2947, 2948, 2949 Electronic Technology Co-op.**
FA, SP, SU 1 c.c., 2 c.c., 3 c.c.
A.A.S. only. Cooperative Education is a planned, paid work experience in which students are employed in jobs directly related to their academic major. The program offers credit for each term worked (with Department Head approval). Students must maintain at least a 2.5 GPA and complete certain requirements before being sent on job interviews. Students must also complete specific objectives related to their program during each working term. Students should contact the Cooperative Education office, Student Services Building 6, Room 610, for further information.
- EEX 1600 Behavior Management.**
FA, SP, SU 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.**
FA, SP, SU 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.**
SP 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.**
SP 3 c.c.
Prerequisite or Corequisite: EEX 2010. Observation-participation field experience in a special education rehabilitation setting under supervision. Weekly seminars with the course instructor will be held for informative and evaluative purposes.
- EEX 2947, 2948, 2949 Instructional Services Co-op.**
FA, SP, SU 1 c.c., 2 c.c., 3 c.c.
Cooperative Education is a planned, paid work experience in which students are employed in jobs directly related to their academic major. The program offers credit for each term worked (with department head approval). Students must maintain at least a 2.5 GPA and complete certain requirements before being sent on job interviews. Students must also complete specific objectives related to their program during each working term. Students should contact the Cooperative Education office, Student Services Building 6, Room 610, for further information.
- EGS 1111C Engineering Graphics.**
FA, SP, SU 4 c.c.

- A.A.S. only. Prerequisite or Corequisite: 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 multi-view 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.
SP 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.
- EGS 2321 Engineering Dynamics.
SU 3 c.c.
Prerequisites: EGS 2311, MAC 2313, Corequisite: MAP 2302. Pre-engineering elective. Dynamics of particles and rigid bodies for rectilinear translation, curvilinear motion, rotation and planar motion. Principles of work and energy, also impulse and momentum. Topics in mechanics of materials. Taught with calculus, vector analysis and differential equations.
- EME 2040 Introduction to Educational Technology.
FA, SP, SU 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 materials and systems. They will systematically integrate conventional instructional media and computer-based technologies into the instructional process. Meets A computer competence requirement.
- EMS 1016 Allied Health Practicum.
FA, SP, SU 1 c.c.
A.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 1065C Cardiovascular Emergencies.
SP 3 c.c.
A.A.S. only. Lab fee. Prerequisites: EMT certification, CPR for Health Care Providers. Corequisite: EMS 1683C. This course focuses upon cardiovascular anatomy and physiology, electrocardiographic monitoring, dysrhythmias, assessment and management of the cardiovascular patient, 12-lead ECG monitoring, and Advanced Cardiovascular Life Support.
- EMS 1119 Introduction to Advanced Prehospital Care.
FA 2 c.c.
A.A.S. only. Prerequisites: EMT Certification, CPR for Health Care Providers. This course focuses upon Paramedic roles and responsibilities, wellness in EMS, primary injury prevention, medical/legal considerations, emergency medical services ethics, EMS communication systems, and proper patient documentation.
- EMS 1151C Emergency Medical Technician I.
FA, SP, SU 2 c.c.
A.A.S. only. Lab fee. Prerequisite: Permission of instructor. This course is the first of three designed to prepare a student to perform basic life saving techniques while at the scene and enroute to the emergency room. This course involves the study of Emergency Medical Care including legal, ethical, medical and trauma issues that arise with patient treatment. Emphasis will be placed on evaluation of medical/ trauma scene and basic patient assessment.
- EMS 1152C Emergency Medical Technician II.
FA, SP, SU 4 c.c.
A.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.
FA, SP, SU 2 c.c.
A.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 1335 Emergency Vehicle Operations.
TBA 1 c.c.
A.A.S. only. Lab fee. Designed to teach EMS personnel and others how to anticipate and control emergency situations through classroom and behind-the-wheel instruction and to assist them in meeting state certification requirements.
- EMS 1551C Advanced Cardiovascular Life Support.
SP 1 c.c.
A.A.S. only. Lab fee. Prerequisites: EMT Certification, CPR for Health Care Providers. Corequisite: EMS 1065C. This course focuses upon an intense review of American Heart Association's guidelines for emergency cardiovascular care and cardiac arrest management, followed by written and performance testing. Skill testing is done by certified instructors. Successful completion yields a successful course completion card from the American Heart Association ("ACLS Provider") and is a graduation requirement for the Paramedic Program.
- EMS 1654 Paramedic Field/Clinical Experience I.
FA 3 c.c.
A.A.S. only. Lab fee. Prerequisites: EMT certification, CPR for Health Care Providers. This course focuses upon orientation, clinical and field experience provided in area hospitals and EMS agencies under supervision. Students begin their ambulance time in an observational capacity with an assigned preceptor and add skills as they progress through the term.
- EMS 1683C Fundamentals of Advanced Prehospital Care.
FA 2 c.c.
A.A.S. only. Lab fee. Prerequisites: EMT certification, CPR for Health Care Providers. Corequisite: EMS 1119. This course focuses on general concepts of pathophysiology, pharmacology, administration of medications, venous circulation, therapeutic communication, human development, patient assessment, physical examination, and communication strategies.
- EMS 1931C Special Topics in Emergency Medicine.
TBA 1 c.c.
A.A.S. only. Lab fee. Prerequisite: EMS 1152C. This course is designed to enhance the student's basic patient assessment skills in the medical/ trauma environment. Current changes and updates in Emergency Medicine will be incorporated into the course as they occur. The course will build on information acquired in EMS 1151C and EMS 1152C. After successful completion, the student will meet the requirements for HIV/AIDS update and State of Florida EMS requirements for recertification.
- EMS 2010C Prehospital Essentials of Anatomy, Physiology, and Pathophysiology.
FA 2 c.c.
A.A.S. only. This course is a survey of human anatomy with emphasis on pathophysiology for the assessment and management of emergency patients. Topics covered include

basic cellular function, cellular injury and cellular death, analyzing disease risk, familial diseases and associated risk factors, inflammation response, homeostasis as a dynamic steady state, neuroendocrine regulation, genetics, tissue components of the body, skeletal, muscular, nervous, and the endocrine system.

EMS 2612C Airway Management and Ventilation.

FA 3 c.c.
A.A.S. only. Prerequisites: EMT certification, CPR for Health Care Providers. Corequisite: EMS 1683C. This course focuses upon establishing and maintaining a patient airway and ventilation, including anatomy, physiology and pathophysiology of the airway, use of equipment for assessment and treatment, and use of airway ducts.

EMS 2613C Patient Assessment.

FA 2 c.c.
A.A.S. only. Prerequisites: EMT certification, CPR for Health Care Providers. Corequisite: EMS 1683C. This course focuses upon general patient assessment and initial management, techniques of patient assessment, and application of a process of clinical decision making.

EMS 2627 Medical Emergencies.

SP 4 c.c.
A.A.S. only. Prerequisites: EMT certification, CPR for Health Care Providers. Corequisite: EMS 1683C. This course focuses upon teaching the paramedic student how to integrate pathophysiological and assessment findings to formulate a field impression and implement the treatment plan for the patient with a medical emergency.

EMS 2628C OB/GYN/Neonatal/Pediatric Emergencies.

SP 3 c.c.
A.A.S. only. Lab fee. Prerequisites: EMT certification, CPR for Health Care Providers. This course focuses on implementation of the proper treatment plans for a patient with a suspected gynecological emergency, a suspected obstetrical emergency, a neonatal emergency, and for a pediatric patient with an emergency.

EMS 2633C Respiratory Emergencies.

SP 2 c.c.
A.A.S. only. Prerequisites: EMT certification, CPR for Health Care Providers. This course focuses upon a review of respiratory anatomy and physiology, pathophysiology, assessment of the respiratory system, diagnostic testing, and management of specific respiratory disorders.

EMS 2655 Paramedic Field/Clinical Experience II.

SP 3 c.c.
A.A.S. only. Prerequisites: EMT certification, CPR for Health Care Providers. This course focuses upon clinical and field experience provided in area hospitals and EMS agencies under supervision.

EMS 2656 Paramedic Field/Clinical Internship.

SU 5 c.c.
A.A.S. only. Lab fee. Prerequisites: EMT certification, CPR for Health Care Providers. This course focuses upon successful integration of all prehospital skills by the student. The field internship verifies that the student has achieved entry-level competence, and is able to serve as team leader in a variety of prehospital advanced life support emergency medical situations.

EMS 2680C Behavioral Emergencies.

FA 1 c.c.
A.A.S. only. Prerequisites: EMT Certification, CPR for Health Care Providers. Corequisite: EMS 1683C. This course focuses upon psychiatric and behavioral emergencies, the pathophysiology of psychiatric disorders, biological, psychosocial and cultural components, assessment and management of behavioral emergency patients, potentially suicidal patients and violent patients.

EMS 2681C Special Considerations in Prehospital Care.

SU 2 c.c.
A.A.S. only. Prerequisites: EMT Certification, CPR for Health Care Providers. This course focuses upon implementation of a proper treatment plan for: the geriatric patient, the patient who has sustained abuse or assault, diverse patients with a suspected emergency, the chronic care patient, and the patient with common complaints; procedures to ensure safe and effective ground and air transport; integration of the principles of: general incident management and multiple casualty incident management (MCI), rescue awareness management, human hazards awareness management, and general incident management of hazardous materials emergencies.

EMS 2682C Advanced Prehospital Trauma Management.

SU 3 c.c.
A.A.S. only. Lab fee. Prerequisites: EMT Certification, CPR for Health Care Providers. This course focuses upon the principles of kinematics to enhance patient assessment, implementation of a proper treatment plan for a patient with: shock or hemorrhage, soft tissue trauma, burn injuries, traumatic head injury, suspected spinal injury, suspected thoracic injury, suspected abdominal trauma, or suspected musculoskeletal injury.

EMS 2931C Special Topics in Advanced Prehospital Care.

SU 1 c.c.
A.A.S. only. Lab fee. Prerequisites: EMT Certification, CPR for Health Care Providers. This course is designed to enhance the student's skills and knowledge in the prehospital environment. The course will meet the Florida requirements for education on HIV/AIDS. Current changes and updates in the prehospital environment will be incorporated as they occur.

ENC 0001C College Preparatory Writing I.

FA, SP, SU 3 c.p.
Prerequisite: Appropriate scores on Florida Entry-Level Placement Exam. Designed for students whose basic language skills need improvement, this course includes a review of basic grammar rules, sentence structure, punctuation, and capitalization. The writing component of the course focuses on effective sentence construction.

ENC 0002C College Preparatory Writing II.

FA, SP, SU 3 c.p.
Prerequisite: Appropriate scores on Florida Entry-Level Placement Exam or ENC 0001C. Designed for students who need to improve their language skills, this course offers a review of grammar rules, language usage, sentence structure, punctuation, and effective paragraph composition.

ENC 0030C Practical Communication Skills.

FA, SP, SU 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 microcomputer for business and personal use. Hands-on experience and an introduction to major software applications are included.

ENC 1101 English Composition I.

FA, SP, SU 3 c.c.
Prerequisite: Appropriate scores on Florida Entry-Level Placement Exam or LIN 1670C. Corequisite: REA 1105C may be taken as a corequisite with the first writing emphasis

- course when test scores so indicate. A comprehensive course embodying the fundamentals of effective expression with emphasis on expository writing and logical thinking. Meets A.A. general education Category I. A writing emphasis course.
- ENC 1101H English Composition I Honors.**
TBA 3 c.c.
Prerequisite: Appropriate CPT score. An accelerated course embodying the fundamentals of effective expression, with emphasis upon expository writing, logical and imaginative thinking, and reading literature for understanding and appreciation. See general requirements for participation in college honors program. Meets A.A. general education Category I. A writing emphasis course.
- ENC 1102 English Composition II.**
FA, SP, SU 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 1102H English Composition II Honors.**
TBA 3 c.c.
Prerequisites: ENC 1101, Department permission. An accelerated course embodying the fundamentals of effective expression, with emphasis upon research techniques and writing, and reading literature for understanding and appreciation. See general requirements for participation in college honors program. Meets A.A. general education Category I. A writing emphasis course.
- ENC 1105 Essential English Skills.**
TBA 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 1210 Technical Writing I.**
FA, SP 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.
- ENC 2222 Technical Editing.**
SP 3 c.c.
Prerequisites: ENC 1101, ENC 1210, ENC 2251. This course prepares students to edit technical documents (their own and others) for publication in suitable media. In addition to doing exercises, students will write at least one major article or press release and edit one long document of their choosing.
- ENC 2251 Technical Writing II.**
TBA 3 c.c.
Prerequisites: ENC 1101, ENC 1210. This course is a continuation of Technical Writing I and provides extensive practice in research and document design for workplace writing. Students will collaborate in writing formal reports and in embedding graphics in the text.
- ENG 2111 Literature and Film.**
TBA 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.**
FA, SP, SU 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.**
FA, SP, SU 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.**
TBA 3 c.c.
A.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.**
SP 3 c.c.
A.A.S. only. Lab fee. Prerequisite: EET 1005C or EET 2142C. This is a theory-lab course dealing with devices and circuits used to control industrial processes and machinery. Included are industrial motor control circuits, an introduction to process control diagrams, ladder diagrams, and the basic concepts of programmable logic control.
- EST 2406 Biomedical Equipment.**
SP 4 c.c.
A.A.S. only. Prerequisites: CET 2123C, EET 2142C. 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 trouble-shooting procedures for circuits and devices.
- EST 2535C Manufacturing and Automation Instrumentation.**
FA, SP, SU 3 c.c.
A.A.S. only. Lab fee. Prerequisites: CET 1462C, EET 1005C. Prerequisite or Corequisite: ETM 2315. This course is an overview course in the Manufacturing Technology A.A.S. degree program which includes theory and application of electronic control circuits, pneumatics and hydraulics, transducers, PLC fundamentals, and an integrated concept for Flexible Manufacturing.
- EST 2542C Programmable Logic Controller Fundamentals.**
FA, SP 3 c.c.
A.A.S. only. Lab fee. Prerequisite: CET 1462C. Corequisite: EET 1005C. This course will introduce students in A.A.S. degree Electronics Engineering Technology tracks to PLC concepts, programming, debugging, conversion of electrical ladder logic to PLC ladder logic, and troubleshooting of PLC's using the Allen Bradley SLC-500 Programmable Controller.
- EST 2603C Robotics and Automated Systems.**
TBA 3 c.c.
A.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.**
SP 3 c.c.
A.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.**
FA 4 c.c.
A.A.S. only. Corequisite: MAT 1033. 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.**
SP 3 c.c.

A.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.

SU 3 c.c.

A.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 1931, 1932, 1933 Special Topics in Drafting Design.

TBA 1 c.c., 2 c.c., 3 c.c.

A.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.

FA, SP, SU 4 c.c.

A.A.S. only. Lab fee. Prerequisite: EGS 1111C. Corequisite: CGS 1570. 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.

SP 1 c.c.

A.A.S. only. Prerequisite: ETD 2320C. A basic course in AutoCAD customization designed to teach simple techniques that enable the user to work more efficiently. This will be oriented towards the user; not for advanced programmers.

ETD 2350C Advanced Computer Drafting.

SP 4 c.c.

A.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.

FA 3 c.c.

A.A.S. only. Prerequisites: BCN 1001, ETD 2320C. Corequisite: MAT 1033 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.

ETD 2947, 2948, 2949 Drafting and Design Technology Co-op.

TBA 1 c.c., 2 c.c., 3 c.c.

A.A.S. only. Cooperative Education is a planned, paid work experience in which students are employed in jobs directly related to their academic major. The program offers credit for each term worked (with Department Head approval). Students must maintain at least a 2.5 GPA and complete certain requirements before being sent on job interviews. Students must also complete specific objectives related to their program during each working term. Students should contact the Cooperative Education office, Student Services Building 6, Room 610, for further information.

ETI 1110 Total Quality Management.

SU 3 c.c.

A.A.S. only. Introduction to the functions, responsibilities and organization of a modern quality and reliability assur-

ance program. Includes concepts, techniques, budgeting, design, testing, and auditing functions quality control programs.

ETI 1720 Industrial Safety.

FA 3 c.c.

A.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.

SP, SU 3 c.c.

A.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 Computerized Manufacturing Processes, Metals.

SP 3 c.c.

A.A.S. only. Prerequisite: ETI 2416. This course provides a background in manufacturing methods employed in machining, welding and sheet metal processes. Through lecture, demonstration, and "hands-on" applications the student becomes familiar with various manual and automated equipment. Computer numerical controlled (CNC) programming utilizing milling, turning and plasma cutting machines are used. Specific programming topics include the machine coordinate system, linear and circular interpolation and use of "G and M" codes.

ETI 2412C Computerized Manufacturing Processes, Non Metals.

FA 3 c.c.

A.A.S. only. Prerequisite: ETI 2416. An in-depth study of fabrication methods in wood, plastics and foam using computer-assisted machining. Students will learn to use wood-working equipment and fabrication processes. The course emphasis is to teach students CNC programming, operations and set-up procedures using computer numerical controlled (CNC) router. Specific programming topics include the machine coordinate system, linear and circular interpolation and use of "G and M" codes.

ETI 2414C Computer-Aided Manufacturing.

SP 3 c.c.

A.A.S. only. Lab fee. Prerequisite: EGS 1111C or departmental waiver based on documented personal experience, ETI 2416. An in-depth study of CAD/CAM workstations, programming methods, set-up and operation of CNC milling, turning router and plasma cutting 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.

FA 3 c.c.

A.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, trouble-shooting, and procedures for repair and replacement.

ETI 2947, 2948, 2949 Manufacturing Technology Co-op.

FA, SP, SU 1 c.c., 2 c.c., 3 c.c.

A.A.S. only. Cooperative Education is a planned, paid work

experience in which students are employed in jobs directly related to their academic major. The program offers credit for each term worked (with Department Head approval). Students must maintain at least a 2.5 GPA and complete certain requirements before being sent on job interviews. Students must also complete specific objectives related to their program during each working term. Students should contact the Cooperative Education office, Student Services Building 6, Room 610, for further information.

ETM 2315 Hydraulics and Pneumatics.

FA 3 c.c.
A.A.S. only. Corequisite: MAT 1033. An introductory course providing the student with the skills and techniques required to work with fluid power systems. Principles of fluid power components and flow is enforced in the lecture. Labs will include demonstration and set-up of various pneumatic components explaining how they are combined and function in pneumatic circuits.

EUH 1000 Western Civilization I.

FA, SP, SU 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.

FA, SP, SU 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.

SP 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.

SP 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.

TBA 3 c.c.
A.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 2893C Laboratory Analysis I.

TBA 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

(QA/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.

TBA 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 2947, 2948, 2949 Environmental Science Co-op.

TBA 1 c.c., 2 c.c., 3 c.c.
A.A.S. only. Cooperative Education is a planned, paid work experience in which students are employed in jobs directly related to their academic major. The program offers credit for each term worked (with Department Head approval). Students must maintain at least a 2.5 GPA and complete certain requirements before being sent on job interviews. Students must also complete specific objectives related to their program during each working term. Students should contact the Cooperative Education office, Student Services Building 6, Room 610, for further information.

FAD 1230 Marriage and Family Living.

FA 3 c.c.
This course explores family life styles, 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 0010C Fire Fighting I.

TBA 5 v.c.
Lab fee. Corequisite: FFP 0020C or permission of the program director. This course is designed to provide the fire fighter candidate with the information needed to meet the fire-related performance objectives of the Florida Bureau of Fire Standards minimum qualifications for Basic fire fighting certification and NFPA 1001, Level I. This course covers topics including fire behavior, hazardous materials, fire control, hoses, ladders, rescue and extrication, live burn and forcible entry.

FFP 0020C Fire Fighting II.

TBA 10 v.c.
Lab fee. Corequisite: FFP 0010C or permission of the program director. Course topics include fire behavior, hazardous materials, fire control, hoses, ladders, rescue and extrication, live burn and forcible entry. This course is designed to provide the fire fighter candidate with the information needed to meet the fire-related performance objectives of the Florida Bureau of Fire Standards minimum qualifications for Basic fire fighting certification and NFPA 1001, Level II. Upon successful completion of course, students are qualified to take State Certification Examination for entry-level fire fighter position.

FFP 1000 Introduction to Fire Science.

TBA 3 c.c.
A.A.S. only. A study of the philosophy and history of fire fighting, the history of loss of life and property by fire, the review of municipal fire defenses, a study of organization and functions of Federal, State, County and private fire protection agencies, and a survey of professional fire protection career opportunities.

