

# Catalog

2010-2011



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# STUDENT ACADEMIC CALENDAR 2010-2011

(Dates subject to change.)

|   | FALL 2010                         |                                  |                                     |                               | SPRING 2011               |  |                              |                      | SUMMER 2011            |                            |                                    |                      |                        |                            |                                    |                      |
|---|-----------------------------------|----------------------------------|-------------------------------------|-------------------------------|---------------------------|--|------------------------------|----------------------|------------------------|----------------------------|------------------------------------|----------------------|------------------------|----------------------------|------------------------------------|----------------------|
|   | Session A<br>(16 wks)             | Session B<br>(8 wks)             | Session C<br>(13 wks)               | Session D<br>(8 wks)          | Session A<br>(16 wks)     | Session B<br>(8 wks)                   | Session C<br>(13 wks)        | Session D<br>(8 wks) | Session A<br>(12 wks)  | Session B<br>(6 wks)       | Session C<br>(8 wks)               | Session D<br>(6 wks) | Session A<br>(12 wks)  | Session B<br>(6 wks)       | Session C<br>(8 wks)               | Session D<br>(6 wks) |
|   | 8/23-12/16                        | 8/23-10/18                       | 9/14-12/16                          | 10/19-12/16                   | 1/6-5/5                   | 1/6-3/3                                | 1/31-5/5                     | 3/4-5/5              | 5/12-8/8               | 5/12-6/23                  | 6/13-8/8                           | 6/27-8/8             | 5/12-8/8               | 5/12-6/23                  | 6/13-8/8                           | 6/27-8/8             |
| Faculty Return  | Aug 18                            | Aug 18                           | Aug 18                              | Aug 18                        | Jan 5                     | Jan 5                                  | Jan 5                        | Jan 5                | May 12                 | May 12                     | May 12                             | May 12               | May 12                 | May 12                     | May 12                             | May 12               |
| Classes Begin   | Aug 23                            | Aug 23                           | Sep 14                              | Oct 19                        | Jan 6                     | Jan 6                                  | Jan 31                       | Mar 4                | May 12                 | May 12                     | Jun 13                             | Jun 27               | May 12                 | May 12                     | Jun 13                             | Jun 27               |
| Schedule Adjustment<br>(Drop/Add) Period Ends                 | Aug 27                            | Aug 27                           | Sep 17                              | Oct 20                        | Jan 12                    | Jan 12                                 | Feb 3                        | Mar 7                | May 16                 | May 16                     | Jun 14                             | Jun 28               | May 16                 | May 16                     | Jun 14                             | Jun 28               |
| Last Date to Provide<br>Documentation<br>for Residency Change | Aug 27                            | Aug 27                           | Aug 27                              | Aug 27                        | Jan 12                    | Jan 12                                 | Jan 12                       | Jan 12               | May 16                 | May 16                     | May 16                             | May 16               | May 16                 | May 16                     | May 16                             | May 16               |
| Mid-term  | Oct 18                            | Sep 20                           | Oct 28                              | Nov 16                        | Mar 4                     | Feb 4                                  | Mar 15                       | Apr 7                | Jun 23                 | Jun 2                      | Jul 12                             | Jul 18               | Jun 23                 | Jun 2                      | Jul 12                             | Jul 18               |
| Last Day of Withdraw  | Nov 9                             | Sep 30                           | Nov 17                              | Nov 30                        | Mar 25                    | Feb 15                                 | Apr 8                        | Apr 19               | Jul 13                 | Jun 10                     | Jul 21                             | Jul 26               | Apr 19                 | Jun 10                     | Jul 21                             | Jul 26               |
| Final Exams (Day)*  | Dec 10,<br>Dec 13-16              | Oct 15, 18                       | Dec 15, 16                          | Dec 15, 16                    | Apr 29,<br>May 2-5        | Mar 2, 3                               | May 4, 5                     | May 4, 5             | Aug 4, 8               | Jun 22, 23                 | Aug 4, 8                           | Aug 4, 8             | Aug 4, 8               | Jun 22, 23                 | Aug 4, 8                           | Aug 4, 8             |
| Final Exams (Evening)*  | Dec 9, 13-15                      | Oct 13, 14                       | Dec 13-15                           | Dec 14, 15                    | Apr 28<br>May 2-4         | Mar 1, 2                               | May 2-4                      | May 3, 4             | Aug 2-4                | Jun 21, 22                 | Aug 2-4                            | Aug 3, 4             | Aug 2-4                | Jun 21, 22                 | Aug 2-4                            | Aug 3, 4             |
| Last Day of Term  | Dec 16                            | Oct 18                           | Dec 16                              | Dec 16                        | May 5                     | Mar 3                                  | May 5                        | May 5                | Aug 8                  | Jun 23                     | Aug 8                              | Aug 8                | Aug 8                  | Jun 23                     | Aug 8                              | Aug 8                |
| Graduation  | Dec 16                            | Dec 16                           | Dec 16                              | Dec 16                        | May 5                     | May 5                                  | May 5                        | May 5                | Aug 8                  | Aug 8                      | Aug 8                              | Aug 8                | Aug 8                  | Aug 8                      | Aug 8                              | Aug 8                |
| Graduation Ceremony   | <sup>1</sup> No Fall Ceremony     |                                  |                                     |                               |                           |  |                              |                      |                        |                            |                                    |                      |                        |                            |                                    |                      |
| College Closed  | Sep 6<br>Labor Day                | Nov 11<br>Veteran's Day Observed | Nov 24 (4 p.m.) -28<br>Thanksgiving | Dec 17-Dec 31<br>Winter Break | Jan 17<br>M L King Jr Day | Jan 28<br>All College Day (No Classes) | Mar 28-Apr 3<br>Spring Break | Apr 29, May 2-5      | May 30<br>Memorial Day | Jun 24 Break<br>No Classes | Jul 4 Independence Day<br>Observed | Aug 4, 8             | May 30<br>Memorial Day | Jun 24 Break<br>No Classes | Jul 4 Independence Day<br>Observed | Aug 4, 8             |
| Graduation Ceremony   | Commencement Ceremony May 7, 2011 |                                  |                                     |                               |                           |  |                              |                      |                        |                            |                                    |                      |                        |                            |                                    |                      |
| Graduation Ceremony   | <sup>1</sup> No Summer Ceremony   |                                  |                                     |                               |                           |  |                              |                      |                        |                            |                                    |                      |                        |                            |                                    |                      |