- FFP 1120 Fire Service: Building Construction.
TBA 3 c.c.
A.A.S. only. This is a study of building construction methods and materials and interpretation of plans and blueprints. The course shows how a building department and a fire department cooperate in design of fire detection and extinguishing systems. It includes building codes.
- FFP 1140 First Responder for Public Safety Officers.
TBA 3 c.c.
A.A.S. only. Instruction in emergency medical care for fire fighters in the skills necessary in order to begin assessing and caring for patients at the scene of injury or illness as a result of fires, accidents and other emergencies. Topics include CPR, major body components, legal aspects, vital signs, childbirth, shock, head injuries, and poisoning. Health issues including AIDS and other communicable diseases will be emphasized.
- FFP 1505 Fire Prevention Practices.
TBA 3 c.c.
A.A.S. only. This is a study of fire codes and standards. Instruction in actual building inspection with emphasis on hazards and protection equipment.
- FFP 1810 Fire Fighting Tactics and Strategy I.
TBA 3 c.c.
A.A.S. only. The course illustrates the physical and chemical aspects of fire suppression technology. The student will pursue a detailed study of the chemistry of fire, along with modern methods of fire suppression, tactical decisions, and post-fire analysis.
- FFP 2050 Air Crash Fire and Rescue.
TBA 3 c.c.
A.A.S. only. A course designed to acquaint the student with the problems encountered in aircraft emergencies and disasters. The properties of aviation fuels are examined, as are various types of explosive ordinance found in military craft. Also examined are the methods of extrication of victims from passenger aircraft.
- FFP 2111 Fire Chemistry.
TBA 3 c.c.
A.A.S. only. This course is designed to give the basic chemistry of hazardous materials, features of matter and energy, forms of matter including chemical formulas of some flammable and combustible substances and the nature of chemical bonding. Principles of chemical reactions related to fire and oxidation and the chemistry of fire. Subject material also includes chemistry of common elements and corrosive materials. Particular emphasis is placed on the specific substances that are found in fires that ignite and accelerate burning.
- FFP 2201 Rescue Practices.
TBA 3 c.c.
A.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 2301 Fire Service Hydraulics.
TBA 3 c.c.
A.A.S. only. This course applies the laws of mathematics and physics to properties of fluid states, force, pressure, and flow velocities. The emphasis is in applying principles of hydraulics to fire fighting problems.
- FFP 2302 Fire Apparatus Operations.
TBA 3 c.c.
A.A.S. only. Prerequisite: FFP 2301 or permission of department head/instructor. A study of the efficient operation of Fire Department pumping apparatus, including vehicle operation, maintenance, testing and all phases of water delivery by the fire department's pumping equipment. The major emphasis will be on emergency scene water delivery situations.
- FFP 2401 Hazardous Materials I.
TBA 3 c.c.
A.A.S. only. Study of chemical characteristics and reactions related to storage, transportation, and handling hazardous materials, i.e. flammable liquids, combustible solids, oxidizing and corrosive materials, and radioactive compounds. Emphasis on emergency situation and fire fighting and control.
- FFP 2402 Hazardous Materials II.
TBA 3 c.c.
A.A.S. only. Prerequisite: FFP 2401. This course is a continuation of FFP 2401. Hazardous Materials with special emphasis on the transportation of various hazardous materials and the emergencies which may occur. Strategies for prevention and control of these emergencies.
- FFP 2423C Hazardous Materials III.
TBA 2 c.c.
A.A.S. only. Lab fee. Prerequisite: FFP 2111. This is the 120 hours hands-on practice Hazardous Materials course in which students fulfill the functions of Haz/Mat Technicians in a variety of full-scale scenarios. These scenarios include making entries into hazardous materials scenes and determination of type of incident by observation, monitoring, and research. Students will set up full size incident command and decontamination facilities and respond to simulated container and vehicle emergencies.
- FFP 2510 Codes and Standards.
TBA 3 c.c.
A.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 2521 Techniques for Reading Blueprints and Plans.
TBA 3 c.c.
A.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 2540 Private Fire Protection Systems.
TBA 3 c.c.
A.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 2610 Fire Investigation: Cause and Origin.
TBA 3 c.c.
A.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 2720 Company Officer Leader.
TBA 3 c.c.
A.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 2740 Fire Service Instructor Methods.
TBA 3 c.c..
A.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 2741 Fire Service Course Design.
TBA 3 c.c.
A.A.S. only. Prerequisite: FFP 2740. This course covers the principles of effective curriculum design. It stresses the principles of adult learning and student-centered learning.

Designing courses and units that address learning, performance, and behavioral objectives is the goal of the program.

FIR 2100 Personal Finance and Money Management.

FA, SP, SU 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.

FA 2 c.c.
Fundamentals of forestry with emphasis on history, terminology, industry structure, careers, and current problems and policies.

FOR 1120 Dendrology.

FA 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.

FA 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.

SP 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.

SP 1 c.c.
Lab fee. Corequisite: FOR 1163. Field exercises and observations of silvicultural practices. Field trips are required.

FOR 1433 Photogrammetry.

SP 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.

TBA 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.

FA 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.

SP 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.

SP 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 it; 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.

SP 3 c.c.
Study of forest insects and diseases; identification, effect, and control. Some field trips are required.

FOR 2450 Forest Measurements.

SU 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.

FOR 2451 Timber Cruising.

SU 3 c.c.
Lab fee. Prerequisites: FOR 2450, FOR 2462 or permission of instructor. Practice in the techniques of timber cruising for stand volumes and conditions, utilizing various sampling methods with statistical analysis of field data. Classroom instruction 3-1/2 weeks of 3 hours/week classes and 2 weeks of 10/day field instructions. Lab fee will be charged for room and board for 40 days.

FOR 2454 Timber Inventory.

FA 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.

SU 3 c.c.
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.

FOR 2620 Forest Management.

SP 3 c.c.
Analysis of the management options available for a forested tract given a variety of ownership objectives. Standard investment criteria will be used to determine the best available options.

FOR 2720 Equipment Operation, Safety and Maintenance.

FA 3 c.c.
Corequisite: FOR 2720L. Operation, maintenance and minor repair of chain saws, small air-cooled engines and other hand and mechanized tools used in natural resource measurements and activities. Personal safety and first aid included. General operation of larger processing equipment.

FOR 2720L Equipment Operation, Safety and Maintenance Laboratory.

FA 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.

SP 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 2931 Forest Seminar.

FA, SP, SU 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.

FOS 2200 Food Service Sanitation.

FA, SP, SU 1 c.c.
This course introduces students to the Food and Drug Administration (FDA) Model Food Code. Emphasis is placed on the importance of food-safety and the obligation of the food service manager to provide guests with a safe dining experience. The course provides the student with an understanding of the fundamentals of food safety. The course focuses on proper food handling, personal hygiene and food service sanitation, as well as, food-safety training for employees, and the manager's role in food safety.

FOS 2201 Sanitation and Safety.

FA, SP, SU 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.

FA 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.

SP 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 audiovisual material will be at the student's disposal. If you have had two consecutive years of French in high school, it is strongly advised you begin in FRE 1121. Meets A.A. general education Category V.

FRE 2200 Intermediate French I.

TBA 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.

TBA 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 1220C Culinary Techniques.

FA, SP, SU 3 c.c.
Lab fee. Prerequisites: FOS 2200, HFT 2020; or FOS 2201. Corequisites: FOS 2200, HFT 2020; or completion of FOS 2201. Emphasis in this course will be placed on the basic methods and chemistry of cooking. Students study ingredients, cooking, theories, terminology, equipment, technology, weights and measures, formula conversions and work on cooking skills and procedures.

FSS 1222L Culinary Production.

FA, SP 3 c.c.

Lab fee. Prerequisite: FSS 1220C. Through extensive hands-on experience, students will acquire the skills necessary to plan and prepare various meals utilizing menu planning methods.

FSS 1246C Professional Baking.

FA, SP, SU 3 c.c.
Lab fee. Prerequisites: FOS 2200, HFT 2020; or FOS 2201. Corequisites: FOS 2200, HFT 2020; or completion of FOS 2201. This course introduces the student to the principles of professional baking. The student will become familiar with the techniques and equipment used in a bakeshop or the baking area of a commercial kitchen. The student will apply the fundamentals of baking science in the production of various products. The student will learn the basic baking skills required in the culinary arts field.

FSS 1250C Dining Room Management.

FA 3 c.c.
Lab fee. Corequisites: FOS 2200, HFT 2020. Through extensive hands-on experience, students will acquire the skills necessary to plan and prepare various meals utilizing cost control methods.

FSS 2100 Food Purchasing.

FA 3 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.

FSS 2224L Advanced Culinary Production.

SP 3 c.c.
Lab fee. Prerequisite: FSS 1220C. This course allows students to practice advanced culinary skills under operating conditions. Students prepare and serve meals to the public.

FSS 2242L International/Regional Cuisine.

FA 3 c.c.
Lab fee. Prerequisites: FSS 1220C, FSS 1246C. This course covers the unique food styles and preparation techniques used around the world. Students design and implement banquet service international menus. Meals are prepared for the public.

FSS 2247C Advanced Baking.

SP 3 c.c.
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.

SU 3 c.c.
Lab fee. Prerequisite: FSS 1220C. The student will become familiar with the techniques and equipment used in the production of Hors d'oeuvres, appetizers, charcuterie and other products found typical to catered events. Students will apply these fundamentals in actual catered events as outlined during the first day in class. Students are advised that class times vary greatly.

FSS 2284C Catering, Banquet, and Event Management.

SU 3 c.c.
Corequisites: FOS 2200, HFT 2020. This course introduces students to the techniques and management principles necessary for the management of a catering and banquet operation. The course covers catering functions, special events, and banquets. Course topics will include planning and management, preparation and production, and service with an emphasis placed on planning and management of events. Students examine the management process and learn to apply this process to catering functions, banquet operations, and special events. This course provides students interested in event management with practical

knowledge in the management of on and off premise functions.

GEA 2000 World Regional Geography.

FA, SP 3 c.c.
A descriptive study of selected countries and regions of the world around such key topics as location, population make-up 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.

FA, SP, SU 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 a 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 1931, 1932, 1933 Business Professions Seminar.

FA, SP, SU 1 c.c., 2 c.c., 3 c.c.
A.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 2350 International Business.

FA, SP 3 c.c.
The course includes a perspective and the applications, principles, and concepts of international business. Specific emphasis will be placed on a global perspective, international business environments, trade and investment, financial systems, and management/marketing.

GEB 2430 Business Ethics.

FA, SP 3 c.c.
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.

GEB 2139 E-Business Management.

FA, SP 3 c.c.
The course includes the applications, principles, and concepts of business transactions that take place via electronic communication networks. Specific emphasis will be placed on the process of buying and selling goods and services, and the information over computer networks.

GEB 2947, 2948, 2949 Business Co-op.

FA, SP, SU 1 c.c., 2 c.c., 3 c.c.
The Cooperative Education Program is a planned, paid work experience in which students are employed in jobs directly related to their academic major. The program offers credit for each term worked (with department head approval). Students must maintain at least a 2.5 GPA and complete certain requirements before being sent on job program during each working term. Students should contact the Cooperative Education Office, Student Services Building 6, Room 610, for further information.

GEO 2150C Geographic Information Systems.

FA 3 c.c.
A.A.S. only. Lab fee. Prerequisite: CGS 1570. A beginning course in Geographic Information Systems (GIS). GIS is the combination of data and where that data occurs spatially on

a map. This computer application technology is used by utility companies, forestry managers, environmental businesses, government planners, market researchers, real estate developers, emergency planners, civil engineers, and a variety of other disciplines. Topics include map projections, database management, collection of data, spatial representation of data, analyzing spatial relations layering data in combinations, and cartographic presentations. This course is open to all students with basic computing skills.

GER 1120 Beginning German I.

FA 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 GER1121.

GER 1121 Beginning German II.

SP 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.

FA 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.

SP 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.

GLY 1001 Earth Science.

FA, SP, SU 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.

FA, SP 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.

FA, SP 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 1140C Beginning Multimedia Production.

TBA 3 c.c.
A.A.S. only. Lab fee. Prerequisite: GRA 2151C. Beginning Multimedia introduces the core principles of artistic design and development of interactive, computer-based multimedia. Students are exposed to industry standard authoring systems, combining image, text, animation, video, sound and user interactivity. Applications will include: Macromedia Flash, Adobe Premier and Sonic Foundry Sound Forge. This class is designed for Multimedia art majors.

GRA 2117C Graphic Processes.

TBA 3 c.c.
Lab fee. Prerequisites: ART 1202C, PGY 2401C. A course consisting of the artistic and mechanical processes used to prepare text layouts and art work for print reproduction by offset lithography. Techniques such as process photography, plate making, stripping and proofing will be taught. This course combines the formerly separate classes of Graphic Processes I and II and is designed especially for Graphic Design majors.

GRA 2141C Advanced Multimedia Production.

TBA 3 c.c.
A.A.S. only. Lab fee. Prerequisite: GRA 1140C. Advanced Multimedia synthesizes material learned in Beginning Multimedia and Creative Web Design. Students will create projects emphasizing conceptual development through to final presentation. In addition to artistic principles of design, emphasis will be placed on professional project management, budget issues, client relations, and project scope. Applications will include: Macromedia Flash and Freehand, Adobe Photoshop and Premier and Sonic Foundry Sound Forge. This class is designed for multimedia art majors.

GRA 2151C Computer Graphics I.

FA, SP, SU 3 c.c.
A.A.S. only. Lab fee. Explores the Macintosh® computer's capabilities as a tool for artists and graphic designers. Students will use a variety of layout and image-processing programs, digital scanning, and video images in assignments that stress creativity and technical proficiency.

GRA 2152C Computer Graphics II.

TBA 3 c.c.
A.A.S. only. Lab fee. Prerequisite: GRA 2151C. A continuation of GRA 2151C using advanced software and programs on the user-friendly Macintosh®. Directed at artists and graphics designers.

GRA 2158C Multimedia 3D.

TBA 3 c.c.
A.A.S. only. Lab fee. Prerequisites: GRA 1140C, GRA 2152C. Teaches the construction and development of three-dimensional objects on the personal computer using modeling programs in use in the graphics and multimedia industries. Models will be created with variable formal, lighting, and textural characteristics presented and manipulated in functional three-dimensional environments.

GRA 2190C Graphic Design I.

TBA 3 c.c.
Lab fee. Prerequisites: ART 1202C, GRA 2151C. Basic experience in the creative and technical processes of visual communication. Concept development, layout skills, uses of type, illustration, and computer-aided design with the Macintosh will be covered.

GRA 2191C Graphic Design II.

TBA 3 c.c.
Lab fee. Prerequisite: GRA 2190C. Advanced techniques and projects in visual communications with emphasis on development of a professional portfolio and understanding of market demands. A high degree of creativity and craftsmanship is stressed.

GRA 2721C Creative Web Design.

TBA 3 c.c.
Lab fee. Prerequisites: GRA 1140C, GRA 2152C. Creative Web Design builds on the design and development skills gained in Beginning Multimedia Production and moves the student to the production of artistic web-based projects on the PC. Beginning with an introduction to the different capabilities in a dual platform environment, the course will emphasize advanced skills in animation, sound, video, authoring, editing and HTML coding, focusing entirely on intranet and internet environments. Applications will include Macromedia Flash, Adobe Premiere, Sonic Foundry Sound Forge and Macromedia Dreamweaver. This class is designed for Multimedia art majors.

GRA 2931 Multimedia Seminar.

TBA 1 c.c.
Lab fee. Multimedia Seminar is designed to teach about interpersonal relationships, contextual constraints, problem solving, employment possibilities and strategies for students interested in multimedia production as a career. Guest speakers and/or the instructor will present to the class concerning appropriate topics. Site visits to area businesses, industries, schools and other facilities involved in the production of multimedia may occur. Students will design, develop and present multimedia-based materials on selected topics.

GRE 1100 Beginning Greek I.

FA 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.

SP 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.

FA, SP, SU 3 v.c.
Lab fee. Corequisite: HSC 0591C. This course is designed to prepare the student for employment in the long term care setting. Students have the opportunity to apply content learned in the classroom to the care of geriatric and long term care patients. Content includes legal, ethical, safety, comfort, nutrition, infection control and rehabilitative measures central to the care of patients by nursing assistants.

HFT 1000 Introduction to the Hospitality Industry.

FA, SP 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 1031 Management of Environmental Services.

SP 3 c.c.
This course will introduce students to the methods, techniques and procedures used in commercial cleaning. Included in the topics of the course are servicing of restrooms, cleaning walls, windows, fixtures and the methods, techniques and procedures used in the care and cleaning of floors, rugs and carpeting. The course will emphasize guest room cleaning, laundry and housekeeping operations utilized in the lodging industry. The class covers the use and maintenance of professional cleaning equipment. Students will become familiar with the laws, regulations and agencies governing the environmental service industry. The course is designed to prepare students for a supervisory role in the management of a housekeeping

- department.
- HFT 1040 Hospitality Industry Management Lectures.**
TBA 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 1041 Hospitality and Food Service Professional Skills Development.**
FA, SP, SU 1 c.c.
Prerequisites: Twelve college credit hours in the Dietetic Technician A.S., Culinary Management A.S., Culinary Management A.A.S., Hospitality Management A.A., Hospitality Management A.S., or the Hospitality Management A.A.S. program. This course is designed to be taken during the last semester of the student's degree and should be taken as close to completing the degree as scheduling permits. This course is designed to be a capstone course for Dietetic Technician, Culinary Management, and Hospitality Management students. Students will develop and evaluate their personal short term and long term goals for education, training and employment. The student will have the opportunity to create a career development plan. The student will complete a professional portfolio and a resume. The course will cover professional associations and societies giving the student the opportunity to participate in the activities of these organizations. In the course the student will identify professional certifications available and develop their documentation and application for the appropriate certification. The course will cover employment trends and outlook in the three fields. Development of employment contacts, networking and informational interviewing will be covered. Governmental agencies and offices as well as other industry resources available to the fields will be addressed.
- HFT 1254 Lodging Operations.**
TBA 3 c.c.
This course introduces students to guest service operations. This course is designed for students interested in managing hotels, motels, resorts, and other related lodging businesses. The course provides students with practical knowledge of the concepts and procedures used in managing commercial lodging operations. Students are introduced to the rooming and guest service functions. The course includes the theories and principles of guest service management used in the lodging industry. The course gives students the opportunity to develop human relations and customer service skills. Operation of the various functions of the rooming department of a lodging operation is covered.
- HFT 1313 Hospitality Property Management.**
SP 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.**
FA, SP 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 and Beverage Management.**
SU 3 c.c.
An in-depth study into the principles of beverage management. This course will introduce students to the production 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 1867 Wine Technology and Merchandising.**
FA 3 c.c.
This course introduces students to the principles of oenology. The course provides students interested in wines, wine production, and service with the fundamentals of wine technology. Students are introduced to the theories and principles of marketing, merchandising and promoting wines in the hospitality industry. Practical knowledge of viticulture and vinification methods is covered in the course. Students are introduced to the theories, concepts, and principles of sensory evaluation and other quality factors of wine. The course is designed for both the hospitality manager as well as the individual who enjoys wine for personal pleasure.
- HFT 2020 Food Service Sanitation HACCP.**
FA, SP, SU 1 c.c.
This course acquaints students with the Hazard Analysis Critical Control Point (HACCP) program. The course stresses a proactive, comprehensive, science-based approach to food safety. Students will learn to continuously monitor a food service operation and reduce the risk of a foodborne illness. Emphasis is placed on identifying points in the flow of food through the food service operation where contamination or other hazards to safe food can occur. Control procedures, which can be implemented to neutralize identified hazards, will be a focus of the course.
- HFT 2211 Management of Hospitality and Food Service Resources.**
SU 3 c.c.
This course introduces students to the resources available to managers in the hospitality industry. This course includes management concepts and practices applicable to the hospitality industry. Students are introduced to the theories and principles of managing a hospitality industry. Students examine the management process and learn to apply this process to the hospitality industry. This course provides students interested in lodging, food service, beverage service, and other related fields with practical knowledge in the acquisition, management and utilization of the resources available to hospitality managers.
- HFT 2250 Lodging Systems and Procedures.**
FA 3 c.c.
This course introduces students to the principles of operating a profitable lodging operation. This course is designed for students interested in managing hotels, motels, resorts, and other related lodging businesses. The course provides students with practical knowledge of the concepts and procedures used in managing commercial lodging operation. Students are introduced to the utilization of reservation systems and the procedures for handling various types of reservations. The student will be introduced to the information systems for registration, guest accounts, checkout and the audit functions of guest services. The course includes the theories and principles of yield management, the economics principles of pricing used in the lodging industry in addition to other related topics.
- +HFT 2251C Intermediate Dining Room Management.**
FA, SP 3 c.c.
Prerequisites: FOS 2200, HFT 2020; or FOS 2201. This course introduces the student to the principles of managing service. This course covers the service skills required in the culinary field from taking reservations to writing guest checks and handling money.
- HFT 2261 Restaurant Management and Development.**
SP 3 c.c.
This course introduces students to the principles of operating a profitable restaurant. The course provides students interested in managing a restaurant and other related businesses with practical knowledge of the concepts and procedures used in managing a commercial food service facility.