<sup>1</sup>Pensacola Junior College celebrates the graduation of students at the end of the academic year (May of each year). Students graduating in December and August are invited to participate in the Commencement Ceremony held at the end of the Spring Term.

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

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# CATALOG AND STUDENT HANDBOOK 2010–2011

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

MEMBER OF

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

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## WELCOME MESSAGE

### Welcome to Pensacola Junior College!

Congratulations on choosing Pensacola Junior College — a smart first step toward an associate degree leading toward a baccalaureate degree or a degree leading toward an exciting and financially rewarding technical career.

For more than 60 years, PJC has been a leader among community colleges in Florida and the nation. PJC continues to set the pace in community colleges for innovation and instructional technology in academics with the recently opened Edward Chadbourne Library and the Hobbs Center for Teaching Excellence, and the newly renovated Collegiate High School.

Each of these state-of-the-art facilities boasts a Technology Enabled Active Learning center that is a similar version of the original TEAL center at the Massachusetts Institute of Technology. Furthermore, we are moving forward on construction of a new South Santa Rosa Center with buildings that are LEED silver certified, exceeding state energy standards.

More importantly, excellence at PJC reaches far beyond bricks, mortar and technology. Our faculty invigorate learning with a wealth of real-world knowledge as well as scholarly credentials. Our faculty get to know our students and encourage academic achievement and personal growth.

We are dedicated to preparing students for success, and we provide advisors and resources to help students achieve their goals. Thousands of student successes attribute to PJC as being one of the Top 100 Colleges in the nation in number of associate degrees awarded each year. To that end, we are very proud that PJC has again ranked No. 1 among Florida's 28 community colleges in state-required accountability measures for retention rate for associate in arts degree students.

A well-rounded college experience is important, and PJC provides many opportunities outside the classroom for leadership, fellowship, and service. For instance, our dental assisting students work with local dentists to provide a free dental clinic annually that serves hundreds of needy children. Each summer, our Robinson Honors students study at the University of Cambridge while exploring England's cities and countryside. Throughout the year, PJC students participate in more than 65 student organizations and 40 sports activities, many of which allow students the opportunity to experience good citizenship through community service.

Come to PJC first and experience its diverse student body and wide range of excellent programs and activities. As a result, you will be more than ready for what comes next.

Sincerely,



Edward Meadows  
President



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## **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.

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## **EQUAL ACCESS/EQUAL OPPORTUNITY**

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

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

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 Dr. Gael Frazer, Associate Vice President, Institutional Diversity, Community and Media Relations at 850-484-1759, Pensacola campus, Administration Building #7, room 705.

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# 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 opportunities for success in an atmosphere of concern, respect, integrity, and responsibility.

## PHILOSOPHY

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

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

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

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

## MISSION STATEMENT

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

Associate in Arts degree programs and college credit courses at the freshman and sophomore levels to prepare students for entry at the university junior level.

Associate in Science and Associate in Applied Science degree programs and certificate programs to prepare students for employment.

Precollegiate studies, to include adult basic, secondary, and preparatory education.

Training and activities to support economic development of the service area to attract new industries and expand existing industries.

Cultural, recreational, leisure, health, and athletic activities to enrich the lives of students, staff, and community members.

## VISION STATEMENT

The vision of Pensacola Junior College is to be the premier state college in the region. Transitioning to state college status in the Florida College System is essential to responding effectively to local, regional, state, national, and global educational and employment opportunities and demands. We will strategically contribute to the region's long-term intellectual and economic potential through innovative and affordable means to maximize student success and work-force productivity.

As a state college, we will further enhance our reputation and image as an institution of higher education that promotes and develops all students intellectually, socially and culturally, propelling them to succeed within the global community.

## STRATEGIC GOALS

The College will:

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

## PJC DISTRICT

Pensacola Junior College serves Escambia and Santa Rosa counties in Florida and surrounding Alabama communities. Population of the two-county area is nearly 450,000. The area is best known for its sugar white beaches, historical significance, and military installations which host the world famous Blue Angels flight demonstration team and the National Museum of Naval Aviation.

## FACULTY

Pensacola Junior College is proud of its highly qualified faculty. 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 PJC students come primarily from the local community, the faculty is drawn from across the nation and from more than 100 colleges and universities to broaden the scope of instruction.

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

In 1986, PJC established the Academy of Teaching Excellence to recognize outstanding faculty. Each year, five full-time teachers and one adjunct are inducted into the Academy and one outstanding new faculty member is honored.

PJC faculty also benefit from 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 the 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 to elect new governors.

## HISTORY

### 1948 – 1954, Director James L. McCord

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

With pioneer spirit, Pensacola High School Principal James L. McCord, Dean Jesse Barfield, and teacher Margaret Andrus completed the documents for a new junior college and wrote PJC's first college catalog.

James H. Allen, president of Florida Pulp and Paper Company, contributed two years' rent for a boarding house at the southeast corner of Palafox and Cervantes streets. PJC held its first class there on Sept. 13, 1948 with an enrollment of 136 students. James L. McCord was the school's first director.

Louis A. Ross, social science instructor, introduced PJC's first basketball team in 1949 and the first baseball team in 1951. During 1949-50, the first student newspaper, *The Beachcomber*, and the first PJC yearbook, *The Tide*, were introduced.