Students are introduced to the theories and principles of facility and menu development, design, and layout. The course covers the process of developing a commercial food service operation.

HFT 2451 Cost Control and Purchasing.

FA, SP 3 c.c.
An overview of the management system with an in-depth study of purchasing and the control component of the management cycle. This course will focus on the principles and practices concerned with the purchase and receipt of food, supplies, and equipment for various food service operations.

HFT 2500 Marketing in the Hospitality Industry.

FA 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.

SP 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 2840L Advanced Dining Room Management.

SP 3 c.c.
Lab fee. Prerequisites: FSS 1220C, FSS 1250C or +HFT 2251C. This course exposes the student to advanced table service techniques and service styles to include French and Ala Ritz and buffet. Special attention is given to table-side preparation, carving, and service. Students are also introduced to wine service.

HFT 2931, 2932, 2933 Hospitality Seminar.

TBA 1 c.c., 2 c.c., 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 to meet the special needs of an identified group of students. This course explores current topics as they affect the hospitality industry.

HFT 2941, 2942, 2943 Hospitality Internship.

FA, SP, SU 1 c.c., 2 c.c., 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.

HFT 2946 Basic Hospitality Management Co-op.

FA, SP, SU 1 c.c.
The Cooperative Education Program is a planned, paid work experience in which students are employed in jobs directly related to their academic major. The program offers credit for each term worked (with department head approval). Students must maintain at least a 2.5 GPA and complete certain requirements before being sent on job program during each working term. Students should contact the Cooperative Education Office, Student Services Building 6, Room 610, for further information.

HFT 2947, 2948, 2949 Hospitality Management Co-op.

FA, SP, SU 1 c.c., 2 c.c., 3 c.c.
The cooperative Education Program is a planned, paid work experience in which students are employed in jobs directly related to their academic major. The program offers credit for each term worked (with Department Head approval). Students must maintain at least a 2.5 GPA and complete certain requirements before being sent on job program during

each working term. Students should contact the Cooperative Education Office, Student Services Building 6, Room 610, for further information.

HIM 0050C Health Unit Coordinator Functions.

TBA 8 v.c.
Lab fee. Prerequisites or Corequisites: HSC 0001, 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.

TBA 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.

FA 3 c.c.
A.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.

SP 3 c.c.
A.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 improvement.

HIM 1800 Health Information Management Clinical Practice I.

FA 4 c.c.
A.A.S. only. Lab fee. Prerequisites: HIM 1000C, HSA 1101, HSC 1592. 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 2002C Quality Improvement in Health Information.

SP 2 c.c.
A.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.

HIM 2212C Health Information Management in Alternative Settings.

SP 2 c.c.
A.A.S. only. Prerequisite: 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/ Improvement, Utilization Management, and Risk Management, etc.

HIM 2234C Advanced ICD-9-CM Coding.

SP 2 c.c.
A.A.S. only. Prerequisites: HIM 2280C, HIM 2436. Corequisite: HIM 2283. Continuation and expansion of HIM 2280C. This course covers the advanced features of the ICD-9-CM Coding System. Also included are prospective payment systems and diagnostic-related groups (DRGs).

HIM 2280C Coding and Classification Systems.

FA, SP 3 c.c.
A.A.S. only. Prerequisites: BSC 1080, HIM 2433, HSC 1531 or permission of instructor. Corequisite: HIM 2436. 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 Outpatient Reimbursement and Methodologies.

SP 2 c.c.
A.A.S. only. Prerequisites: HIM 2280C, HIM 2436. Corequisite: HIM 2234C. Instruction and practice in CPT-4 Coding, HCPCS, and APC as used in physician's offices and other outpatient settings.

HIM 2304 Health Information Management and Supervision.

FA 3 c.c.
A.A.S. only. Application of basic principles of management related to office management in a medical record department; planning and organizing space, equipment, supplies, and personnel using systems procedures, methods and organization charts.

HIM 2433 Pathophysiology and Pharmacology I.

SP 3 c.c.
A.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 and Pharmacology II.

FA, SU 3 c.c.
A.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.

FA 3 c.c.
A.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 2650C Computer Applications in Health Information Management.

SP 3 c.c.
A.A.S. only. Lab fee. Prerequisites: CGS 1570, HIM 1000C. 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.

HIM 2810 Health Information Management Clinical Practice II.

SP 4 c.c.
A.A.S. only. Lab fee. Prerequisites: HIM 1800, HIM 2620C. Corequisites: HIM 2212C, HIM 2234C. Supervised learning experience in various health care facilities. Specific assignments: statistical applications, computer applications, coding, quality assurance and risk management.

HLP 1081 Concepts of Life Fitness.

FA, SP, SU 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 2947, 2948, 2949 Human Performance and Recreation Co-op.

FA, SP, SU 1 c.c., 2 c.c., 3 c.c.
Cooperative Education is a planned, paid work experience

in which students are employed in a job directly related to their academic major. Students must maintain a minimum 2.5 GPA and complete certain requirements prior to enrollment in the course. Students interested in doing cooperative education should contact the Cooperative Education office, Building 6, Room 610, for further information.

+HOS 1010 Introduction to Horticultural Science.

FA, SU 3 c.c.
Prerequisite: BSC 1005 or BOT 1010 or BSC 2010 or permission of instructor. An overview of the biology of horticulture, the horticultural industry and an introduction to the scientific principles that are involved in the production of horticultural crops. The course will provide a comprehensive review of the aesthetic value of horticulture, plant classification, plant problems, plant growth, and plant use.

HSA 1101 Survey of Health Services.

FA, SP, SU 2 c.c.
A.A.S. only. The purpose of this course is to introduce the student to the health care delivery system and to provide an overview of the role and responsibility of members of the health care team. Common illnesses will be discussed with a focus on prevention of disease and promotion of wellness. Legal/ethical issues, basic medical terminology, infection control, and the personal and professional characteristics of the successful health care professional are also included.

HSA 1172 Third-Party Reimbursement.

SP 3 c.c.
A.A.S. only. Prerequisite: HSC 1531 or OST 1257. This course covers principles and practices related to payment or insurance of health or medical expenses, by a public or private organization, on behalf of beneficiaries or recipients of health or medical services.

HSA 2500 Introduction to Risk Management.

SP 3 c.c.
A.A.S. only. This is an introductory course in the assessment and control of risk within health-care facilities. Included in the course are analysis of possibilities of liability, methods to reduce risk of liability, and methods to transfer risk to others.

HSC 0001 Orientation to the Health Sciences.

FA, SP, SU 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 AIDS/OSHA for Health Professionals.

FA, SP, SU 1 v.c.
A study of Acquired Immune Deficiency Syndrome (AIDS) and OSHA standards for blood borne pathogens and Domestic Violence education for the health professional. This course satisfies the minimum AIDS education requirements, including transmission, infection control, prevention, general treatment, legal aspects, confidentiality, testing and attitudes. Within this course requirements are met for OSHA standards for universal precautions, PPE, microbiological practices, Hepatitis B vaccination, post exposure evaluation/follow-up and hazard communication in working with blood borne pathogens. Course content also satisfies the minimum requirements for Domestic Violence education.

- HSC 1531 Medical Terminology.
SP 3 c.c.
A.A.S. only. The study of medical terminology as the language of medicine including the study of prefixes, suffixes, word roots, with emphasis on spelling, pronunciation, definition, and usage.
- HSC 1592 AIDS/OSHA for Health Professionals.
FA, SP, SU 1 c.c.
A.A.S. only. A study of Acquired Immune Deficiency Syndrome (AIDS) and OSHA standards for blood borne Pathogens and Domestic Violence education for the health professional. This course satisfies the minimum AIDS education requirements, including transmission, infection control, prevention, general treatment, legal aspects, confidentiality, testing, and attitudes. Within this course, requirements are met for OSHA standards for universal precautions, PPE, microbiological practices, Hepatitis B vaccination, post exposure evaluation/follow-up and hazard communication in working with blood borne pathogens. Course content also satisfies the minimum requirements for Domestic Violence education.
- HSC 2100 Personal and Community Health.
SP 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.
FA, SP 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.
SP 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.
SP 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.
FA, SP 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.
TBA 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 2211 Humanities in the Ancient World.
FA, SP, SU 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.
FA, SP 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.
FA, SP 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.
SU 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. Inquiries should be made to the appropriate department head. Meets A.A. general education Category V. A writing emphasis course.
- HUM 2741 Humanities Travel.
SU 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 1201 Elements of Nutrition.
FA, SP, SU 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.
SP 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 world hunger.

HUS 1322 Nonviolent Crisis Intervention.

FA, SP 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 2400 Drugs and Behavior.

FA 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 Honors.

FA, SP 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, dystrophies 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 2109 Interdisciplinary Humanities Experiences at Cambridge University International Summer School.

SU 6 c.c.
Prerequisites: Completion of nine credits of core courses in the Honors Program. This is an interdisciplinary humanities course that students will take at Cambridge University International Summer School in England. Students will choose two courses in literature, art, music, theater, international relations, or cultural studies. In addition, they will attend daily plenary lectures given by various international scholars. Specific course outlines are available for every course that students will take in the International Summer School. Meets A.A. general education Category V. A writing emphasis course.

IDH 2402 The American Dream: History Honors.

FA, SP 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 Honors.

FA, SP 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 20th century. The course begins with the French Revolution and concludes with the First World War. In addition to specific historical events,

concentration will include nationalism, the arts, music, literature, industrialization and science. Meets A.A. general education Category IV. A writing emphasis course.

IDH 2614 Literature in the Modern World Honors.

FA, SP 3 c.c.
Prerequisite: ENC 1102. This course explores the origins of modernity in the Western World as reflected in literary selections ranging over the historical period from the French Revolution to the beginning of World War I. Varied literary selections will touch upon issues that define the modern consciousness, including industrialization, urbanization, science, religion, revolution, and social reform. The course will be offered in conjunction with Honors History from the French Revolution to World War I as part of the Honors core curriculum. Meets A.A. general education Category II. A writing emphasis course.

IPM 1011 Pests and Pest Control.

FA 2 c.c.
A.A.S. only. Corequisite: IPM 1011L. This course is designed to provide information on identification and control of plant diseases, insects and weeds in woody ornamentals. Information on fungicides, bactericides, insecticides, nematocides, herbicides, EPA regulations and training for state licensing will be included.

IPM 1011L Pests and Pest Control Laboratory.

FA 1 c.c.
A.A.S. only. Corequisite: IPM 1011. A course designed to provide experience in recognition, identification and control of plant pests. Study and use of equipment and chemicals for their prevention and control. Students are expected to participate in use of chemicals and spray equipment. Occasional field trips are required.

ITA 1120 Beginning Italian I.

FA 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.

SP 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.

FA 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.

JOU 1100 Reporting I.

FA, SP 3 c.c.
Prerequisite: Test score requirement same as ENC 1101. Teaches news writing and touches on some other kinds of journalistic articles such as feature stories and press releases. With exercises and real assignments for The Corsair, students gain experiences gathering news, interviewing, writing and editing. A writing emphasis course.

JOU 1303 Feature Article Writing.

TBA 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 1400 College Publications.**
FA, SP, SU 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 2941 Journalism Practicum.**
TBA 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.**
FA 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.**
SP 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.**
FA 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 1141 Introduction to Recreation and Leisure Services.**
FA 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 1541 Outdoor Recreation Management.**
SP, SU 3 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.**
SP 3 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 adaptive physical activity as a profession.
- LIN 1670C Traditional English Grammar and Composition.**
FA, SP, SU 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.**
FA, SP, SU 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 1004 Introduction to Internet Research.**
FA, SP, SU 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.**
FA, SP, SU 3 c.c.
Prerequisite: ENC 1102. Selected literature of the twentieth century. Meets A.A. general education Category II. A writing emphasis course.
- LIT 2100 World Literature.**
TBA 3 c.c.
Prerequisite: ENC 1102. World Literature offers the student the opportunity to read and interpret the greatest literature of the world from the ancient East to the twentieth century. Students will read, analyze, discuss and respond in writing to masterpieces of world literature. Meets A.A. general education Category II. A writing emphasis course.
- LIT 2110 World Literature to 1650.**
FA, SP, SU 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.**
FA, SP, SU 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 2933 Special Topics in Literature.**
TBA 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.**
FA, SP, SU 3 c.c.
Prerequisite: Appropriate scores on Florida Entry-Level Placement Exam or completion of MAT 1033 with a grade of "C" or better. This course covers the following topics: functions and functional notation; domains and ranges of functions; graphs of functions and relations; operations on functions; inverse functions; linear, quadratic, and rational functions; absolute value and radical functions; exponential and logarithmic properties, functions, and equations; systems of equations and inequalities, applications (such as curve fitting, modeling, optimization, exponential and logarithmic growth and decay.) Meets A.A. general education Category III.
- MAC 1114 Plane Trigonometry.**
FA, SP, SU 3 c.c.
Prerequisite: Completion of MAC 1105 with a grade of "C" or better or permission of the instructor. This is a basic course designed to prepare the student for more advanced mathematics. The course treats both circular and trigonometric functions. Topics covered include fundamental concepts, identities, graphs of the functions, the inverse functions and their graphs, application to right and oblique triangles, trigonometric equations, vectors, and complex numbers. Meets A.A. general education Category III.
- MAC 1140 Precalculus Algebra.**
FA, SP, SU 3 c.c.

- Prerequisite: Completion of MAC 1105 with a grade of "C" or better. This course furthers the preparation of students in important areas such as graphing techniques, algebraic functions, and transcendental functions. Special emphasis is given to the algebra needed in calculus. Calculators are used to contribute to the goals of the course. Meets A.A. general education Category III.
- MAC 1147 Precalculus Algebra/Trigonometry.**
FA, SP, SU 4 c.c.
Prerequisites: Completion of MAC 1105 with a grade of "C" or better and high school trigonometry. This course furthers the preparation of students in important areas such as graphing techniques, algebraic functions, trigonometry functions and transcendental functions. Special emphasis is given to the algebra needed in calculus. Calculators are used to contribute to the goals of the course. Meets A.A. general education Category III.
- MAC 2233 Calculus with Business Applications.**
FA, SP, SU 3 c.c.
Prerequisite: Completion of MAC 1105 with a grade of "C" or better. Designed for the business major. Topics include graphing techniques, differential calculus, exponential and logarithmic functions; with applications to supply and demand curves, cost functions, revenue and profit functions, market equilibrium, taxation, and elasticity. Meets A.A. general education Category III.
- MAC 2311 Analytic Geometry and Calculus I.**
FA, SP, SU 4 c.c.
Prerequisites: Completion of MAC 1114 and MAC 1140; or MAC 1147 with a grade of "C" or better. 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 2311H Analytic Geometry and Calculus I Honors.**
FA, SP, SU 4 c.c.
Prerequisites: Completion of MAC 1114 and MAC 1140 or MAC 1147 with a grade of "C" or better. This course consists of elements of plane analytic geometry, differentiation of algebraic functions, trigonometric, exponential, and logarithmic functions, and integration of polynomial, exponential, logarithmic functions, historical development of Calculus, in-depth applications and use of technology, and proofs of theorem. Meets A.A. general education Category III.
- MAC 2312 Analytic Geometry and Calculus II.**
FA, SP, SU 4 c.c.
Prerequisite: Completion of MAC 2311 with a grade of "C" or better. A course including differentiation and integration of the trigonometric, logarithmic, and exponential functions; integration by algebraic and trigonometric substitutions, partial fractions, and parts, vectors, and polar coordinates. Meets A.A. general education Category III.
- MAC 2313 Analytic Geometry and Calculus III.**
FA, SP, SU 4 c.c.
Prerequisite: Completion of MAC 2312 with a grade of "C" or better. This course includes a study of vectors, solid analytic geometry, infinite series, partial differentiation and multiple integrals. Meets A.A. general education Category III.
- MAN 2021 Principles of Management.**
FA, SP, SU 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.**
SP 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.**
FA, SP, SU 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.**
FA, SP, SU 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.**
FA, SP, SU 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.**
FA, SP, SU 3 c.c.
Prerequisite: Appropriate score on Florida Entry-Level Placement Exam or completion of MAT 0024C with a grade of "C" or better. This course covers the following topics: factoring, algebraic fractions, radicals and rational exponents, complex numbers, quadratic equations, rational equations, linear equations, and inequalities in two variables and their graphs, systems of linear equations and inequalities introduction to functions, and applications of the above topics.
- MCB 1000 Applied Microbiology.**
FA, SP, SU 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.**
FA, SP, SU 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 1060 Food Microbiology.**
FA 3 c.c.
Corequisite: MCB 1060L. This course offers detailed examination of the principles of food microbiology and their application to current food technology. Additional topics covered are food and enzymes produced by microorganisms, food in relation to disease, food sanitation control and inspection and the Food Additives Amendment of the Federal Food, Drug, and Cosmetic Act.
- MCB 1060L Food Microbiology Laboratory.**
FA 1 c.c.
Lab fee. Corequisite: MCB 1060. This course is designed to accompany MCB 1060. Aseptic technique and the culturing of microorganisms are presented. Various techniques for culturing foods, performing food counts, preparing food samples, and sampling the environment for microorganisms are presented.
- MCB 2013 General Microbiology.**
SP 2 c.c.
Prerequisites: BSC 2010, CHM 1045. Corequisite: MCB 2013L. 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 2013L General Microbiology Laboratory.

SP 2 c.c.
Lab fee. Corequisite: MCB 2013 A laboratory course designed to accompany MCB 2013. 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.

SU 3 v.c.
Lab fee. Prerequisite: MEA 0222C. Corequisite: MEA 0201C. This course teaches operation and maintenance of clinical equipment for patient examination and treatment. The learner will practice a variety of skills necessary in assisting the physician in providing patient care. Ethical and theoretical principles will be presented insuring quality and safe practice.

MEA 0201C Medical Assisting Theory and Practice Clinical.

SU 3 v.c.
Lab fee. Prerequisite: MEA 0222C. Corequisite: MEA 0200C. This course teaches methods of securing specimens and performing diagnostic tests. 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.

SP 3 v.c.
Prerequisites: BSC 0084, MEA 0230. Corequisite: MEA 0232 or OTA 0605C. This course introduces the students to the basic principles of clinical practice in the physician's office. Includes aseptic technique, maintaining of the clinical setting, and principles of psychology.

MEA 0230 Medical Terminology with Anatomy and Physiology.

FA 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.

MEA 0232 Pharmacology Terminology.

SP 3 v.c.
Prerequisites: BSC 0084, MEA 0230. 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 Medical Assisting.

MEA 0274 Medical Insurance and Coding.

SP 2 v.c.
Prerequisite: MEA 0230. 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.

FA 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 0801L Medical Assisting Preceptorship.

SU 6 v.c.
Lab fee. Prerequisite: MEA 0201C. On-the-job training is designed to give the student work experience in a medical agency or physician's office. The experience allows the student to practice skills learned in the classroom, to build confidence, to adjust to a work environment, and to increase opportunities for employment in a medical field.

MEA 1242 Pharmacology Terminology.

FA 3 c.c.
A.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.

FA, SP 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.

FA, SP, SU 3 c.c.
Prerequisite: Appropriate score on Florida Entry-Level Placement Exam or completion of MAT 1033 with a grade of "C" or better. 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 1106H Mathematics for Liberal Arts I Honors.

TBA 3 c.c.
Prerequisite: ACT-23 or SAT-550 or instructor permission. The intent of this course is to present topics which demonstrate the beauty and utility of Mathematics to the general student population. MGF 1106 and MGF 1107 are designed as terminal courses for students who do not intend to take other mathematics courses. These will satisfy the Gordon Rule (pursuant to Rule 6A-10.030(2)(b) which requires "Six (6) semester hours of mathematics course work at the level of College Algebra or higher") but are not a prerequisite to any other mathematics courses. Topics will include: Systematic counting, Probability, Statistics, History of Mathematics, Geometry, Sets, and Logic. One or more presentations will be done during the term. Meets A.A. general education Category III.

MGF 1107 Mathematics for Liberal Arts II.

FA, SP, SU 3 c.c.
Prerequisite: Appropriate score on Florida Entry-Level Placement Exam or completion of MAT 1033 with a grade of "C" or better. 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.

FA, SP, SU 1 c.c.
Prerequisite: Appropriate score on Florida Entry-Level

- Placement Exam or completion of MAT 1033 with a grade of "C" or better. This course is designed to meet the needs of college students who must attain acceptable performance levels with regard to a specific set of required competencies in mathematics. The Florida Legislature has mandated that students achieve this mastery by the end of their sophomore year. The mathematics competencies include arithmetic, logic, algebra, geometry, probability and statistics. This course covers all CLAST topics. Meets A.A. general education Category III.
- MIS 1620 Military First Aid/Physical Fitness.**
FA 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.**
FA 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 2631 Application of Military Skills.**
SP 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.**
SP 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.**
SP 3 c.c.
A.A.S. only. Principles and problems in personal selling relating to prospecting, preapproach, demonstration, meeting objections, and closing. Correct attitudes and personal attributes of one who deals with the public on a business or professional basis.
- MKA 2511 Advertising.**
FA, SP 3 c.c..
A.A.S. only. A study of the basic promotional objective, advertising markets, the product to be advertised, media, and the composition of the advertisement.
- MLT 0042 Phlebotomy.**
FA, SP 3 v.c.
Lab fee. This course will train participants to obtain blood specimens from adults, children, and neonates by venipuncture or capillary puncture. Skills and concepts taught include the basic job duties of a phlebotomist; communication; basic anatomy and physiology; infection control and safety; and specimen collection.
- MLT 0042L Phlebotomy Clinical.**
FA, SP 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.**
FA, SP 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.
- MMC 2212 Media Law.**
TBA 3 c.c.
A.A.S. only. Media Law is a three-hour course intended to provide a basic understanding of communications law as it has developed and is developing in the United States. It is designed to investigate laws applicable to television, internet, radio, printing and other media with a heavy emphasis on First Amendment law, its interpretations and applications. Media Law deals with some of the important issues confronting the mass media, such as freedom of the press, libel, privacy, access to information, confidentiality of news sources and the protection of intellectual property.
- MNA 1161 Customer Service.**
FA, SP 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.**
FA, SP, SU 3 c.c.
A.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.**
FA, SP, SU 3 c.c.
This course includes the patterns of human behavior that lead to effective work relationships, an analysis of factors that shape the industrial environment and influence the human relations that develop within this environment and the application of psychological principles of the business problems of leadership and motivation, productivity and morale, personnel and industrial relations policy.
- MNA 2345 Applied Supervision.**
FA, SP, SU 3 c.c.
This course provides the first-time supervisor with the practical knowledge and technical job skills required for getting things done with and through people. It focuses on the managerial functions of planning, organizing, staffing, directing, and controlling as they apply to private and public agencies at national, state, and local levels of government. It also includes instruction in skills associated with supervising, decision making, communication, recordkeeping, human relations, discipline, grievance resolution, personnel selection, and training. Speaking, reading, case studies, written reports, and a notebook are requirements.
- MSL 1001 Foundations of Officership.**
FA 1 c.c.
Introduce freshman level students to issues and competencies that are central to a commissioned officer's responsibilities. These initial lessons establish a framework for understanding officership, leadership, and Army values. Additionally, "life skills" including fitness and time management are addressed. Designed to give the student accurate insight into the Army profession and the officer's role within the Army.
- MSL 2101 Individual Leadership Studies.**
FA 2 c.c.
Course is designed to develop cadet's knowledge of self, self confidence, and individual leadership skills. Cadets develop problem solving and critical thinking skills, and a preliminary communication, feedback and conflict resolution skills through experiential learning activities.
- MSL 2101L Individual Leadership Studies Laboratory.**
FA 0 c.c.
This laboratory is an extension of MSL 22101. It provides hands-on experience in the practical application of the classroom material.
- MSS 0001 Introduction to Massage Therapy.**
FA, SP 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.**
FA, SP 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.**
FA, SP 4 v.c.
Lab fee. This course teaches the student to demonstrate the principles of Swedish table massage, chair massage, and Chinese medicine and massage. Included in this course is sequence and flow of basic massage, proper therapist body mechanics, proper use of equipment and supplies, creating the therapeutic massage environment, client positioning and draping techniques, conditioning, strengthening and flexibility, and indications and contraindications. The principles and theories are applied in the clinical environment.
- MSS 0260 Massage Therapy II.**
SP, SU 4 v.c.
This course teaches the student principles, theories and demonstration of the following advanced table and chair massage modalities: Deep Connective Tissue, Myofascial Release, Trigger Point Therapy/Neuro-muscular Therapy, Sports Massage, Hydrotherapy, Active Isolated Stretching, and various other stretching techniques.
- MSS 0260L Massage Therapy II Clinic.**
SP, SU 6 v.c.
Prerequisite: MSS 0253C. This course applies the principles and theories of Introduction to Massage Therapy and Massage Therapy I and builds upon the principles and theories of Massage Therapy II in the clinical environment.
- MTB 1310 Applied Mathematics.**
TBA 3 c.c.
A.A.S. only. Prerequisite: Completion of MAT 0024C with a grade of "C" or better. This course emphasizes elementary algebra based applications in business and technical areas. Topics include: metric system, measurement, algebra, ratio and proportion, exponents and logarithmic, descriptive statistics, applications and problem solving, and hands on use of calculator.
- MUH 2011 Music Appreciation.**
FA, SP, SU 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.
- MUH 2110 Introduction to Music History.**
FA, SP 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.
- MUN 1120C Band.**
FA, SP 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.**
FA, SP, SU 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.**
FA, SP 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 by a capella, 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 sight reading instruction incorporated into the regular rehearsals. A formal public concert is presented at the end of the fall and spring terms with other concerts, workshops outreach and touring activities scheduled on an ongoing basis. As the premier student chorus at PJC, membership is a prerequisite for other smaller 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.**
FA, SP 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 1410C String Ensemble.**
FA, SP 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 three times for credit.
- MUN 1420C - MUN 1480C Music Ensemble.**
FA, SP 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 1450C Piano Ensemble.**
FA, SP 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 three times for credit.
- MUN 1710C Jazz Ensemble.**
FA, SP 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.**
FA, SP 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 capella chamber choir repertoire with an emphasis on jazz “t i g h t harmony” arrangements, Broadway and doo-wop.
- MUO 2501C Opera Workshop.**
 SP 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.
- MUS 1360 Music and Computers.**
 FA, SP, SU 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.
- MUT 1001 Fundamentals of Music.**
 FA, SP, SU 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.**
 FA 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.**
 SP 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 1126 Integrated Music Theory III.**
 FA 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 1217 Integrated Music Theory IV.**
 SP 3 c.c.
 Prerequisite: MUT 1126 or permission of department head. A continuation of MUT 1126. A brief introduction to two part counterpoint instrumentation and modern composition with emphasis on completing the study of composition of the 18th and 19th centuries. Analysis of music of the 19th and 20th centuries. Advanced problems in chromatic, sight reading and dictation.
- MV_, 121_, 222_ Applied Music (Principal Instrument).**
 One 1/2 hour lesson a week.
 FA, SP, SU 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 (Principal Instrument).**
 Two 1/2 hour lessons a week.
 FA, SP, SU 2 c.c.
 Lab fee. Private instruction in the student’s principal performing medium required of all music majors.
- MV_, 141_, 242_ Applied Music (Principal Instrument).** Three 1/2 hour lessons a week.
 FA, SP, SU 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.**
 FA, SP, SU 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.**
 SP 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.**
 FA 1 c.c.
 Lab fee. Prerequisite: MVK 1112. This is a continuation of MVK 1112.
- MVK 2122 Intermediate Class Piano II.**
 SP 1 c.c.
 Lab fee. Prerequisite: MVK 2121. This is a continuation of MVK 2121.
- MVS 1116 Beginning Guitar Class.**
 FA, SP, SU 1 c.c.
 Lab fee. This course is for beginners in their respective performance areas.
- NUR 1010 Basic Issues in Nursing.**
 FA, SU 1 c.c.
 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.
- NUR 1020 Fundamentals of Nursing.**
 FA, SP 4 c.c.
 Prerequisites: Courses marked with * must be passed with a grade of “C” or higher: BSC 1093*, ENC 1101*, NUR 1010, NUR 1141C. Corequisite: NUR 1020L. 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, and 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.**
 FA, SP 4 c.c.
 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 1021C Nursing Process I.**
 FA, SP 11 c.c.
 Lab fee. Prerequisites: Acceptance into the RN program, BSC 1094, ENC 1101, HUN 1201, MAC 1105 or above, CPR card. Corequisite: DEP 2003. Introductory course for nursing curriculum focusing on health promotion, health maintenance and nursing management of adults with commonly occurring altered health states in both community and acute care settings.
- NUR 1024 Critical Thinking in Nursing.**
 SP, SU 1 c.c.
 Prerequisite: NUR 1020. 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.

NUR 1141C Pharmacological Computations and Skills.

FA, SU 1 c.c.
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 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.

NUR 1210 Nursing of Adults I.

SP, SU 2 c.c.
Prerequisites: BSC 1094, NUR 1020. Corequisite: NUR 1210L. This is the introductory course in a sequence of three courses in the study of health promotion, maintenance, restoration and illness prevention of adults. Aging is viewed as a developmental stage with emphasis on wellness. Nursing management and rehabilitation of the adult with common chronic alterations of the endocrine, musculo-skeletal systems, uncontrolled cellular growth, impaired protective mechanisms requiring simple interventions are discussed. The nursing process, biopsychosocial, and developmental needs of the adult patient are stressed.

NUR 1210L Nursing of Adults I Laboratory.

SP, SU 3 c.c.
Lab fee. Prerequisite: NUR 1020. Corequisite: NUR 1210. Nursing of Adults I Laboratory will provide the opportunity to apply principles of health promotion, maintenance, and illness prevention while caring for adult patients with common chronic alterations requiring simple interventions.

NUR 1211 Nursing of Adults II.

FA, SU 3 c.c.
Prerequisites: HUN 1201, NUR 1024, NUR 1210. Corequisite: NUR 1211L. 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 of respiratory, cardiovascular, renal, gastrointestinal, hepatic, biliary, and pancreatic functions.

NUR 1211L Nursing of Adults II Laboratory.

FA, SU 3 c.c.
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 1220C Nursing Process III.

FA, SP 11 c.c.
Lab fee. Prerequisites: MCB 1000, NUR 1460C, SYG 2000. Corequisite: Humanities elective. Students gain experience in providing and managing care of individuals and groups with common high acuity altered health states in acute care and community settings.

NUR 1460C Nursing Process II.

FA, SP 9 c.c.
Lab fee. Prerequisite: NUR 1021C. Corequisite: SYG 2000. Expands focus on health promotion, health maintenance, and nursing management of commonly occurring altered health states to children and family groups in acute care settings and in the community.

NUR 2214 Nursing of Adults III.

SP, SU 1 c.c.

Prerequisites: MCB 1000, NUR 1211, NUR 2831. Corequisite: NUR 2214L. This is the third course in a sequence of courses. This course is one in which students build upon prior knowledge to analyze the needs of patients with multi system alterations. It includes the assessment, analysis, planning, implementation and evaluation of nursing care delivered to patients with alterations of the neurological and sensory systems. It also includes aspects of critical care and trauma nursing.

NUR 2214L Nursing of Adults III Laboratory.

SP, SU 2 c.c.
Lab fee. Corequisite: NUR 2214. This course provides an opportunity for the student to apply the theoretical knowledge obtained in NUR 2214 and in previous courses while caring for patients with high acuity and multi system alterations. Emphasis is on implementation of the nursing process in a caring, holistic manner with selected patients. Experiences in leadership, patient teaching, delegation and elements of critical care are integrated in this course.

NUR 2223C Nursing Process IV.

SP, SU 7 c.c.
Lab fee. Prerequisites: NUR 1220C, Humanities elective. Students gain nursing knowledge and clinical experience in managing nursing care for clients with chronic or progressive and irreversible alterations in health states in learning environments of acute care, rehabilitation and community sites.

NUR 2310 Nursing of Children.

FA, SP 2 c.c.
Prerequisites: DEP 2003, NUR 1211. Corequisite: 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 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.

FA, SP 2 c.c.
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.

FA, SP 2 c.c.
Prerequisites: DEP 2003, NUR 1211. Corequisite: NUR 2420L. Maternal-Infant and Women Health Nursing encompasses promotion of health and prevention of common health problems of women and newborns of developing families. The nursing process, biopsychosocial, and developmental needs of the normal newborn, and adaptation of the woman to the maternal role are emphasized. Florida mandated one hour Domestic Violence content is included in this course.

NUR 2420L Maternal-Infant and Woman Health Nursing Laboratory.

FA, SP 2 c.c.
Lab fee. Corequisite: NUR 2420. Maternal-Infant and Woman Health Nursing Laboratory utilizes the nursing process to focus on promotion of health and prevention of illness of commonly occurring health problems, among select women during the process of child bearing and the reproductive life span. Nursing management of the normal newborn and prevention of commonly occurring health problems will be stressed.

NUR 2524 Psychiatric/Mental Health Nursing.

SP, SU 2 c.c.
Prerequisite: NUR 1211. 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. Components of the course include: review of therapeutic communication skills, and introduction to group dynamics, crisis intervention,

interdisciplinary management of psychosocial problems and psychopharmacology. Emphasis is on the study of alteration in psychopathological mental/emotional health and the role of the nursing process in assisting people in attaining, maintaining and promoting psychosocial integrity.

NUR 2524L Psychiatric/Mental Health Nursing Laboratory.
 SP, SU 2 c.c.
 Lab fee. Prerequisite: NUR 1211. 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 alterations in 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.
 TBA 2 c.c.
 Prerequisites: Acceptance to Career Mobility, BSC 1094, DEP 2003, ENC 1101, HUN 1201. Corequisite: NUR 1024. 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 hand washing, 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.
 SP, SU 3 c.c.
 Prerequisites: NUR 1020L, NUR 1210L, NUR 1211L, NUR 2214L, NUR 2310L, NUR 2420L. 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, team work, and dynamic use of the nursing process will be incorporated into the experience. Under the supervision of a registered nurse, the nursing student will be given the opportunity to develop skills in planning and performing nursing care for a full patient assignment.

NUR 2811L Transitional Practice/Preceptorship.
 SP, SU 4 c.c.
 Prerequisite: NUR 2223C. Culminating clinical course focused on promoting student transition from student role to graduate nurse. Multiple client assignments in acute care settings with RN preceptors assisting faculty in supervision and evaluation of student preceptees. Management of care for groups of clients and leadership functions with other health care team members are emphasized.

NUR 2822 Advanced Issues in Nursing.
 SP, SU 1 c.c.
 Prerequisite: NUR 2831. 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.

NUR 2831 Nursing Leadership and Management.
 FA, SP 1 c.c.
 Prerequisite: NUR 1211. 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.

OCB 2013 Marine Biology.
 FA, SU 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.
 FA, SU 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.
 TBA 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.
 TBA 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.
 SP 3 c.c.
 A.A.S. only. 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.
 SP 1 c.c.
 A.A.S. only. Lab fee. Corequisite: ORH 1260. A course designed to develop skills in the production of foliage and flowering house plants, holiday pot plants and bedding plants; management of various types of greenhouses and other related growing structures to include construction and repair, irrigation, fertilization, light and temperature regulation, insect and disease control. Students are expected to participate in practical exercises.

ORH 1510 Plant Materials for Landscape Use.
 SP 2 c.c.
 A.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.
 SP 1 c.c.
 A.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 2220 Turfgrass Management.
 FA 2 c.c.
 A.A.S. only. Corequisite: ORH 2220L. A basic course in the establishment and maintenance of turfgrass areas. Considers soils, fertility, drainage, grasses and mixtures, maintenance and pest control; includes use of turfgrasses in residential and institutional lawns, athletic fields, and golf courses.

ORH 2220L Turfgrass Management Laboratory.
 FA 1 c.c.
 A.A.S. only. Lab fee. Corequisite: ORH 2220. A practical course

to develop student skills in identification of turfgrass species and the skills required to establish and maintain turf according to the various requirements of turf management. Several field trips will be taken to local golf courses, residential and institutional lawns. Students are expected to participate in practical exercises.

ORH 2800C Landscape Design.

SU 3 c.c.
A.A.S. only. Lab fee. Students practice analysis of landscape design, emphasizing residential and commercial properties.

ORH 2820C Landscape Irrigation.

SU 3 c.c.
A.A.S. only. Lab fee. The study of the design, operation and maintenance of modern irrigation systems including water requirements, supply and distribution.

ORH 2859 Landscape Management.

SP 3 c.c.
A.A.S. only. Prerequisite: ORH 1510. Corequisite: ORH 2859L. 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 2859L Landscape Management Laboratory.

SP 1 c.c.
A.A.S. only. Lab fee. Prerequisite: ORH 1510. Corequisite: ORH 2859. 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 2530 Landscape Project Management.

SU 3 c.c.
A.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.

FA, SP 3 c.c.
A course that teaches the aesthetics and performance of selections of literature. Students practice oral reading of prose and poetry and group interpretation of various works. Meets A.A. oral communications requirement.

OST 1100 Keyboarding I.

FA, SP, SU 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.

FA, SP, SU 3 c.c.
A.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.

FA, SP, SU 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 1257 Interpretation of Medical Information.

FA 3 c.c.
A.A.S. only. Corequisite: MEA 1242. 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 pro-

nunciation with application activities completed on the computer.

OST 1271 Speedwriting/Shorthand I.

FA, SP 3 c.c.
A.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 1355 Records Management.

FA, SP 3 c.c.
A.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.

SP 3 c.c.
A.A.S. only. Lab fee. Prerequisites: ENC 1101, 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.

FA 3 c.c.
A.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.

SP 3 c.c.
A.A.S. only. Lab fee. Prerequisites: ENC 1101, OST 1257. Corequisite: OST 2135. 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.

FA 3 c.c.
A.A.S. only. Lab fee. Prerequisite: OST 1611. This course is a continuation of Medical Transcription I.

OST 1613 Medical Transcription III.

SP 3 c.c.
A.A.S. only. Lab fee. Prerequisite: OST 1612. This course is a continuation of Medical Transcription II.

OST 1621 Legal Transcription I.

FA 3 c.c..
A.A.S. only. Lab fee. Prerequisite: OST 1713. This course is designed to give the student a working knowledge of computer/ word processors and skills in transcribing accurately all types of legal dictation with special emphasis on accuracy, legal vocabulary, and mailable work.

OST 1622 Legal Transcription II.

SP 3 c.c.
A.A.S. only. Lab fee. Prerequisite: OST 1621. This course is designed to further develop the student's working knowledge of computer/word processors and skills in transcribing accurately all types of legal dictation with special emphasis on accuracy, legal vocabulary, and mailable work.

OST 1713 Word Processing I.

FA, SP 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.

FA, SP 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.

SP 3 c.c.

A.A.S. only. Lab fee. Prerequisites: OST 1100, OST 1257. Corequisite: OST 1611. This course is designed to improve typewriting skills and give the student a working knowledge of documents encountered in a medical office. Skill is gained in accurately typing various medical reports, letters, and tables with an emphasis on correct format, punctuation, understanding of medical terminology, and mailability.

OST 2258 Advanced Interpretation of Medical Information.

FA 3 c.c.

A.A.S. only. Prerequisites: MEA 1242, 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 a computer.

OST 2402 Office Procedures.

FA, SP 3 c.c.

A.A.S. only. Prerequisite: Ability to type. It is also desirable to have had the following courses: Records Management, Human Relations, and Business Communications. This is a course for office management and secretarial majors designed to allow the student to coordinate and utilize the knowledge and skills developed in previous courses.

OST 2431 Legal Office Procedures.

FA 3 c.c.

A.A.S. only. Lab fee. Corequisite: OST 1621. This course is designed to emphasize the professional responsibilities of the legal secretary to the employer and clients. The vocabulary stresses that which is applicable to legal documents as well as other general legal office procedures.

OST 2717 Word Processing II.

FA, SP 3 c.c.

Lab fee. Prerequisite: OST 1713. This course is intended to provide hands-on experience in advanced word processing applications on computers using word processing software. The students will work with macros, styles, fonts, graphics, merge documents, various sizes of paper, tables/columns, and floppy and hard disk management.

OST 2941, 2942, 2943 Office Systems Internship.

FA, SP, SU 1 c.c., 2 c.c., 3 c.c.

A.A.S. only. Prerequisite: Permission of department. This course is designed to provide students with work experience in a business office, a legal office, in a hospital or medical facility, or physician's office. On-the-job training is designed to build confidence, to adjust to a work environment, and to increase the opportunities for employment.

OST 2947, 2948, 2949 Office Systems Co-op.

FA, SP, SU 1 c.c., 2 c.c., 3 c.c.

A.A.S. only. The Cooperative Education Program is a planned, paid work experience in which students are employed in jobs directly related to their academic major. The program offers credit for each term worked (with Department Head approval). Students must maintain at least a 2.5 GPA and complete certain requirements before being sent on job program during each working term. Students

should contact the Cooperative Education Office, Student Services Building 6, Room 610, for further information.

OTA 0101 Keyboarding.

FA 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, reports, and other types of correspondence and forms will be used as teaching tools.

OTA 0483C Medical Documents.

FA 2 v.c.

Lab fee. Corequisite: OTA 0101. 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 0605C Medical Office Practice.

SP 3 v.c.

Lab fee. Prerequisites: MEA 0230, OTA 0483C. 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.

OTA 0612C Medical Transcription.

SP 3 v.c.