Due to increasing enrollment, the college moved one block south on Palafox Street to the former Pensacola High School facility in June 1953.

### 1954 – 1963, President Henry L. Ashmore

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

In January 1955, the PJC Alumni Association was chartered and 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 recommended a new campus location — the 80-acre Camp Franklin property on 9th Avenue, owned by the City of Pensacola and the Baars Estate.

Enrollment for 1955-56 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.



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

Lyceum, the college's cultural enrichment program, also began in 1958. Created by John T. Venettozzi, Fine Arts and Humanities chair, Lyceum brings nationally known speakers, musicians and artists to PJC.

The Student Union for Good Government and Greek organizations emerged during the early 1960s. In 1960, Delta Chi Omega became PJC's first sorority and in 1961, Delta Kappa Alpha became the first fraternity.

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, President Ashmore accepted the presidency at Armstrong State College in Savannah, Ga.

### 1964 – 1980, President T. Felton Harrison

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

In 1964, the new Center for Adult Studies became home to Adult High School and PJC's vocational and technical education programs.

The area's first planetarium open to the public and a dental health clinic were included in an addition to the Mary Ellison Baars Science Building in 1965.

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 college credit programs to the community.

The PJC Foundation was incorporated on Nov. 1, 1965. Crawford Rainwater served as the Foundation's first president.

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 Garrett T. Wiggins remained a 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.

The Florida legislature passed a bill in 1968 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 became the District Board of Trustees, 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.

In 1971, the PJC Milton Center was created to better serve Santa Rosa County. Classes were held in the former Canal Street School in Downtown Milton with William H. Massey as the Milton Center's first director.

WSRE began broadcasting in color in 1971.

In 1973, PJC celebrated its silver anniversary and dedicated a new \$1 million Career Development Center that provided free services to more than 22,000 people each year.

In 1974, women were welcomed to varsity sports and Joy DeSensi was hired part-time to coach the Lady Pirates basketball team.

A \$1 million Learning Resources Center with state-of-the-art technology opened on the Pensacola campus in 1975.

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 Veterans Affairs director and a retired U.S. Navy captain, was instrumental in acquiring this land.



John T. Venettozzi, PJC's assistant to the president, spearheaded the construction of the Warrington campus and became its first provost.

In 1977, the men's basketball team traveled to Hutchinson, Kan. for the NJCAA Championship Tournament. PJC returned ranked fifth in the nation.

### 1980 – 1997, President Horace “Ed” Hartsell

In February 1980, President Harrison announced plans for retirement.

Following a national search, Horace “Ed” Hartsell became PJC's third president in May 1980. Hartsell had been president of East Arkansas Community College in Forrest City.

Doug Worley, PJC's dean of Personnel Affairs and a PJC alum, was selected as director of the Milton Center in 1980 and named as provost later that year.

In 1981, PJC began an academic honors program featuring small classes and challenging material.

In December 1981, PJC opened a center at Naval Air Station Pensacola, offering daytime and evening classes to both military and civilian personnel. David Sutton served as NAS Center director from its inception through 2005.

A pristine 80-acre site along Highway 90 was purchased for the new Milton campus in 1982. 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, 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 became provost of the Pensacola campus.

PJC's Lady Pirates won the state basketball championship and Coach Vicki Carson was named Coach of the Year in 1985. Carson had been selected as the first full-time coach for women's basketball in 1980.

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 excellence in teaching for a number of years.

In 1988, Coach Mary Bailey, a PJC alum, led the Lady Pirates slow-pitch softball team to the NJCAA Division I National Championship. Bailey had been softball coach since the Lady Pirates team formed in 1981.

In 1989, PJC opened a Downtown Center in the Blount Building, offering courses geared for working adults and the local business community. Continued growth prompted the move to a permanent, 4-story facility on West Garden Street in 1996.