Lab fee. Prerequisites: MEA 0230, OTA 0483C. This course is designed to improve typewriting skills and give the student a working knowledge of transcription equipment. Skill is gained in transcribing accurately many types of medical reports with emphasis on correct format, accuracy, punctuation, medical terminology, confidentiality, and mailable work.

PAZ 1050 Principles of Zoo Research.

SU 6 c.c.

Lab fee. Prerequisite: Completion of Zoo Animal Technology A.S. Degree Program. This course will provide practical experience in conducting research in a zoological facility. Students will spend four weeks learning about and participating in the research program at an AZA-accredited facility, such as Zoo Atlanta.

PAZ 1330 Animal Care Technology I.

FA 1 c.c.

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.

SP 2 c.c.

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.

SP 2 c.c.

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.

SP 1 c.c.
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.

PAZ 2317C Visitor Relations.

FA 1 c.c.
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.

SP 3 c.c.
Prerequisite: ZOO 1010. Study of the biology, ecology, taxonomy, identification, care, maintenance and display of reptiles and amphibians.

PAZ 2322 Aviculture.

SU 3 c.c.
Prerequisite: ZOO 1010. Study of the biology, ecology, taxonomy, identification, care, maintenance and display of birds.

PAZ 2323 Chiropteran Husbandry and Research.

SU 2 c.c.
Lab fee. Prerequisite: Completion of Zoo Animal Technology A.S. Degree Program. This course will provide practical experience in the husbandry and management of bats in captivity, including an introduction to research methodology. Students will spend two weeks learning and participating in the functions of the Lube Foundation, a bat conservation and research facility.

PAZ 2325 Mammaculture.

FA 3 c.c.
Prerequisite: ZOO 1010. Study of the biology, ecology, taxonomy, identification, care, maintenance and display of mammals.

PAZ 2326L Elephant Husbandry and Management I.

SU 3 c.c.
Lab fee. Prerequisite: Completion of Zoo Animal Technology, A.S. Degree Program. This course will provide practical experience in the captive husbandry and management of elephants in a zoological park. Students will spend two weeks observing and participating in the operation of elephant management at an AZA-accredited zoological park. This focus is on basic elephant management terminology, management styles, and husbandry.

PAZ 2327L Elephant Husbandry and Management II.

SU 3 c.c.
Lab fee. Prerequisites: Completion of Zoo Animal Technology, A.S. Degree Program, PAZ 2326L, PAZ 2329. This course will provide practical experience in the captive husbandry and management of elephants in a zoological park. Students will spend two weeks observing and participating in the operation of elephant management at 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.

PAZ 2329 Elephant Biology for Conservation Education.

SU 2 c.c.
Lab fee. Prerequisite: Completion of Zoo Animal Technology,

A.S. Degree Program. This lecture course will introduce students to elephant husbandry, biology, morphology, taxonomy and physiology, and will include lectures on elephants as a flagship species for conservation in a modern zoo. The course is conducted at an AZA-accredited zoological park.

PAZ 2332 Animal Care Technology II.

SP 5 c.c.
Lab fee. Prerequisites: PAZ 1330, 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.

FA 5 c.c.
Lab fee. Prerequisites: PAZ 2332, 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 the 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.

SP 5 c.c.
Lab fee. Prerequisites: PAZ 2333, 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 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 2350 Research in Herpetology.

SU 2 c.c.
Lab fee. Prerequisite: Completion of Zoo Animal Technology A.S. Degree Program. An introduction to research in the field of herpetology, including finding information, developing hypotheses, planning scientific research, and data gathering and analysis. The course is conducted at a facility specializing in herpetology, such as the Kentucky Reptile Zoo.

PAZ 2351 Reptile Husbandry and Management I.

SU 3 c.c.
Lab fee. Prerequisite: Completion of Zoo Animal Technology A.S. Degree Program. This course will provide practical experience in the captive husbandry and management of non-venomous snakes, lizards, turtles and alligators. Students will spend 83 hours participating in the operation of reptile management at a facility specializing in herpetology such as the Kentucky Reptile Zoo. The focus is on reptilian biology and husbandry, field identification and collection, facilities maintenance and construction, and participating in educational and conservation programs.

PAZ 2352 Reptile Husbandry and Management II.

SU 3 c.c.
Lab fee. Prerequisites: Completion of Zoo Animal Technology A.S. Degree Program, completion of PAZ 2351 with a grade of "C" or better. This course will provide practical experience in the captive husbandry and management of a variety of reptiles including venomous snakes. Students will spend 83 hours observing and participating in the operation of reptile management at a facility specializing in herpetology such as the Kentucky Reptile Zoo. The focus is on advanced aspects of reptile husbandry, management, field collection, exhibit

- construction, and educational programming for students who have successfully completed the introductory prerequisite course.
- PAZ 2531 Vertebrate Morphology.**
FA 2 c.c.
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.**
SP 2 c.c.
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.**
FA 3 c.c.
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.**
SP 3 c.c.
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.**
SP 3 c.c.
Lab fee. Prerequisite: 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 2931 Zoo Seminar I.**
SP 1 c.c.
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 spring term.
- PAZ 2932 Zoo Seminar II.**
SU 1 c.c.
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 (3A, 3B) terms.
- PAZ 2933 Zoo Seminar III.**
SU 1 c.c.
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 summer (3A, 3B) terms.
- PAZ 2935 Advanced Concepts in Zoo Science.**
SU 1 c.c.
Lab fee. Prerequisite: Completion of Zoo Animal Technology A.S. Degree Program. Corequisite: Enrollment in a specialty of the Zoo Animal Technology A.T.C. A web-based course in which students will submit journals of their activities and portfolios of research or educational materials they develop at cooperating institutions for the advanced Technical Certificates in Zoo Animal Technology. Course may be repeated for credit when a student is enrolled in a new specialty area of the certificate program.
- PCB 2030 Introduction to Environmental Science.**
FA, SP, SU 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.**
FA, SP, SU 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.**
FA 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 2122 Intermediate Golf.**
SP 1 c.c.
This course enables students to enhance and practice intermediate-level skills in the sport of golf. Green fee of \$4.00 may be required on occasion.
- PEL 2341 Beginning Tennis.**
FA 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.**
SP 1 c.c.
This course includes a brief history of the sport, followed by instruction and practice in the intermediate-level techniques of the game. Tennis racket and one can of new tennis balls are required.
- PEM 1102 Exercise and Conditioning.**
FA 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 and Conditioning I.**
FA, SP 1 c.c.
Lab fee. This course involves beginning 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 1132 Weight Training and Conditioning II.**
FA, SP 1 c.c.
Prerequisite: PEM 1131. This course involves advanced instruction in physical conditioning methods and their effects: weight

- training, isometric exercises, circuit training, isotonic exercises, calisthenics, and cardiovascular training. This is a co-ed class.
- PEM 1171 Aerobics.**
FA, SP 1 c.c.
This course concentrates on increasing muscle tone and aerobic capacity through continuous rhythmic movement to music. Step aerobics are included. Discussions are held in nutrition and injury prevention. This is a co-ed class.
- PEM 1181 Walk, Jog, Run.**
SP 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 1114 Lifeguard Training.**
SP 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.
- PEM 1121 Beginning Swimming.**
SP 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.
- PEM 1122 Intermediate Swimming.**
SP 1 c.c.
Prerequisite: PEM 1121 or permission of instructor. This course includes training and practice in four basic strokes; breaststroke, sidestroke, crawl, and elementary backstroke. Other related water safety skills will be taught.
- PEM 1171 Water Aerobics.**
FA 1 c.c.
Prerequisite: Permission of department head. This course is designed for Health and Human Performance majors with an emphasis in health and fitness and will be taught as an independent study. The resistance of the water will challenge beginners as well as highly conditioned athletes. The ability to swim is not necessary.
- PEO 1011 Team Sports.**
FA 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.**
SP 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.**
SP 3 c.c.
This course includes theory and practice in officiating various selected sports. Two hours of lecture and one hour of laboratory each week.
- PEQ 2105 Management of Aquatic Programs.**
FA 3 c.c.
This course is designed to give Recreational Technology AS majors a foundation in management of aquatic programs. This course will include but is not limited to water aerobics, water safety, pool operations, and aquatic scheduling.
- PEQ 2115 Water Safety Instructor.**
SP 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.**
SP 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.**
SP 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.**
FA, SP 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.
- PGY 1000 History of Photography.**
TBA 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 1100C Colors, Materials, and Methods.**
TBA 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.**
TBA 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.**
TBA 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.**
TBA 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.**
TBA 3 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.**
FA, SP, SU 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.**
TBA 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.**
TBA 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 2801C Digital Photography I.**
TBA 3 c.c.
Lab fee. Prerequisites: GRA 2151C, PGY 2401C. Digital Photography introduces students to electronic imaging using computers, scanners, and image-manipulation software (Adobe Photoshop). Individual portfolios are created.
- PGY 2802C Digital Photography II.**
TBA 3 c.c.
Lab fee. Prerequisite: PGY 2801C. A continuation of work in Adobe Photoshop established in Digital Photography I. Students will work with advanced Photoshop techniques in the application of personal images that may have application in fine art, graphics, and multimedia productions.
- PHI 2010 Introduction to Philosophy.**
FA, SP, SU 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.**
FA, SP, SU 3 c.c.
Prerequisite: Test score requirement the same as ENC 1101. A survey of the philosophical thought of Asia. Hindu systems, Buddhist philosophy, and the philosophies of China and Japan will be considered. Comparisons with Western ideas will be made whenever feasible. Meets A.A. general education Category V. A writing emphasis course.
- PHI 2100 Logic.**
FA, SP, SU 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.**
FA, SP, SU 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.**
FA 2 c.c.
A.A.S. only. Prerequisite or Corequisite: BSC 1093. Introduction to the history, present practice and future trends of the profession; structure and services of the American Physical Therapy Association (A.P.T.A.); introduction to the team concept in health care including the role and responsibilities of the physical therapist assistant; and introduction to common disease processes. The scope of expanded practice for the PTA will be introduced.
- PHT 1120 Functional Anatomy and Kinesiology.**
FA 3 c.c.
A.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.**
FA 2 c.c.
A.A.S. only. Lab fee. Corequisite: PHT 1120. Laboratory sessions are designed to develop student skills in palpation of bony landmarks, goniometry, gross manual muscle testing, basic gait analysis and analysis of muscle function as it relates to biomechanical principles of human motion.
- PHT 1210 Therapeutic Modalities I.**
SU 2 c.c.
A.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 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.**
SU 2 c.c.
A.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.**
SP 3 c.c.
A.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.**
SP 2 c.c.
A.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.**
SP 2 c.c.
A.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.

SP 2 c.c.
A.A.S. only. Lab fee. Corequisite: PHT 1251. This is a laboratory course in which there is practice in activities basic to the care of patients in health agencies. The development of manual dexterity with patient safety and comfort, and all skills discussed in the lecture portion of this course.

PHT 1351 Pharmacology for Physical Therapist Assistants.

SP 1 c.c.
A.A.S. only. Prerequisite: PHT 1000. This course is a study of pharmacology correlated to the clinical practice of the PTA. Drug actions, interactions, adverse effects, toxicity, and bio-transformation will be stressed. Wound care and burn management will be an important aspect of this course.

PHT 1801 PTA Clinic I.

SU 1 c.c.
A.A.S. only. 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 signs, and wound measurement/debridement. Thirty-five hours conducted in one week.

PHT 2162 Therapeutic Techniques and Disabilities II.

FA 3 c.c.
A.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.

PHT 2162L Therapeutic Techniques and Disabilities II Laboratory.

FA 2 c.c.
A.A.S. only. Lab fee. Corequisite: PHT 2162. Laboratory sessions for Therapeutic Techniques and Disabilities II are designed to provide the student with observation and actual application of therapeutic exercises for the treatment of neurological conditions. Case studies of various medical conditions with emphasis on therapeutic rehabilitation are presented.

PHT 2212 Therapeutic Modalities II.

FA 3 c.c.
A.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.

FA 2 c.c.
A.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.

SP 2 c.c.
A.A.S. only. 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.

SP 3 c.c.

A.A.S. only. Prerequisite: PHT 2162. Corequisites: PHT 2703L, PHT 2820, PHT 2932. This course is designed to develop treatment skills and understanding of complex neurological and orthopedic conditions treated in physical therapy such as multiple trauma, spinal cord injury, and amputations. Principles and practices of prosthetics and orthotics will be presented. An introduction to pre and post-partum exercises and pharmacology will be discussed. The student will prepare a written/oral report on a special condition treated in physical therapy. Prevention of medical errors will be addressed.

PHT 2703L Rehabilitation Procedures I Laboratory.

SP 1 c.c.
A.A.S. only. Lab fee. Corequisite: PHT 2703. Laboratory sessions designed to develop student skills in the actual performance of procedures presented in Rehabilitation Procedures I.

PHT 2810 PTA Clinic II.

FA 2 c.c.
A.A.S. only. Prerequisite: PHT 1801. Corequisites: PHT 2162, PHT 2212. Second clinical experience. A supervised planned learning experience in a physical therapy practice setting. Focus is on application of superficial and deep heats, note writing, basic skills of gait training, transfers, positioning, draping, wound care, massage, goniometry, and gross muscle testing skills, therapeutic exercise, range of motion, and strengthening. Thirty-five hours per week for three weeks.

PHT 2820 PTA Clinic III.

SP 4 c.c.
A.A.S. only. Lab fee. Prerequisite: PHT 2810. Corequisites: PHT 2703, PHT 2932. The third clinical experience. Focus is on integrating all previously learned skills (in addition to electrotherapy and neurological treatment).

PHT 2830 PTA Clinic IV.

SU 5 c.c.
A.A.S. only. Prerequisite: PHT 2820. The final clinical experience. A six week supervised learning experience in a physical therapy practice setting. Focus is on integrating all didactic information in a practice setting as well as functioning as an entry-level P.T.A.

PHT 2932 Transition Seminar.

SP 2 c.c.
A.A.S. only. Prerequisites: PHT 1801, PHT 2820. Corequisite: PHT 2703. This course is designed to broaden the scope of the student's understanding of health care. Topics to be presented include trends in health care and their influence on physical therapy; administrative procedures utilized in physical therapy; employment techniques. The student will also be required to prepare an individual or group project relevant to a specific aspect of physical therapy practice.

PHY 1025 Introduction to Fundamentals of Physics.

FA, SP 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.

FA, SP, SU 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.

FA, SP, SU 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.**
 SP 3 c.c.
 Prerequisite: Completion of PHY 1053 with a grade of "C" or better. Corequisite: PHY 1054L. Major topics include the study of magnetism, electricity, light and the elements of modern physics. Meets A.A. general education Category VII.
- PHY 1054L General Physics II Laboratory.**
 SP 1 c.c.
 Lab fee. Prerequisite: Completion of PHY 1053L with a grade of "C" or better. Corequisite: PHY 1054. A laboratory course designed to illustrate the laws and principles presented in PHY 1054. Meets A.A. general education Category VII.
- PHY 2048 Physics I with Calculus.**
 FA, SP 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.**
 FA, SP 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.**
 FA, SP 4 c.c.
 Prerequisites: MAC 2312, completion of PHY 2048 with a grade of "C" or better. Corequisite: PHY 2049L. Includes the study of waves, sound, optics, special relativity, electromagnetism, and quantization. Meets A.A. general education Category VII.
- PHY 2049L Physics II with Calculus Laboratory.**
 FA, SP 1 c.c.
 Lab fee. Prerequisite: Completion of PHY 2048L with a grade of "C" or better. Corequisite: PHY 2049. A laboratory course designed to illustrate the laws and principles presented in PHY 2049. Meets A.A. general education Category VII.
- PLA 1003 The Paralegal and the Legal Profession.**
 FA, SP, SU 3 c.c.
 This course is the required introductory course for the paralegal program designed to give the student an overview of the law office, its function, and the role of the paralegal. The course covers legal ethics, the court system, pleadings and process, and an introduction to the areas of substantive law. It is a prerequisite or corequisite for all other legal assisting courses.
- PLA 1104 Legal Research and Writing I.**
 FA, SP 3 c.c.
 Corequisite: PLA 1003. This course emphasizes basic research, of both common law and statutory sources, tools and techniques, and writing including basic computer-assisted legal research instruction in Lexis and Westlaw.
- PLA 1273 Torts I.**
 FA, SP, SU 3 c.c.
 Corequisite: PLA 1003. This course is a casebook study of the law of intentional torts, negligence, strict liability and their related defenses.
- PLA 2114A Legal Research and Writing II.**
 SP, SU (even years) 3 c.c.
 Lab fee. Prerequisites: ENC 1101, PLA 1104. This course emphasizes equally the application of legal research principles and the techniques of effective expression of the same into legal memorandums and other such traditional written communications. Computer-assisted legal research is taught, including use of Lexis and Westlaw.
- PLA 2223 Florida Procedure.**
 SP, SU (even years) 3 c.c.
 Prerequisites: PLA 1003, PLA 1104, PLA 1273. 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 2230 Federal Procedure.**
 FA (Fall 2003 only), SU 3 c.c.
 Lab fee. Prerequisite: PLA 2223. This course is—in effect—a continuation of PLA 2223 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 2263 Evidence.**
 SU 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 2274 Torts II.**
 SP 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 2304 Criminal Law.**
 FA, SU (odd years) 3 c.c.
 Corequisite: PLA 1003. 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 2308 Criminal Procedure.**
 SU (odd years) 3 c.c.
 Prerequisite: PLA 2304. 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.**
 FA (odd years) 3 c.c.
 Prerequisite: PLA 2304. This course involves a casebook study on both past and contemporary constitutional questions in the criminal law field.
- PLA 2364 Forensic Science Survey.**
 FA (odd years) 3 c.c.
 Prerequisite: PLA 2304. By the use of numerous guest lecturers who are experts in their various fields of forensic science, the student will receive from this course an overview of the availability for the utilization at trials of methods of accident reconstruction, crime-scene investigations, speed devices, sound spectrograms, neutron activation analysis, pathology, and the like.
- PLA 2423 Contracts.**
 SP, SU (odd years) 3 c.c.
 Corequisite: PLA 1003. This course utilizes a casebook approach to the study of contracts and their interpretation and such legal restraints and remedies as relate thereto.
- PLA 2433 Business Organizations.**
 FA, SU (even years) 3 c.c.
 Prerequisite: PLA 1003. Corequisites: PLA 1104, PLA 1273. This course involves a study of the law of business organizations together with its application in the related fields of agency and vicarious liability.
- PLA 2435 Corporations.**
 FA (even years) 3 c.c.
 Prerequisite: PLA 1104. 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.**
 SP (odd years) 3 c.c.
 Prerequisites: PLA 1104, PLA 2435. Corequisite: PLA 2423. This course provides the student with an in-depth study of the Uniform Commercial Code (UCC), commercial prob-

lems and practices, including sales, commercial paper, bulk sales, banks and banking and secured transactions.

PLA 2465 Creditor/Debtor Rights.
 SP (odd years) 3 c.c.
 Prerequisite: PLA 2433. This course combines an in-depth study of both creditor and debtor rights, and bankruptcy with practical exercises relating thereto.

PLA 2601 Probate.
 FA, SU (odd years) 3 c.c.
 Prerequisite: PLA 1003. This course involves a casebook study of the legal aspects relating to decedents' estates. As such, it covers gifts, descent and distribution, wills, trusts, and estate administrations.

PLA 2610 Real Estate Law.
 SP, SU (even years) 3 c.c.
 Prerequisite: PLA 1104. This course contemplates a study of the principles and techniques of real property transactions, including but not limited to, real versus personal property considerations, legal descriptions, concurrent estates, mortgaging, liens, and title considerations.

PLA 2613 Real Estate Litigation.
 SU (even years) 3 c.c.
 Prerequisite: PLA 2610. 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 2630 Real Estate Sales and Closings.
 SP (even years) 3 c.c.
 Prerequisite: PLA 2610. This course combines the study of and practical exercises in abstracting, title examination, title insuring, and title closings.

PLA 2633 Florida Estate Administration and Guardianship.
 SP (even years) 3 c.c.
 Prerequisite: PLA 2601. This course provides for an in-depth study of the Florida law pertaining to descent and distribution, wills, trusts, estate administration, and guardianships.

PLA 2730 Computers in Legal Drafting and Research.
 FA, SU (even years) 3 c.c.
 Lab fee. Prerequisite: PLA 1003. Corequisite: PLA 1104. This course utilizes computers in legal research, drafting, and law office projects. The students will study the use of computers in legal research with a focus on Westlaw, Lexis, and CD-ROM research materials. The student will prepare pleadings; notices and letters; and real estate, corporate, and other legal documents.

PLA 2800 Domestic Relations.
 SP, SU (odd years) 3 c.c.
 Prerequisite: PLA 1003. This course covers research into and drafting of pleadings for dissolution of marriage, separation, custody, legitimacy, adoption, change of name, and support.