The college honored its first president by naming the extensively renovated Building 8 as the Henry L. Ashmore Fine Arts Center in May 1990. The 314-seat auditorium and adjoining classrooms were originally constructed during Ashmore's tenure.

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

1993 was a banner year for PJC sports. With Coach Bob Marlin at the helm, the Pirates basketball team became the first Florida team to win the NJCAA Division I National Championship in basketball.

The revitalized Pirates golf team, under Coach Jim Donovan, captured the NJCAA Division II National Championship that same year.

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

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

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.



PJC's Milton campus became the site for the University of Florida's West Florida Research and Education Center in 1996. Students can earn 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 for an 80-foot bell tower on the Pensacola campus as part of the college's 50th anniversary celebration. The carillon was named for M.J. Menge, a 1956 PJC graduate and the college's attorney for 31 years.

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

### 1998–2002, President Charles A. Atwell

Following a national search, Charles A. Atwell became PJC's fourth president. His inauguration coincided with the college's 50th anniversary on Sept. 8, 1998. Atwell had served as PJC's executive vice president since 1986.

Women's volleyball began in fall 1998 with Kim Hollon coaching. The next year, PJC alum Pete Pena took over as volleyball coach.

In December 1998, the PJC Foundation launched its first capital campaign. The lead gift of \$1 million from the Switzer and Reilly families established the Anna Lamar Switzer Center for Visual Arts. The campaign exceeded its goal, reaching more than \$5 million. Nearly 750 individuals, organizations and businesses participated in the fund drive, including more than 300 PJC faculty and staff.

Due to the success of the capital campaign, the college expanded programs and facilities. The Music and Theatre Department introduced a new Runge Strings performing ensemble.

PJC's first Endowed Teaching Chair, named in honor of Margaret Moore Nickelsen, was awarded to Lou Fazio, dental health professor, in 1999.

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

The Sandra and Grover Robinson III Honors Program began in August 2000 with 42 Robinson Scholars.

In fall 2000, a student ambassador program was initiated to help increase student recruitment and retention.

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

In celebration of Community College Month 2001, PJC began a “Legends” program honoring employees who had served 25 years or more. The first Legends dinner recognized 97 employees.

On July 3, 2001, WSRE became the second public broadcaster in Florida, to air a digital signal. The station initiated a capital campaign in 2002 with a goal of \$2 million to complete the digital conversion.

Former First Lady Barbara Bush visited PJC in February 2002 to help the PJC Foundation launch the Universal Scholarship and Adult Literacy Fund.

The Pirate Masters 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 enjoyed renovated facilities and progressed to the State Baseball Tournament. The Pirates placed third and set a team record with 39 wins.

2001-02 was a banner year for the Lady Pirates. The 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.

In 2002, the Anna Lamar Switzer Center for Visual Arts held a grand opening, and the Charles A. Atwell Health Sciences Complex was dedicated.

The Career Connection counseling center opened in 2002 and Student Job Services introduced an online job placement service for students, alumni and employers.

PJC Foundation presented Governor Emeritus awards to Wayne Peacock and Jim Stolhanske for the first time in 2002.

President Atwell announced plans for retirement in 2002.



## 2002 – 2008, President G. Thomas Delaino

Following a national search, G. Thomas Delaino became PJC's fifth president on Sept. 18, 2002. Delaino had served as senior vice president and vice president for planning and administration at the college since 1993.

In 2003, Gael Frazer was named the first associate vice president for Institutional Diversity.

In May 2004, the Pirates baseball team won the FCCAA State Championship and Coach Bill Hamilton was named Coach of the Year. This was the first state title for PJC's baseball program since it began in 1951.

Category 3 Hurricane Ivan devastated the area in September 2004 leaving more than \$10 million in damage to PJC's three campuses, Downtown Center and NAS Center.

PJC hosted visits from the nation's highest office as Vice President Dick Cheney visited during October 2004 and President George W. Bush held a town hall meeting at the college in March 2005.