PLA 2941, 2942, 2943 Law Office Internship.
 FA, SP, SU 1 c.c., 2 c.c., 3 c.c.
 Prerequisites: Permission of Legal Assisting program coordinator, forty-five credit hours in PLA courses. This course is designed to provide students with practical law office experience working as a paralegal. This is a non-paid position for students meeting the prerequisites that involves 120 hours during the semester working in a law office. A student will receive a pass/ fail grade based upon the employer's evaluation of the student.

POS 1001 Introduction to Government.
 TBA 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.
 FA, SP 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 2941 Government Practicum.
 FA, SP, SU 1 c.c.
 Prerequisite: POS 2041. Students will work with government agencies and public officials in local, state and national offices performing meaningful tasks to learn duties of officials and operations of the agencies.

PRN 0001 Fundamentals of Nursing I.
 FA, SP 1 v.c.
 Corequisite: 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 and elimination will be covered.

PRN 0001L Fundamentals of Nursing I Laboratory.
 FA, SP 2 v.c.
 Lab fee. Corequisite: PRN 0001. 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 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.
 FA, SP 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.
 FA, SP 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.

FA, SP 1 v.c.
This course 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.

SU 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.

SP, SU 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.

FA, SP 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.

SP, SU 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 0070 Nutrition and Diet.

FA, SU 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.

SU 2 v.c.
Prerequisites: DEP 2003 or PRN 0020, PRN 0070. Corequisite: PRN 0100L. This course is designed to assist the student to understand the needs of the expectant mother, infant, and family from the beginning of pregnancy through the child-bearing 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.

SU 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.

FA, SU 1 v.c.
Prerequisites: BSC 0084, PRN 0030. 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.

FA, SP 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.

FA, SP 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.**
 FA, SU 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.**
 FA, SP 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.**
 FA, SP 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.**
 SP, SU 1 v.c.
 Corequisites: HSC 0001, 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.**
 FA, SU 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 1351 Physical Science Survey.**
 FA, SP, SU 3 c.c.
 Prerequisite or Corequisite: MAC 1105 or MGF 1106. An introductory physical science course for the non-science major with emphasis on the areas of physics and geology. The physics portion of the course deals with fundamental concepts, language and mathematics used in physics. Topics include sound, light, heat, electricity, magnetism, mechanics and elements of modern physics. The geology related section of the course includes the study of minerals and rocks, structural features of the earth, various earth forms, earth processes, and the physics principles behind them. A working knowledge of algebra is essential for this course. Meets A.A. general education Category VII.
- PSC 1931, 1932, 1933 Special Topics in Physical Sciences.**
 TBA 1 c.c., 2 c.c., 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.**
 TBA 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.**
 FA, SP 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.**
 FA, SP, SU 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.
- PSY 2941 Psychology Internship.**
 SP 1 c.c.
 This course is designed for students preparing for careers in psychology and/or social science disciplines. Students learn about the sequence of steps involved in the scientific research process including topic selection, literature review, data collection, selection of research design and methodology, presentation of findings, and interpretation of findings. Students gain first-hand knowledge about practicing the social science of psychology by participating in activities such as meetings of the Southeastern Psychological Association.
- PSY 2942 Psychology Internship.**
 FA, SP 2 c.c.
 This course is designed for students preparing for careers in psychology and/or social science disciplines. Students participate in crisis intervention training. Upon successful completion of training, students work as supervised volunteers in a crisis intervention and counseling setting.
- PSY 2943 Psychology Internship.**
 TBA 3 c.c.
 This two-component internship is designed for students preparing for careers in psychology and/or social science disciplines. In the first component students learn about and practice the sequence of steps involved in the scientific research process by preparing for and participating in activities such as meetings of the Southeastern Psychological Association (SEPA). In the second component students participate in crisis intervention training and service. Upon successful completion of training, students work as supervised volunteers in a crisis intervention and counseling setting.
- REA 0001C College Preparatory Reading I.**
 FA, SP, SU 3 c.p.
 Prerequisite: Appropriate score on Florida Entry-Level Exam. This is a basic course designed to increase a student's reading comprehension and vocabulary. This course will provide basic skills in word usage and reading comprehension.

REA 0002C College Preparatory Reading II.

FA, SP, SU 3 c.p.
Prerequisite: Appropriate score on Florida Entry-Level Placement Exam or REA 0001C. This course is required for students reading below the college level. It provides instruction in vocabulary skills, listening skills, and comprehensive skills.

REA 1105C College Reading.

FA, SP, SU 3 c.c.
Prerequisite: Appropriate score on Florida Entry Level Placement Exam. This course is designed to improve reading comprehension and vocabulary skills. Reading skills appropriate for college assignments are emphasized. The course can also be used as an elective for anyone wishing to improve the above skills.

REA 1125 Essential Reading Skills.

FA, SP, SU 1 c.c.
This course is recommended for students preparing for the CLAST. It provides a review of each of the reading skills tested on the CLAST.

REL 2000 Introduction to Religion.

FA, SP, SU 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.

FA, SP 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 2933 Special Topics in Religion.

FA, SP 3 c.c.
Designed to present various topics related to the field of religion.

RTE 1000 Introduction to Radiologic Technology.

FA 1 c.c.
A.A.S. only. An introduction to the role of the radiographer, the hospital, and the regulations of the program. Medical ethics and legal considerations are emphasized.

RTE 1111 Radiographic Nursing Procedures.

FA 2 c.c.
A.A.S. only. Body mechanics, sterile technique, vital signs and emergency procedures are demonstrated with the student clinical activities.

RTE 1418C Principles of Radiographic Exposure.

SP 3 c.c.
A.A.S. only. Prerequisite: RTE 1420. An overview of the production of the radiographic image on film involving both lecture and laboratory exercises. Laboratory experiments will be performed with campus radiographic equipment and phantoms demonstrating the various factors relating to and affecting radiographic images.

RTE 1420 Darkroom Techniques.

FA 1 c.c.
A.A.S. only. An overview of automatic film processing, radiological film qualities, facility design and function.

RTE 1503 Radiographic Positioning I.

FA 2 c.c.
A.A.S. only. Corequisites: RTE 1702, RTE 1804. Positioning of the chest, abdomen, and extremities is coordinated with Radiography Clinic I.

RTE 1513 Radiographic Positioning II.

SP 2 c.c.
A.A.S. only. Prerequisite: RTE 1503. Corequisite: RTE 1712. Correct positioning of the bones of the body, as well as the GI and GU tracts will be presented and correlated with the

clinical experiences of semester II.

RTE 1562 Radiographic Special Procedures.

SU 2 c.c.
A.A.S. only. An overview of angiographic procedures and equipment as well as advanced nursing procedures.

RTE 1613 Radiographic Physics.

FA 3 c.c.
A.A.S. only. An introduction to the concept of radiation, atomic structure, energy, magnetism, basic electricity, and the use and production of high voltage as well as the x-ray machine parts and safeguards.

RTE 1702 Radiographic Anatomy and Physiology I.

FA 2 c.c.
A.A.S. only. Corequisite: RTE 1503. Chest, abdomen, extremity and spine anatomy and physiology is presented and correlated with the clinical experience of the first semester.

RTE 1712 Radiographic Anatomy and Physiology II.

SP 2 c.c.
A.A.S. only. Prerequisite: RTE 1702. Corequisites: RTE 1513, RTE 1814. Skull, cell tissue, G.I., G.U. and circulatory anatomy and physiology is presented and correlated with the clinical experience of the second semester.

RTE 1804 Radiography Clinic I.

FA 5 c.c.
A.A.S. only. Lab fee. Under direct supervision, students participate in actual clinical settings, combining the theory and concepts presented during the didactic portion of semester I.

RTE 1814 Radiography Clinic II.

SP 5 c.c.
A.A.S. only. Lab fee. Prerequisite: RTE 1804. Corequisites: RTE 1503, RTE 1712. Under direct supervision, students practice in actual clinical settings combining the theory and concepts presented during the didactic portion of semesters I and II.

RTE 1824 Radiography Clinic III.

SU 2 c.c.
A.A.S. only. Lab fee. Prerequisite: RTE 1814. Under direct supervision, students participate in actual clinical settings combining the theory and concepts presented during the didactic portion of semesters I, II and III.

RTE 1834 Radiography Clinic IV.

SU 3 c.c.
A.A.S. only. Lab fee. Prerequisite: RTE 1824. Under direct supervision, students participate in actual clinical settings, combining the theory and concepts presented during the didactic portion of semesters I, II, IIIA and IIIB.

RTE 2212 Computer Applications in Radiology.

FA 1 c.c.
A.A.S. only. Lab fee. An overview of the types and uses of computers in the Radiologic Sciences.

RTE 2385 Radiation Biology.

FA 1 c.c.
A.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.

SP 1 c.c.
A.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.

FA 2 c.c.
A.A.S. only. Prerequisite: RTE 1513. 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.

FA 1 c.c.
A.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 2572 Advanced Radiographic Procedures I.
 SP 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 setting.

RTE 2602 Radiographic Imaging.
 SP 2 c.c.
 A.A.S. only. Prerequisite: RTE 1418C. An overview of radiographic, fluoroscopic and image recording equipment.

RTE 2722 Radiographic Anatomy and Physiology III.
 FA 2 c.c.
 A.A.S. only. Prerequisite: RTE 1712. Respiratory, nervous, endocrine, and reproductive systems along with muscles, joints, and sense organs anatomy and physiology are presented and correlated with the clinical experiences of the second year student.

RTE 2782 Applied Radiographic Pathophysiology.
 SP 1 c.c.
 A.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.
 FA 4 c.c.
 A.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.
 SP 4 c.c.
 A.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 2931 Radiographic Critique I.
 FA 1 c.c.
 A.A.S. only. Current events pertinent to the field of Radiology as well as film evaluation of studies done by the students.

RTE 2943 Radiologic Technology Internship.
 SU 3 c.c.
 A.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.

RTV 2002 Television Systems.
 TBA 3 c.c.
 Prerequisite: RTV 2242C. This course examines television signal delivery systems ranging from simple videotape to sophisticated satellite and web-based television systems. Students will learn the difference between analog and digital systems and will have an understanding of video delivery systems available in our current telecommunications marketplace.

RTV 2207C Television Production III.
 TBA 3 c.c.
 Lab fee. Prerequisite: RTV 2242C. A capstone course in which students will work in teams on client-type assignments. Students will handle all aspects of planning and production including legal, ethical and budgetary demands for the projects.

RTV 2224C Lighting for Television.
 TBA 3 c.c.
 Prerequisite: RTV 2241C. This course provides the principles and processes involved in obtaining professional results with television lighting. Both television studio and field

lighting techniques will be covered.

RTV 2241C TV Production I.
 TBA 3 c.c.
 Lab fee. This course covers the basic techniques of television production including camera and studio operation, staging, graphics, performance and lighting. In addition, the course introduces students to pre-production planning that includes program treatments/proposals, basic scriptwriting, storyboarding, floor plans and crew assignments. WSRE-TV studio facilities are used.

RTV 2242C TV Production II.
 TBA 3 c.c.
 Lab fee. Prerequisite: RTV 2241C. 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.

RTV 2245C Television Field Production.
 TBA 3 c.c.
 Lab fee. Prerequisite: RTV 2241C. Develops field video production and editing techniques while enhancing aesthetic, writing and storytelling skills necessary for video production. The course emphasizes non-linear digital editing techniques, graphic design and digital audio production techniques. The basics of animation and digital video effects are introduced.

SLS 0341 Career Communications.
 TBA 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.
 SP, SU 2 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.
 FA, SP, SU 3 c.c.
 College Success 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 1122 Introduction to College Life.
 SU 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 Generations at Work.
 FA, SP, SU 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

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Program Specialist, Job Services and Placement ..Kenneth Shugart
Coordinator, Tech PrepBarbara Wall

Vocational Student Support Services

Program CoordinatorLaurie Winterberg
Secretary.....Genie Dupre
Secretary.....Monica Williams
Program SpecialistChiquita Henderson
Program SpecialistRosa Eaton
Program Specialist.....James Blackwell

Welfare Programs

Program Director.....Diane Bagwell
Coordinator, Education & TrainingDoris Dunphy
Coordinator, Job DevelopmentRonnie Williams
Coordinator, WIABelinda Todd
SecretaryTara Brown
SecretaryMary Frances Frazier
SecretaryPatience Wilson
Case ManagerWilliam Busch
Case ManagerJennifer Hendrix
Case ManagerCatherine Jeter

Case ManagerKris Kastings
Case ManagerDeborah Louie
Case ManagerMargaret Mayes
Case ManagerRita Melson
Case ManagerPatricia Sanders
Case ManagerMichael Somala
Case ManagerMargaret Sowa
Employability Skills SpecialistCheryl Collinwood
Employability Skills SpecialistJoel Williams
Employment/Training Follow-up SpecialistRichard Dunn
Job DeveloperGregory Allerellie
Job DeveloperLachandra Barnes
Job Developer.....Anita Bronson
Job Developer.....Sommer Hall
Job Developer.....Brian Johnson
Job DeveloperDavid Riley
Job DeveloperLynn Sanderson
Job DeveloperAnne VanBrussel
Job DeveloperMichael Ward
Project Specialist, Welfare ProgramsChristopher Clark
Project Specialist, Welfare ProgramsMario Graveran
Project Specialist, Welfare ProgramsAmi Lagergren
Quality Control Specialist.....Twila Wright
Resource SpecialistLee Taylor
Training and Services SpecialistJames Boyden
Training and Services SpecialistEdward Hahn
Training and Services SpecialistJoshua Hudson
Training and Services SpecialistTeri Leto
Training and Services SpecialistRobert Stewart
Training and Services SpecialistLoretta Long
Student Services RepresentativeMarticia Johnson
Student Services RepresentativeZina Johnson
Support Services RepresentativeDushey Spivey
Welfare Services SpecialistNatasha Allen

BUSINESS AFFAIRS

Vice PresidentGean Ann Emond
Executive SecretaryCarol Quinn

Bursar's Office

BursarJ. Nan Jackson
Administrative SecretaryJane Johnson
Finance CoordinatorBrenda Carrier
Coordinator,
 Student Accounting and CollectionsAhn Nguyen
Accounting SpecialistMary Beth Johnson
Accounting SpecialistBarbara McLean
Senior Accounting ClerkJudy Bower
Senior Accounting ClerkDonna Gee
Senior Accounting ClerkMichael Young
Senior Accounting ClerkVacant
Accounting ClerkBarbara Floyd
Accounting ClerkDawn Young
Accounting ClerkJeanette Williams
Accounting AssistantRamani Cantrell

Comptroller's Office

ComptrollerJackie Padilla
Assistant ComptrollerTodd Page
Coordinator, General AccountingRenee Castillo
Accounting Specialist, General AccountingFrances Jackson
Senior Accounting Clerk, General AccountingFran Buechler
Senior Accounting Clerk, Accounts PayableBarbara Crenshaw
Senior Accounting Clerk, General AccountingGail True
Senior Accounting Clerk, Accounts PayableBrenda Pou
Senior Accounting ClerkVacant
Grant AccountantElla Campbell
Manager, Restricted Accounting
 and Property ControlMarianne Darnell-Kennedy
Senior Accounting ClerkJennifer Northrup
Property Control ClerkDonna Carlisle
Coordinator, PayrollMargaret Libbey
Accounting Specialist, PayrollBarbara Beck
Senior Accounting ClerkVauna Long

Purchasing, Auxiliary Services and Central Services

DirectorPaul O. Harris
Coordinator, Purchasing AssistanceVacant
Administrative SecretaryEmily Weddington
Purchasing SpecialistJean Carpenter
Purchasing SpecialistWannele Schamun
Central Services SpecialistKaren Miller
CourierRenee Lott
CourierRobert Seay
Senior Shipment HandlerWanda White
Shipment HandlerFrederick Walker

INSTITUTIONAL ADVANCEMENT

Associate Vice PresidentElizabeth L. Smith
Executive SecretarySharon Ward

Marketing and College Information

DirectorMary M. Riker
Coordinator, Art and GraphicsRobin Mertins
Information Specialist.....Angeleque M. Hill
Graphic Artist/Graphic Design Specialist.....Tracey Martin
SecretaryRebecca Gunter

College Development/ Foundation & Alumni Affairs

Director.....Patrice Whitten
Manager, Annual Fund/Alumni AffairsKat Miller
Business Manager-DSO & PJCFLynn Hobbs
Scholarship CoordinatorShebbie Shields
Senior Accounting ClerkRosemary Ropke
Administrative SecretaryBarbara Looney
Database SpecialistCourtney Shepherd

WSRE-TV

Director, Center for Telecommunications/
General Manager.....Sandra Cesaretti Ray
Senior Administrative SecretaryIrene Patti
Director, Engineering and Operations/
Assistant Station ManagerRoland Phillips
Assistant Director, Engineering and Operations.....Herb Gilbert
Director, Development for WSREJean Norman
Business and Administration Manager, WSREVacant
Graphic Artist/Graphic Design Specialist.....Tracey Martin
Manager, Membership WSRECatherine Ganley
Television Membership Coordinator.....Holly Norris
Television Membership SpecialistDonna Evans
Coordinator, Educational Services.....Jill Hubbs
Television Services Engineer.....Edgar Harrison
Public Television Information Specialist.....Robin McArthur
Director, Reading ServicesStanley Suarez
Senior Accounting Clerk.....Pat Duncan
ClerkDanny Lombardozzi
Senior Television Producer/Director.....Ronald A. Ferguson
Television Producer/DirectorMike Smolensky
Studio SupervisorSonny Little
Operations SpecialistChina Carter
Operations SpecialistCarl Jakim
Operations SpecialistRichard Jones
Operations SpecialistDonna Lymons
Operations SpecialistTerry Williams

INSTITUTIONAL DIVERSITY

Associate Vice PresidentGael Frazer
Executive SecretaryMary Scott

MANAGEMENT INFORMATION SYSTEMS, NETWORKING, COMPUTER SERVICES, TELECOMMUNICATIONS

Executive Director, MIS/Telecommunications Systems	Carolyn Phillips
Senior Administrative Secretary	Linda Ripley
Director, Networking/Systems Support	Wayne Stewart
Systems Support Analyst	Erin Hernandez
Network Systems Analyst	Cookie Duncan
Network Systems Analyst	Julius Jordan
Systems Coordinator	Bert Merritt
Senior Computer Systems Analyst	Jamie Beck
Senior Computer Systems Analyst	Beau McHenry
Computer Systems Analyst	David DeLarge
Computer Systems Analyst	Jeffrey Starke
Computer Systems Analyst	Steven Zukowski
Director, Florida Community College Computer Consortium	Connie Coe
Consortium Specialist	Donna Woodcock
Systems Coordinator	Tim Smith
Systems Coordinator	Georgia Riley
Computer Systems Analyst	Jonathan Alexander
Computer Systems Analyst	Michelle Dean
Computer Systems Analyst	Evelyn Gutknecht
Computer Systems Analyst	Wayne Hill
Computer Systems Analyst	Donna Martinez
Computer Systems Analyst	Tyce Parker
Computer Systems Analyst	Margaret Walden
Computer Systems Analyst	Mary Graves
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
Telecommunications Network Analyst	Charles (Bill) Jones
Telecommunications Network Analyst	Vacant

Microcomputer Resources

Director, Networking and Microcomputer Services	Liz Gomez
Network Administrator	Ray Lackaye
Network Administrator	Keith Ward

Internet Systems Analyst	Jeff Ward
Web Administrator	Jason King
Coordinator, Microcomputer Support	Jim Hines
Microcomputer Specialist	Bryan Eubanks
Microcomputer Specialist	Charlie Varnell
Help Desk Specialist	Karol Robertson

PLANNING AND ADMINISTRATION

Senior Vice PresidentIsaac Brigham
Executive SecretaryKaren Roshell
Legal AssistantBrandi Lynn Opager
Director, Institutional Research & EffectivenessMarshall McLeod
Administrative Secretary.....Eileen Saunders
Director, Risk Management/Legal Affairs.....Benjamin F. Findley, Jr.
Administrative SecretarySusan Roberts

HUMAN RESOURCES

DirectorTammy R. Henderson
Human Resources Support SpecialistAdrian Anderson
Human Resources Support SpecialistRhonda Likely
Senior Administrative SecretaryTania Leon
SecretaryVacant
Employment SpecialistDonna M. Sanders
Human Resources SpecialistVacant
Human Resources RepresentativeRenate Eacret
Human Resources RepresentativeTanisha McCreary
Human Resources RepresentativeMaria Piper-Smith
Human Resources Representative.....Vacant

POLICE DEPARTMENT PENSACOLA CAMPUS

Chief/DirectorNancy Newland
Administrative SecretaryCoreen Goben
Police SergeantAl Alston
Police Sergeant.....Peggy Anderson
Police SergeantJohn Milam
Police OfficerGreg Baker
Police OfficerChristopher Grantham
Police OfficerLamar Pate
Police Officer.....Rodney Rani
Police OfficerJames Wilburn
Police Officer/Resource OfficerLisa Van Natter
Service Officer/DispatcherDouglas Green
Service Officer/DispatcherCynthia Jablonski