Lady Pirates' basketball coach Vicki Carson won her 500th game in January 2005. At the end of the season, Carson retired from 25 years of coaching with 515 wins. Chanda Rigby was named new head coach for women's basketball.

In February 2005, the Garrett T. Wiggins Student Affairs Complex was dedicated in honor of Wiggins, who was president of Booker T. Washington Junior College when it merged with PJC in 1966.

In March 2005, the 16,257 square-foot Jean and Paul Amos Performance Studio was dedicated with several Public Broadcasting celebrities attending the weekend event at WSRE.

A new student literary magazine, Issue, debuted in June 2005 with Marzia Accardo as the first editor.

Green & White, the official internal weekly newsletter established in 1955, went to solely electronic publications with the July 18, 2005 issue.

Beginning August 2005, PJC's academic calendar changed to three full semesters — fall, spring and summer — with each offering four sessions with different starting and/or ending dates.

PJC participated in the first nation-wide observation of Constitution Day on Sept. 22, 2005 with speakers and free copies of the U.S. Constitution.

The PJC Foundation celebrated its 40th Anniversary in 2005 by honoring the six visionary businessmen who launched it in 1965 — Crawford Rainwater Sr., E.W. Hopkins, M.J. Menge, Warren Briggs Sr., Howard Rein, and Gaspare Tamburello.

Almost 400 local high school seniors attended PJC's first Career Day in February 2006. Later that month, PJC offered its first College Goal Sunday, offering financial aid information.

Partnering with Habitat for Humanity, PJC began a carpentry program in May 2006 giving students experience by building local Habitat homes.

The 2006 FCCAA Hall of Fame inducted Ken McAferty, PJC's brain bowl coach for 23 years, and Vicki Carson, women's basketball coach for 25 years.

The 2007 FCCAA Basketball Coaches Hall of Fame inducted Vicki Carson; Bob Marlin, former men's basketball coach; and Mike Gilbert, long-time scorekeeper.

All-College Day was launched Feb. 2, 2007, with all faculty and staff participating in professional development workshops.

Retired President Ed Hartsell was honored with the dedication of the newly renovated Hartsell Basketball Arena Feb. 21, 2007.

The Corsair student newspaper won the national Pacemaker Award for the first time for its online version, eCorsair, in 2007.

Harvard University medical faculty conducted a three-day seminar at PJC's Smart Simulation Center on the Warrington campus in May 2007.

PJC's second-ever \$1 million gift created the Hobbs Center for Teaching Excellence in October 2007. The center benefits PJC Adult High and Secondary Education students as well as PJC students taking college-credit classes to become teachers.

In February 2008, baseball coach Bill Hamilton earned his 527th PJC win since coming to the college in 1990. This gave him the most baseball wins in PJC's history.



President Tom Delaino was honored for outstanding leadership in the community with the PACE Pioneer Award in February 2008.

Milton campus sponsored its 20th Forestry Conclave and Lumberjack Festival in February 2008.

President Delaino announced his planned retirement in 2007 and retired in May 2008.

## 2008 – Present, President Charles “Ed” Meadows

Following a national search, Charles “Ed” Meadows was selected as PJC's sixth president and began leading the college in June 2008. Meadows previously had been president of Lurleen B. Wallace Community College in Alabama.

NASA astronaut and PJC alum Alan Poindexter took a PJC gold medallion with him on a 5.3 million-mile Atlantis space shuttle mission in February 2008. In June he returned to PJC and presented the medallion to President Meadows and college officials at a special ceremony open to the public.

Sept. 8, 2008 marked 60 years since PJC opened its doors. Celebratory events included cake cutting ceremonies on each campus and an outdoor, evening concert directed by Don Snowden, longtime Music and Theatre Department head.

In October 2008, The Corsair captured the General Excellence Award for Florida community college papers for the 15th time in 18 years.

PJC's nursing program received full accreditation from the National League for Nursing and Accrediting Commission in 2008.