PHYSICAL PLANT

Director	Walter Winter
Senior Administrative Secretary	Cathy Wassmer
Secretary	Debbie Worthington
Laborer Supervisor	Kenneth Kinnison
Truck Driver/Laborer Leader	Shawn Davis
Maintenance Computer Operator	Malcolm Nelson, Jr.
Senior Storekeeper	Rodney Weddington
Director, Facilities Planning and Construction	Todd Harrington
Assistant Director, Facilities Planning	F. Allan Wiggle
Administrative Secretary	Betty Freency

ENVIRONMENTAL SERVICES

Manager	Gary Cook
Custodial Supervisor, Northside	Jesse Johnson
Custodial Supervisor, Southside	Claude James
Custodial Supervisor, Milton	Charles Miller
Custodial Supervisor, Warrington	Leonard Houston
Storekeeper/Custodian	Agnes Hollinhead
Custodian	Pearlene Andrews
Custodian	Herman Booker
Custodian	Deborah Brown
Custodian, Warrington	Pearl Burrowes
Custodian	Mattie Culpepper
Custodian	Ottle Dale
Custodian	Joyce Dees
Custodian	Mable Graham
Custodian	Ossie Hale
Custodian	Thomas Hedger
Custodian	Barbara Jackson
Custodian	Betty Johnson
Custodian	Lillie Johnson
Custodian	Linda Johnson
Custodian	Joyce Lewis
Custodian	Karen Lindsay
Custodian, Warrington	Patricia Marshall
Custodian	Ethel McCastle
Custodian, Warrington	Catherine McDonald
Custodian	Larry McGruder
Custodian	Yaseph Nedabayah
Custodian	Rodney Pritchett
Custodian, Milton	Howard Reed
Custodian	Edna Shoemore
Custodian	Marilyn Sloan
Custodian, Milton	Ronald Taylor
Custodian	Susan Walker
Custodian	Larry White
Custodian	Lamar Wright
Custodian	Vacant
Custodian	Vacant

GROUNDS

Senior Groundskeeper Supervisor	Robert Lovelace
Senior Groundskeeper	Larry Brewer
Senior Groundskeeper	Michael Houston
Senior Groundskeeper, Milton	Larry Brook
Senior Groundskeeper, Warrington	Herman Travis
Senior Groundskeeper, Athletics Areas	Michael Johnson
Irrigation Technician	S. Greg Hardin

MAINTENANCE SERVICES

Maintenance Manager,	
Mechanical & Electrical	Doug Adkins
Maintenance Supervisor	Michael Miller
Maintenance Supervisor, Electrical Shop	Charles Decker
Maintenance Supervisor, Milton	Jerry Laughbaum
Maintenance Specialist, Milton	Fred Loper
Maintenance Supervisor, Warrington	Greg Oliver
Maintenance Specialist, Warrington	Dale Moore
Maintenance Specialist, Warrington	Michael Hobson
Maintenance Specialist, Warrington	William Keirn
Maintenance Specialist	Michael Allen
Maintenance Specialist	Rick Benett
Maintenance Specialist	Thomas Kurant
Maintenance Specialist	Michael Nash
Maintenance Specialist	Gary Navarro
Maintenance Specialist	Gerald Sanders
Maintenance Specialist	Vacant
Maintenance Specialist	Vacant
Maintenance Technican, Milton	Wayne Henry
Maintenance Technican	Joshua Berube
Maintenance Technician	Anderson Johnson
Maintenance Technician	John Darby
Maintenance Technician	Don Oglesby
Maintenance Technician	Paul Owens
Maintenance Technician	Vacant
Maintenance Technician	Vacant

RENOVATION SERVICES

Maintenance Manager, Renovations	Kent Spencer
Maintenance Supervisor, Carpenter Shop	William Warner
Maintenance Specialist	Larry Hunt
Maintenance Supervisor, Paint Shop	James Fields
Maintenance Specialist	Obediah Bonham
Maintenance Specialist	Alvin Jackson

TRANSPORTATION SERVICES

Maintenance Supervisor, Transportation	Kevin Hofer
Maintenance Specialist	Kenneth Witt

STUDENT AFFAIRS

Interim Vice PresidentJames B. Callaway
Executive Secretary Vacant
DeanJoan Ziel
DeanEarl Evans

ADMISSIONS AND REGISTRATION

RegistrarJames B. Callaway
Registrar Systems SpecialistJoyce Edgar
Coordinator, Admissions/RegistrationMartha Caughey
Admissions/Registration SpecialistBecky Chavers
Admissions/Graduation TechnicianSheila Shiver
ClerkSandra Brown
ClerkDiane Lewis-Davis
ClerkAntoinette Lowery
Clerk Vacant
Data Scheduling SpecialistBarbara Grandison
SecretaryMaria Brake
SecretaryTrisha Cohron
SecretaryKeith Rapley
Student Services RepresentativeDenise Bradley
Student Services RepresentativeSylvia Campbell
Student Services RepresentativeArnetta Holifield
Student Services RepresentativeWilson Potect
Student Services RepresentativeMildred Richardson
Student Services RepresentativeLois Stallworth

ATHLETICS

Director/Coach, Baseball, MenBill Hamilton
Administrative SecretarySharon O'Gwynn
Coach, Softball, WomenBrenda Pena
Coach, Volleyball, WomenPedro (Pete) Pena
Coach, Basketball, MenPaul Swanson
Coach, Basketball, WomenVicki Carson
Assistant Athletic Coach, BaseballDoug Martin
Assistant Athletic Coach, Basketball, MenTerrence Harris
Assistant Athletic Coach, Basketball, WomenCarla Williams
Coordinator, IntramuralsDoug Rogers
Transportation TechnicianJohn Noski

FINANCIAL AID/VETERANS AFFAIRS

DirectorRobert Parker
CoordinatorKaren Kessler
CoordinatorVirginia Santoni
Administrative SecretaryKathy Golden
Financial Aid ClerkShirley Curry
Financial Aid ClerkVerlinda Poindexter
Financial Aid/VA RepresentativeEdith Fox
Financial Aid/VA RepresentativeDale Garvin
Financial Aid/VA RepresentativeRod Goben
Financial Aid/VA RepresentativeStephen Hill
Financial Aid/VA RepresentativeCarolyn Laster
Financial Aid/VA RepresentativeCheryl McPherson
Financial Aid/VA RepresentativeWilliam Parsons
Financial Aid/VA SpecialistMaroline Campbell
Financial Aid/VA SpecialistDebra Sims
Financial Aid/VA SpecialistArdy Wright
Scholarship RepresentativePat Owens

STUDENT AFFAIRS

DeanJoan Ziel

Educational Opportunity Center

DirectorDebi Bick
Administrative SecretaryElizabeth Blake
Student Services SpecialistBeverly Barberi
Student Services SpecialistRobin Giacin
Student Services SpecialistGail Davis
Student Services SpecialistVictor Looney

Educational Talent Search

DirectorAnn J. Smith
Administrative SecretaryBetty A. Ellis
Student Services SpecialistMargaret Darnell
Student Services SpecialistLisa Roberts

Enrollment Management Services

Coordinator.....Rosemarie Long

Recruitment and Dual Enrollment

Coordinator.....Mary Esslinger

Student Support Services

DirectorCindy Minor
Administrative SecretaryShelby Diamond
Coordinator of Transfer ServicesCarolyn Albritton
Coordinator of Student ServicesPamela Justice
Learning Lab SupervisorRandall Broxton

Testing, Assessment, and Orientation

DirectorElaine Elledge
CoordinatorKathryn Quillen
Administrative SecretaryKathy Brower
Senior Test TechnicianJane Duke
Test TechnicianDebra Mowery

CAREER PLANNING AND COUNSELING

DeanEarl Evans
Senior Administrative SecretarySaundra Colville
Administrative SecretaryVacant
Assistant Professor/CounselorWilliam D. Beck
Assistant Professor/CounselorAnthony Harris
Assistant Professor/CounselorCarolyn Ziegler
Instructor/CounselorJoe Cashwell
Career Center CoordinatorMarsha Layfield
Minority Professional InternMonique Collins

College Reach Out Program

Dean.....Earl Evans

Disability Support Services/ADA

Director.....James Nickles
CoordinatorLinda Sheppard
Sign Language InterpreterRebecca Adkins

Student Life

DirectorPeter E. Wilkin
Coordinator, Student Leadership
and ActivitiesDennis Reynolds
Administrative SecretaryAngie Jones
Coordinator, Student Leadership and
Activities-WarringtonMelinda Ross

MILTON CAMPUS

Provost Martin Gonzalez
Executive Secretary Dawn Loyed

Learning Resources Services

Department Head Winifred R. Bradley
Assistant Professor/Librarian Dorothy Abbott
Library Clerk Dwight Chavis
Library Clerk Sandra Neal

Academic Programs

Curriculum Coordinator Anthea Amos
Administrative Secretary Ginny Malston
Secretary Debra Bigelow
Professor Michel Boillot
Professor Conrad Brewer
Professor Wanda Davis
Professor Dorinda Lynn
Professor Jean Roberts
Professor Mickey Settle
Professor Diane Ward
Associate Professor Dan Bell
Associate Professor Dorothy King
Associate Professor Raymond Wolf
Assistant Professor Logan Fink
Assistant Professor Thomas Gee
Instructor Amy Compton
Instructor Mary Lou Zimmerman
Computer Lab Technician Jeff Massey
Learning Lab Supervisor, Reading/Writing Larry Bush
Coordinator, Fitness Center and
Student Leadership and Activities Arthur Branch

Environmental Sciences

Department Head David Borris
Professor Conrad Brewer
Assistant Professor Logan Fink
Assistant Professor Thomas Gee
Instructor Amy Stabler

Student Affairs

Director, Student Services Georgieanna B. Bryant
Administrative Secretary Lanatta Day
Associate Professor/Counselor Tonie Anderson
Assistant Professor/Counselor Suzanne Toye
Student Services Representative Terri Parker
Financial Aid/Veterans Affairs Representative Traci Jones

Police Department

Police Officer Fred Pack
Police Officer Terry White

PENSACOLA CAMPUS

Provost Vacant
Executive Secretary Vacant

Center for Information and Engineering Technology

Director Carol S. Halfhill
Senior Administrative Secretary Janet Witt

Academic Computer Center

Coordinator, Academic Computing Mike Hual
Computer Lab Technician James Gray
Computer Lab Technician Calvin McDowell

Computer Science Programs

Program Director Lister W. Horn
Administrative Secretary Phyllis Stallworth
Professor Yin-Chieh Lemley
Professor Dennis Stevenson
Assistant Professor Stephen C. Jones
Instructor Richard Kirk
Instructor Randolph Rose

Engineering Technology Programs

Program Director Vacant
Administrative Secretary Mishal Johnson
Professor Tim H. Bone
Professor Kenneth Dunn
Professor Fitzhugh Miller
Associate Professor Ernie Forester
Assistant Professor Harold Martin
Instructor Michael Cannon

Information Technology Programs

Program Director Robert Pierce
Administrative Secretary Beverly Tingle
Associate Professor Richard Cacace
Associate Professor James Drennen
Instructor Larry Ball
Instructor Rowland Bussler
Instructor Lance Hall
Electronics Technician Winston Fish

Behavioral Sciences

Department Head June W. Linke
Administrative Secretary Nettie Varnell
Professor Richard Behnke
Professor Gary G. Bothe
Professor Glen C. Bradley
Professor Peter C. Gram
Professor Katie McLeod
Professor Jane C. Spruill
Professor Vincent J. Sullivan
Professor Elizabeth Werre
Assistant Professor Reda Brooks

Biological Sciences

Department Head James A. Brady
Administrative Secretary Clara Ezell
Professor Conrad Brewer
Professor Frances H. Duncan
Professor Janet E. Levins
Professor Colin A. Morris
Professor Margaret L. Olive
Professor June Ramsey
Professor Jeffery S. Wooters
Assistant Professor Gloria Gonzalez
Assistant Professor Joyce B. Kaplan
Science Lab Specialist Marty Foster

Business

Department Head Linda Bloom
Administrative Secretary Sadiqa Ali
Secretary Gerry Pea
Professor John Atkins
Professor Gary R. Gage
Professor Richard M. Irvine, Jr.
Professor Francis S. Key
Professor Janet Martin
Professor Evelyn Pete
Professor Judith Resch
Professor Carla Rich
Associate Professor Vance Q. Land
Associate Professor Audrey Morrison
Assistant Professor James Hightower
Instructor Birjees Ashraf
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
Assistant Professor Stacey Albaugh
Assistant Professor William Fisher
Assistant Professor Rodney Garrett
Assistant Professor Narla Zinermom
Instructor Caroline Dryer
Instructor Vacant

History/Languages/Philosophy

Department HeadCharlie Schuler
Administrative SecretarySherrill Horton
ProfessorW. Mark Cobb
ProfessorElsbeth Griffin
ProfessorSharon Harmon
ProfessorZeida Ward
Associate ProfessorL. James Chancy
Associate ProfessorLatricia Gill
Assistant ProfessorMichael Gilbert
InstructorVacant

CRIMINAL JUSTICE

InstructorMike Ardis

Mathematics

Department HeadVacant
Administrative SecretaryMary Sackman
ProfessorChristine Bond
ProfessorKathleen Burk
ProfessorSharon Spencer
ProfessorJames Ward
ProfessorCharles Washington
Associate ProfessorDelois Jones
Assistant ProfessorVirginia Lund
Assistant ProfessorMary Anne C. Petruska
InstructorMary Benson
InstructorJeremy Carr

Music and Theatre

Department HeadDon Snowden
Administrative SecretaryKelly Ryan
SecretaryJamie Presley
ProfessorJoe W. Stallings
Associate ProfessorRichard Jernigan
Assistant ProfessorXiaolun Chen
Assistant ProfessorStan Dean
Technical DirectorRobert Gandrup

Physical Sciences

Department HeadEdwin W. Stout
Administrative SecretaryKim LaFlamme
ProfessorLois A. Dixon
ProfessorThomas E. Grow
ProfessorDanny A. Philips
ProfessorJohn W. Wooten
ProfessorJoseph M. Zayas
Assistant ProfessorThomas Gee
InstructorDaniel T. Garber
InstructorVacant
Science Lab SpecialistNeil A. Clark

Professional Service Careers

Department HeadLarry Gardner
Administrative SecretaryJanice Halstead
ProfessorL.B. "Sandy" Southerland
Assistant ProfessorJacquelyn Knudsen
InstructorAmy Crum
InstructorTravis Herr

Visual Arts

Department HeadAllan Peterson
Administrative SecretaryBetty J. Ray
ProfessorWilliam R. Clover
ProfessorDavid S. Hinds
ProfessorCarol Horigan
ProfessorWarren W. Thompson
Associate ProfessorMichael F. Boles
Associate ProfessorPatricia Reppenhagen
Associate ProfessorPatrick M. Rowe
Assistant ProfessorCynthia App
InstructorStacey L. Rimmerman
InstructorMark Francis
Computer Graphics/Multimedia SpecialistSpiros Zachos

ROBINSON HONORS PROGRAM

DirectorCharlie Schuler

2002-2003 Honors Faculty

ProfessorTom Bailey
ProfessorMark Cobb
ProfessorKaren Sirmans
ProfessorVirginia Vail
ProfessorGuangping Zeng
Associate ProfessorSharon Harmon
Assistant ProfessorLatricia Gill-Brown
InstructorMary Petruska

WARRINGTON CAMPUS

Provost	Marcia Williams
Executive Secretary	Vacant
Coordinator, Academic Computing	Thomas Kuklish
Computer Lab Technican	Harold Conklin
Admissions Specialist	Tim Shipman
Coordinator, Student and Program Outreach	Jennifer Ponson

Applied Health Technologies

Department Head	Bill Moore
Administrative Secretary	Carol Miller
Professor	Joseph Diamond
Professor	Janet Levins
Associate Professor	Wilma Duncans-Burnett
Associate Professor	Sheila Peterson
Assistant Professor	Sandra Hartley
Instructor	Amy Crum
Instructor	Cena Harmon
Instructor	Richard Henderson
Instructor	Vacant
Instructor	Vacant

DENTAL AND RADIOGRAPHIC SCIENCES

Administrative Secretary	Lisa Williams
Dental Clinic Technician	Debbie Stallworth
Secretary	Pam Grover
Professor	Mindy Adshead
Professor	Marilyn Coseo
Professor	Louis Fazio
Professor	Linda Lambert
Professor	Margaret Ward
Associate Professor	Melissa Roe
Assistant Professor	Barbara Harris
Instructor	Liesa Bromet
Instructor	Marie Hattabaugh
Instructor	Teresa Lucas

Arts and Sciences

Department Head	Ann S. Webb
Administrative Secretary	Phyllis Evans
Administrative Secretary	Brenda Brantley
Learning Lab Supervisor, Math	Martha Stewart
Learning Lab Supervisor, Writing	Elisabeth Clark
Science Lab Specialist	Shelley Martineau

BUSINESS, COMPUTER SCIENCE AND TECHNOLOGY

Professor	Dale Brewer
Professor	Eris Reddoch
Instructor	Michelle Haggard
Instructor	Donna Shumway

LIBERAL ARTS

Professor	Carol Hemmye
Associate Professor	Brian Rucker
Assistant Professor	Judy Diaz
Assistant Professor	Donald Miller
Instructor	Todd Newman

MATH AND SCIENCE

Professor	Carl T. Summerlin
Associate Professor	Lynn B. Cade
Instructor	Peter Falzone
Instructor	Valerie Walker

Naval Air Station

Director, Military Programs	David Sutton
Admissions/Registration Specialist	Susan Kaemmerling

Nursing

Department Head	Claudette Coleman
Assistant Department Head	Ellen Stanley
Administrative Secretary	Carol Gayle Kuhhirte
Secretary	Sarah L. Lewis
Professor	Vicki Garlock
Professor	Shirley Holt-Hill
Professor	Hope Laughlin
Associate Professor	Paul Mayo
Assistant Professor	Carol Stinson
Assistant Professor	Melinda Hamilton
Assistant Professor	Deborah Waters
Instructor	Margaret Dykstra
Instructor	Gayle Griffin
Instructor	Patricia Jones
Instructor	Russell King
Instructor	Susan Mack
Instructor	Debra Mathis
Instructor	Linda Rich
Instructor	Mary Turner
Instructor	Vacant
Instructor	Vacant
Instructor	Vacant
Learning Lab Supervisor	Suzanne Collyer

Learning Resources Services

Department Head	Vacant
Professor/Librarian	Dorothy Perry
Library Technician	William Fitzgerald
Library Clerk	Mary Trapp
Library Clerk	Vacant

Student Affairs

DirectorCourtney R. Winstead
Administrative SecretaryBetty Perry
Professor/CounselorJudith Floyd
CounselorAlbert Huffman
Student Services RepresentativeJere Jaillite
Switchboard Operator/ReceptionistAlicia White

Financial Aid/Veterans Affairs

CoordinatorPatricia Peterson
Financial Aid/VA RepresentativeMichael Driggers

Police Department

Police LieutenantGordon Melton
Police OfficerClifton Disney
Police OfficerWallace Carter

FACULTY & ADMINISTRATION

- DELAINO, G. Thomas (1993)**
President
B.S., M.A., Ph.D., University of Florida
- ABBOTT, Dorothy D. (1993)**
Assistant Professor/Librarian
Learning Resources Center, Milton Campus
A.A., Pensacola Junior College
B.A., University of West Florida
M.L.S., University of Southern Mississippi
- ADSHEAD, Mindy (1985)**
Professor of Dental Hygiene
Department of Dental and 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
- ALBRITTON, Carolyn G. (1999)**
Coordinator, Transfer Services
Student Support Services
A.S., Pensacola Junior College
B.A., University of West Florida
M.S.W., University of Alabama
- 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
- ALLERELLIE, Greg**
Job Developer, WIA
Department of Vocational Education
A.A., Pensacola Junior College
B.A., M.S., University of West Florida
M.S., Troy State University
- ANDERSON, Adrian (2001)**
Human Resources Support Specialist
Human Resources
B.S., Old Dominion University
M.S., Troy State University
PHR
- ANDERSON, Paige (1997)**
Instructor
Department of Secondary Education
B.A., M.A., Emory University
- 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
- APP, Cynthia (2002)**
Assistant Professor of Art
Department of Visual Arts
M.A., Michigan State University
Ph.D., Indiana University
- ASHRAF, Birjees (2001)**
Instructor of Business
Department of Business
M.A., Northern Illinois
M.A., Ph.D., University of Karachi,
Pakistan
- ATKINS, John (1989)**
Professor of Business
Department of Business
A.S., Central Carolina Technical College
B.S., University of North Carolina-
Chapel Hill
M. of Econ., 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
- BALL, Larry D. (2000)**
Instructor of Information Technology
Department of Information Technology
A.A., A.S., Pensacola Junior College
B.S., University of West Florida
- 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., M.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
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Professor of Sociology
Department of Behavioral Sciences
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B.A., M.Ed., St. Mary's College
M.S.T., Illinois Institute of Technology
Ph.D., University of Nebraska
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Associate Professor of English
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Instructor of Mathematics
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B.A., La Salle University
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B.S., M.F.A., Sam Houston State
University
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Dean, Distributed Learning
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Professor of Mathematics
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Warrington Campus
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Department of Dental and
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RDMS: Abdomen, OB/GYN,
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M.S., University of West Florida