The Practical Nursing Program ranked No. 1 out of all 1,036 programs across the nation, for the period of April through September 2008.

In November 2008, the PJC Board of Trustees unanimously voted to pursue the offering of baccalaureate degrees.

PJC's nationally recognized Smart Simulation Center was designated as a Center of Educational Excellence by Laerdal Medical Corp in December 2008. PJC is only the second community college in the country to receive this distinction.

In April 2009, the college held a dedication ceremony at the Milton campus to name the entry road Worley Boulevard in honor of Douglas Worley, founding provost of the Milton campus.

Lady Pirate softball players christened their new field on the Pensacola campus with double header wins, April 22, 2009. From its beginning in 1981, PJC's softball team had played all home games on the Milton campus.

Eight additional road front acres were purchased to join with 100 acres owned by the college in South Santa Rosa County and \$11 million was secured from the State to begin construction on the South Santa Rosa Center.

In August 2009, the Edward M. Chadbourne Library was dedicated after a \$9 million renovation and expansion. The spacious facility was named in honor of Chadbourne, a PJC alum, who through the Chadbourne Foundation gifted over \$1.2 million for student scholarships.

During the September investiture ceremony for President Meadows, the District Board of Trustees named all previous PJC presidents as Presidents Emeriti: Henry L. Ashmore, T. Felton Harrison, Horace “Ed” Hartsell, Charles A. Atwell, and G. Thomas Delaino.

In December 2009, PJC dedicated the Raymond B. and Leila Hobbs Center for Teaching Excellence on the Pensacola campus. During the ceremony, PJC President Ed Meadows and UWF President Judy Bense signed a partnership allowing UWF students to join PJC students in benefiting from the high-tech facility.

In January 2010, PJC Athletic Director and Head Baseball Coach Bill Hamilton was selected for the NJCAA Hall of Fame. In 23 seasons, with 20 at PJC, Hamilton amassed 675 career wins.

From its modest beginnings in 1948, PJC has grown into a premier, student-friendly college that competes with the best.



# ACADEMIC AND STUDENT SERVICES

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# ACADEMIC AND STUDENT SERVICES

## ACADEMIC ADVISING

Pensacola Junior College offers academic advising, career advising, and educational planning for students. Advisors are available days and some evenings in the Pensacola Advising Center (Building 2, Room 232; 850-484-1630), The Warrington Campus Student Services Office (Building 3600, Room 3615L; 850-484-2270), and the Milton Campus Student Services Office (Building 4200, Room 4202; 850-484-4410). Advisors will help students with program planning, course selection, and graduation or transfer requirements.

All new students are required to make an appointment to attend New Student Orientation or complete the online orientation at [www.pjc.edu](http://www.pjc.edu). The New Student Information Center on the Pensacola Campus is available to assist new, transfer, or returning students who have been out of college five or more years. The Center is located in Building 2 on the Pensacola Campus. Contact the center at 850-484-1547. Or [AskPJC@pjc.edu](mailto:AskPJC@pjc.edu). New students at Milton and Warrington campuses are assisted in the student services offices.

Specialized academic advising is available in the various academic departments at PJC. Students who are pursuing an associate in science, associate in applied science, or a certificate program may receive advising through the appropriate department head or program director.

Degree audits can be obtained online at [www.pjc.edu](http://www.pjc.edu), through SPYGLASS. Students may also access degree audits via the statewide computerized advising system at [www.FACTS.org](http://www.FACTS.org), which helps students understand program requirements at all Florida public colleges and universities, course options, and other important advising information.

## CAREER CONNECTION

Career planning services are designed to enhance a person's ability to make an informed career decision. Information is available in the Career Connection on all campuses:

- Pensacola Campus, Building 5, Room 508; 850-484-1768
- Milton Campus, Building 4200, Room 4204; 850-484-4410
- Warrington Campus, Building 3600, Room 3624; 850-484-2342

The services provided include career interest inventories, career reference information, financial aid resources, and personality assessments.