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Employment and Follow-up Specialist, Welfare Programs
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Department of Nursing, Warrington
A.A.S., Orange County Community
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B.A., University of Mississippi
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Dean
Career Planning and Counseling
B.S., Alabama State College
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Department of Arts and Sciences,
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Professor of Dental Health
Department of Dental and Radiographic
Sciences, Warrington Campus
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Excellence in 1996
B.S., Albany College of Pharmacy
D.M.D., New Jersey College of
Dentistry
M.S., Ohio State University

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Senior Television Producer/Director
WSRE-TV
B.S., Pensacola Christian College

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Director, Risk Management/Legal Affairs
Registered Financial Consultant
B.S., M.S., West Virginia University
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Assistant Professor of Agriculture
Department of Biological Sciences
B.S., M.S., University of Florida

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Student Services, Warrington Campus
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Certificate, Medical Assisting
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Service Management Technology
Department of Engineering Technology
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ASE Certified Master Automotive
Technician
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Diversity
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Careers
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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
Selected for Academy of Teaching
Excellence in 2003
B.A., Purdue University
M.F.A., George Washington University
- HORN, Lister Wayne (1969)**
Professor of Computer Science
Program Director, Computer
Science Programs
Department of Information and
Engineering Technology
B.S., M.Ed., University of Arizona
M.A.S., Southern Methodist University
Ed.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-TV
A.A., Pensacola Junior College
B.A., University of West Florida
- HUFFMAN, Albert (1992)**
Counselor
Department of Student Services,
Warrington Campus
B.A., University of West Florida
M.S., Troy State University
- HUSTED, Sue (2001)**
Director
Instructional Technology
A.A., St. Louis Community College
B.S., Southern Illinois University
M.A., The George Washington
University
- INGRAM, Paula (1998)**
Assistant Professor of Reading and English
Department of Developmental Studies
Selected for Academy of Teaching
Excellence in 2003
B.S., University of Illinois
M.A., University of West Florida
Ed.S., University of West Florida
- 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, Follow-up and 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)**
Bursar
Bursar's Office
A.A., Pensacola Junior College
B.A., University of West Florida
- JERNIGAN, Richard (1993)**
Assistant Professor of Music
Department of Music and 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
- JOHNSON, W. Brian (2000)**
Job Developer, Welfare Programs
Department of Vocational Education
B.S., Troy State University
- JOHNSON, Julianne (1996)**
Case Manager, WIA
Department of Vocational Education
- JONES, Charles (Bill) (1978)**
Telecommunications Network Analyst
Department of Telecommunications
Systems
CCNA
- JONES, Delois Salter (1981)**
Associate Professor of Mathematics
Department of Mathematics
B.S., University of West Florida
M.S., Michigan State University
- JONES, Holly (2001)**
Instructional Technologist
Department of Instructional Technology
B.A., Lynchburg College
B.A., University of West Florida
M.Ed., University of West Florida
- JONES, Patricia (1995)**
Instructor of Nursing
Department of Nursing,
Warrington Campus
B.S.N., University of West Florida
M.S.N., University of Miami
- JONES, Stephen C. (1998)**
Assistant Professor of Computer Science
Department of Information and
Engineering Technology
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
- JUSTICE, Pamela (1984)**
Coordinator of Services
Department of Student Support Services
A.A., Pensacola Junior College
B.A., M.A., University of West Florida
- 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
- KELLY, Brenda K. (1996)**
Associate Professor of English
Department of Developmental Studies
Selected for Academy of Teaching
Excellence in 2003
B.A., Spring Hill College
M.A., University of West Florida
Ed.S., University of West Florida
- KESSLER, Karen (2001)**
Coordinator
Financial Aid/Veterans Affairs
B.A., Belhaven College
- KEY Jr., F. Scott (1976)**
Professor of Business
Department of Business
B.S., Florida A&M University
M.B.A., University of West Florida
- KING, 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
- KING, Jason (2001)**
Web Administrator
Department of Microcomputer Resources
A.A., Pensacola Junior College
A.S., Okaloosa-Walton Community
College

KING, Russell (2000)
 Instructor of Nursing
 Department of Nursing
 BSN, University of Memphis
 MSN, Arkansas State
 A.S., LaSalle University

KIRK, Richard R. (2001)
 Instructor, Computer Science
 Department of Information and
 Engineering Technology
 B.S., Clemson University
 M.S., University of West Florida

KNUDSEN, Jacquelyn B. (1988)
 Assistant Professor of Cosmetology
 Coordinator, Barbering, Cosmetology,
 Facials Specialty, & Nails Specialty
 Programs
 Department of Professional Service
 Careers
 A.A., A.S., Pensacola Junior College
 A.S., LaSalle University

KRUCZYNSKI, Mary C. (1993)
 Professor of Adult Basic Education
 Department of Adult Basic Education
 Selected for Academy of Teaching
 Excellence in 1997
 B.A., Daemen College
 M.A., University of West Florida

KRUT, Cliff (2001)
 Director, Workforce and Economic
 Development/Corporate Services
 B.S., M.P.A., Troy State University
 Certified Economic Developer

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

LACKAYE, Ray (2000)
 Network Administrator
 Microcomputer Resources
 A.S., Phillips Junior College
 Microsoft Certified Professional
 CompTIA Network+ Certified

LAGERGREN, Amelia S. (1995)
 Case Manager, Welfare Programs
 Department of Vocational Education
 B.S., Livingston University

LAMBERT, Linda L. (1990)
 Professor of Dental Hygiene
 Department of Dental and Radiographic
 Sciences, Warrington Campus
 B.S., Thomas Jefferson University
 M.S., University of West Florida
 R.D.H.

LAND, Vance Q. (1982)
 Associate Professor of Business
 Administration
 Department of Business
 A.A., Pensacola Junior College
 B.A., M.Acc., University of West Florida
 M.S., Troy State University
 D.P.A., University of Alabama
 Certified Public Accountant (Florida)
 Certified Government Financial
 Manager

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 Information and
 Engineering Technology
 B.A., National Chung Hsing University
 B.S., M.S., M.Ed., University of West
 Florida

LETO, Terri (2000)
 Training and Services Specialist,
 Welfare Programs
 Department of Vocational Education
 B.A., University of West Florida

LEVINS, Janet E. (1980)
 Professor of Nutrition
 Department of Biological Sciences
 B.S., Florida State University
 M.P.H., Tulane University
 Ph.D., University of Southern
 Mississippi

LIBBEY, Margaret A. (1993)
 Coordinator, Payroll
 Comptroller's Office
 B.S., Florida State University

LIKELY, Rhonda (1982)
 Human Resources Support Specialist
 Human Resources
 A.S., Pensacola Junior College
 B.S., University of West Florida
 Certified Records Manager

LINKE, June W. (2002)
 Department Head
 Department of Behavioral Sciences
 B.S., Mississippi State College for
 Women
 M.U.R.P., University of Mississippi
 Ph.D., Mississippi State University

LONG, Loretta (1999)
 Case Manager, Welfare Programs
 Department of Vocational Education
 A.A., Okaloosa-Walton Community
 College
 B.A., University of West Florida

LONG, Rosemarie (1999)
 Coordinator, Enrollment Management
 Services
 Selected for Academy of Teaching
 Excellence in 2002
 B.A., University of Washington
 M.B.A., Seattle University

LOONEY, Victor (2001)
 Student Services Specialist
 Educational Opportunity Center
 B.S., The Citadel
 M.Ed., University of Central Oklahoma

LOUIE, Deborah (1995)
 Case Manager, Welfare Programs
 Department of Vocational Education
 A.A., Pensacola Junior College
 B.A., University of West Florida

LUCAS, Teresa (2002)
 Instructor of Dental Assisting
 Department of Dental and Radiographic
 Sciences
 A.A., Pensacola Junior College
 CDA

LUND, Virginia E. (1984)
 Assistant Professor of Mathematics
 Department of Mathematics
 B.S., Florida Atlantic University
 M.S., University of Florida

LYNN, Dorinda (1980)
 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)
 Assistant Professor of Nursing
 Department of Nursing
 B.S.N., University of West Florida
 M.S.N., University of Alabama

MANNS, Clarence (2000)
 Learning Lab Supervisor
 Department of Developmental Studies
 A.A., Pensacola Junior College
 B.S., University of West Florida

MARTIN, Harold S. (1981)
 Assistant Professor of
 Electronics/Engineering Technology
 Department of Information and
 Engineering 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

MARTIN, Tracey (2003)
 Graphic Artist/Graphic Design Specialist
 WSRE-TV
 A.A., Pensacola Junior College

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

MATHIS, Debra L. (1994)
 Instructor of Nursing
 Department of Nursing,
 Warrington Campus
 B.S.N., M.S.N., University of South
 Alabama

MAYES, Margaret
Case Manager, Welfare Programs
Department of Vocational Education
B.A., University of Southern Mississippi

MAYO, Paul (1971)
Associate Professor of 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

McARTHUR, Robin (2002)
Public Television Information Specialist
WSRE-TV
A.A., Pensacola Junior College
B.S., University of West Florida

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
Department of Behavioral Sciences
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

MELSON, Rita (2000)
Case Manager, WIA
Department of Vocational Education
B.S., University of North
Carolina/Greensboro

MELTON, Gordon (1973)
Coordinator, Campus Police,
Warrington Campus
A.S., Pensacola Junior College

MERRITT, Bert (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 Engineering Technology
Registered Architect
Bachelor of Architecture, University
of Florida

MILLER, Kat (2000)
Annual Fund/Alumni Affairs Manager
PJC Foundation
B.A., University of West Florida

MILLER, Marilyn E. (1993)
Professor of Secondary Education
Department of Secondary Education
Selected for Academy of Teaching
Excellence in 1999
A.A., Pensacola Junior College
B.S., University of West Florida
M.S., University of Mississippi

MILLER, Timothy (1999)
Program Specialist, Job Services
and Placement
Student Job Services
A.A., Florida Community College
B.A., University of West Florida

MINOR, Cindy (1996)
Director, Student Support Services
B.A., M.A., University of West Florida
M.S.M., Troy State University

MOORE, Dennis (1983)
Director, Computer Services and
Telecommunications
A.A., St. Petersburg Junior College
Certified Digital Telephone System

MOORE, Bill (1997)
Department Head
Department of Applied Health
Technologies, Warrington Campus
B.S., University of West Florida
B.S., M.S., University of South Alabama

MORGAN, P. Lena (2000)
Dean, Curriculum Implementation
B.S., Cameron University
M.S., Florida State University
Ed.D., Auburn University

MORGAN, Susan (1989)
Professor of Social Studies
Department of Secondary Education
Selected for Academy of Teaching
Excellence in 1996
B.A., Berry College
M.A., University of West Florida

MORRIS, Colin A. (1970)
Professor of Biology
Department of Biological Sciences
B.S., Florida State University
B.S., M.S., University of West Florida

MORRISON, Audrey (1980)
Associate Professor of Business
Department of Business
B.A., M.A., University of West Florida
Certified Public Accountant

NASH, Peter E. (1981)
Associate Professor
Department of Developmental Studies
Selected for Academy of Teaching
Excellence in 1989
A.A.S., Dental Lab, Greenville Tech.
B.S., Ferris State College
M.Ed., University of West Florida
C.D.T.s, University of North Carolina,
Chapel Hill and Atlanta College of
Medicine and Dentistry

NELSON, Tanya (2000)
Instructor of Reading
Department of Developmental Studies
B.A., University of California
M.Ed., Loyola University

NEUMAN, Todd (2000)
Instructor, English
Department of Arts and Sciences
Warrington Campus
Selected as Outstanding New Faculty
Member in 2002
A.A., Pensacola Junior College
B.A., M.A., University of West Florida

NEWLAND, NANCY A. (1994)
Director, Campus Police/Chief,
Campus Police
A.A., Pensacola Junior College
B.A., University of South Florida
M.S., Troy State University

NGUYEN, Anh (1996)
Coordinator, Student Accounting
and Collections
Bursar's Office
A.A., Wharton County Junior College

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, Development for WSRE-TV
B.S., M.S., Purdue University

NORRIS, Holly (2002)
Membership Coordinator
WSRE-TV
B.S., University of North Carolina
at Charlotte

NORTHUP, Patricia (1991)
Associate Professor of English
Department of Developmental Studies
B.A., M.A., M.B.A., University
of West Florida

OLIVE, Margaret (1993)
Professor of Biology
Department of Biological Sciences
B.S., M.S., Frostburg State College

PADILLA, Jackie (1996)
Comptroller
Comptroller's Office
A.A., Pensacola Junior College
B.S., M.A., University of West Florida
Certified Public Accountant

PAGE, Todd (1999)
Assistant Comptroller
Comptroller's Office
A.A., Pensacola Junior College
B.A., University of West Florida
Certified Public Accountant

PARKER, ROBERT (2002)
 Director
 Financial Aid/Veterans Affairs
 B.S., Virginia Commonwealth University
 M.B.A., James Madison 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

PERRY, Dorothy E. (1983)
 Professor/Librarian
 LRC, Warrington Campus
 A.A., Miami-Dade Junior College
 B.A., M.L.S., Florida State University

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)
 Associate Professor
 Department of Applied Health,
 Warrington Campus
 A.S., R.R.T., Pensacola Junior College
 B.S., University of Central Florida
 M.Ed., University of West Florida

PETRUSKA, Mary Anne C. (1996)
 Assistant Professor of Mathematics
 Department of Mathematics
 A.A., Pensacola Junior College
 B.S., M.S., University of West Florida

PEYTON, Tracy A. (1997)
 Assistant Professor of English
 Department of Developmental Studies
 Selected as Outstanding New Faculty
 Member in 1999
 A.S., Jefferson State Junior College
 B.A., University of Alabama
 M.A., University of Alabama/Birmingham

PHILLIPS, Danny A. (1989)
 Professor of Chemistry/Hazardous
 Materials Management
 Department of Physical Sciences
 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)
 Director, Information Technology
 Center for Information and Engineering
 Technology
 A.S., Pensacola Junior College
 B.S., The Citadel, MCSC
 Certified Novell Administrator (CNA)
 Microsoft Certified Professional (MCP)
 CCNA, CCAI, CWDA

PONSON, Jennifer (1990)
 Coordinator, Student and Program
 Outreach Warrington Campus
 A.S., C.D.A., Pensacola Junior College
 B.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

QUILLEN, Kathryn (2001)
 Coordinator
 Department of Testing, Assessment,
 and Orientation
 B.A., University of the South
 M.S., Indiana University

RAMSEY, June (1974)
 Professor of Biology
 Department of Biological Sciences
 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

REYNOLDS, Dennis (1997)
 Coordinator, Student Leadership
 and Activities
 A.A., St. Petersburg Junior College
 B.S., University of South Florida
 M.Ed., University of West Florida

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)
 Assistant Professor 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, David (2000)
 Job Developer, Welfare Programs
 Department of Vocational Education
 A.A., Pensacola Junior College
 B.S., University of West Florida

RILEY, Georgia (1990)
 Systems Coordinator
 Department of MIS
 A.A., Pensacola Junior College
 B.S., University of West Florida

RIMMERMAN, Stacey L. (2001)
 Instructor
 Department of Visual Arts
 B.A., M.Ed., University of West Florida

ROBERTS, Jean (1988)
 Professor of English
 Department of Developmental Studies
 Selected for Academy of Teaching
 Excellence in 1992
 B.A., Metropolitan State College
 M.A., University of Colorado at Denver
 Ed.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
 M.S., Troy State University

ROBINSON, FRANCES (2002)
 Instructor of Reading
 Department of Developmental Studies
 B.A., M.Ed. University of West Alabama

ROE, Melissa P. (1993)
 Associate Professor, Dental Hygiene
 Department of Dental and Radiographic
 Sciences, Warrington Campus
 Selected as Outstanding New Faculty
 Member in 1995
 Selected for Academy of Teaching
 Excellence in 2000
 B.S., M.S., University of North Carolina
 at Chapel Hill
 R.D.H., CDA

ROGERS, Douglas K. (1987)
 Coordinator of Intramurals
 A.A., Pensacola Junior College
 B.S., M.S., University of West Florida

ROOS, Jelle (1980)
 Associate Professor of English
 Department of English/Communications
 A.A., Miami-Dade Junior College
 B.A., Florida-Atlantic University
 M.S., Florida State University

ROSE, Randolph (2000)
Instructor, Computer Science
Department of Information and
Engineering Technology
A.A., Pensacola Junior College
B.S., M.S., University of West Florida

ROSS, Melinda (1975)
Campus Coordinator, Student Leadership
and Activities, Warrington Campus
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

RUCKER, Brian (1996)
Associate Professor of History
Department of Arts and Sciences
Selected for Academy of Teaching
Excellence in 2000
A.A., Pensacola Junior College
B.A., M.A., University of West Florida
Ph.D., Florida State University

SAMALA, Michael (1999)
Case Manager, Welfare Programs
Department of Vocational Education
B.S., Florida State University
M.S., Troy State University

SANDERS, Pat (2000)
Case Manager, Welfare Programs
Department of Vocational Education
A.S., Pensacola Junior College
B.A., University of West Florida
M.S., Troy State University

SANDERS, Reginald D. (2002)
Instructor of Mathematics
Department of Developmental Studies
B.S., Savannah State University

SANDERS, Stephanie (2001)
Reading Lab Supervisor
Department of Developmental Studies
B.A., Florida A&M University

SANDERSON, Lynn (2000)
Job Developer, Welfare Programs
Department of Vocational Education
A.A., Norwalk Community College
B.S.W., University of West Florida

SANTONI, Virginia M. (1971)
Coordinator, Scholarships,
Training/Development and Data
Systems
Department of Financial Aid/
Veterans Affairs
A.S., Pensacola Junior College
B.A., University of West Florida

SCHULER, Charlie (1990)
Department Head
Department of History, Languages
and Philosophy
B.A., Florida State University
M.A., University of California, Los
Angeles
Ph.D., Florida State University

SCHMIDT, Dana A. (2002)
Coordinator, Training and Development
Workforce and Economic Development/
Corporate Services
A.A., Pensacola Junior College
B.A., M.A., University of West Florida

SCOTT, Susan K. (1997)
Instructor of Reading
Department of Developmental Studies
B.A., M.Ed., University of West Florida

SETTLE, Mickey G. (1975)
Professor of Mathematics
Department of Liberal Arts and
Environmental Sciences, Milton
Campus
B.A., University of West Florida
M.A., Ph.D., Florida State University

SEXTON, Cheryl L. (1986)
Professor of Adult Basic Education
Department of Adult Basic Education
Selected for Academy of Teaching
Excellence in 1992
B.A., University of Florida
M.A., University of West Florida
M.A.T.L. (TESOL), University of
Southern Mississippi

SHANNON, Richard (1983)
Professor of English
Department of English/Communications
B.A., Oakland University
M.Ed., Florida Atlantic University
A.D., University of Michigan

SHAW, Iva Shirl (2001)
Instructor
Department of Secondary Education
Selected for Academy of Teaching
Excellence in 2001
A.A., Pensacola Junior College
B.A., University of West Florida

SHELTON, Kathleen (1989)
Associate Professor of Sciences
Department of Secondary Education
B.A., University of Texas
M.S., East Texas State

SHEPPARD, Linda C. (1991)
Coordinator, Disability Support Services
B.S., University of Texas in Austin

SHIELDS, Shebbie (1998)
Scholarship Development Coordinator
PJC Foundation
B.S.W., University of West Florida

SHUGART, Kenneth B. (2001)
Program Specialist
Student Job Services
B.S., University of Virginia
M.A., University of West Florida

SHUMWAY, Donna (2000)
Instructor, Health Information
Management
Department of Arts and Sciences,
Warrington Campus
A.A., Brevard Community College
B.S., University of Central Florida

SILL, Susan (1998)
Instructor of Physical Therapy
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SIRMANS, Karen W. (1980)
Professor of English
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Selected for Academy of Teaching
Excellence in 1991
A.A., Pensacola Junior College
B.A., Florida State University
M.A., University of West Florida

SKIDMORE, Sarah (2000)
Project Success Specialist
Department of Vocational Student
Support Services
B.S., Virginia Polytechnic Institute and
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M.S., San Diego State University

SLATTERY, Kevin (1986)
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M.A., University of West Florida

SMITH, Ann J. (1991)
Director, Educational Talent
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