## INTERNATIONAL STUDENTS (F-1 Visa Holders)

Citizens of other countries interested in obtaining the F-1 (Student) Visa to attend Pensacola Junior College should contact the District Office of Admissions and Registration. The International Student Application is also available on the Pensacola Junior College web site. The College Registrar serves as the Designated School Office for Immigration issues related to the admissions and enrollment of international students

A member of the Advising Center serves as the international student advisor with the responsibility of advising international students regarding their academic goals and assisting with special needs.

Students whose native language is not English, both international students and others, have the benefit of enrolling in several special English courses designed to build speaking and composing skills. These courses are available through college preparatory instruction as well as non-credit instruction. The international student advisor will assist these students in appropriate course placement.

## STUDENT JOB SERVICES

### Job Placement

Employment assistance is provided to all students and graduates. Full-time and part-time jobs are listed on the web site at [www.pjc.edu/sjs](http://www.pjc.edu/sjs). PJC Works Online allows students and graduates the ability to search for jobs and post resumes, and it allows employers to contact applicants.

Students should update their online student profile each term and immediately preceding graduation.

Assistance is available to students in developing employability and work effectiveness skills. Resume writing assistance and job interview counseling also are available.

Contact Student Job Services, Building 5, Room 508, Pensacola Campus, 850-484-1654.

### 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 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, Building 5, Room 508, Pensacola Campus or telephone 850-484-1654 for more information. For additional information on job placement and cooperative education services, visit the web site at [www.pjc.edu/sjs](http://www.pjc.edu/sjs).

## LIBRARY

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

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

Each library provides reference assistance, workshops, interlibrary loan, and access to photocopy machines and computers. The libraries offer two college credit courses: CGS1050 Electronic Access to Information; and LIS 1004 Introduction to Internet Research (a distance learning course). All three libraries house materials for PJC distance learning courses. The Pensacola Campus Chadbourne Library maintains a collection of descriptive videos for the hearing impaired. The computers are equipped for visually impaired students. The library web site is ADA compliant.

**Fall and Spring Term Hours**

|                 |  |
|-----------------|--|
| Monday .....    | 7:30 a.m.–8:30 p.m.  |
| Tuesday .....   | 7:30 a.m.–8:30 p.m.  |
| Wednesday ..... | 7:30 a.m.–8:30 p.m. (PEN. Campus)<br>7:30 a.m.–4 p.m. (WAR. & MIL. Campus) |
| Thursday .....  | 7:30 a.m.–8:30 p.m.  |
| Friday .....    | 7:30 a.m.–4 p.m.   |
| Saturday .....  | CLOSED   |
| Sunday .....    | 1 p.m.–5 p.m. (PEN. Campus only)   |

**Summer Term Hours**

|                         |  |
|-------------------------|--|
| Monday .....            | 7 a.m.–8:30 p.m.   |
| Tuesday .....           | 7 a.m.–8:30 p.m.   |
| Wednesday .....         | 7 a.m.–8:30 p.m. (PEN. Campus)<br>7 a.m.–5 p.m. (WAR. & MIL. Campus) |
| Thursday .....          | 7 a.m.–8:30 p.m.   |
| Friday & Saturday ..... | CLOSED   |
| Sunday .....            | 1 p.m.–5 p.m. (PEN. Campus only)                                     |

The Libraries close at 4:00 p.m. and are closed on weekends when classes are not in session.

Contact the Library at 850-484-2002 for available hours on holidays and between terms.

**TESTING**

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

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

Prospective students are encouraged to take the ACT or SAT examination and have the scores forwarded to PJC. ACT and SAT scores may be used as a placement test.

At the time of this printing, discussion is underway to replace the CPT with another test. Information will be made available when a final decision is reached.

**PLACEMENT TESTING AND COLLEGE PREP INSTRUCTION**

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

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

The Florida College Entry-Level Placement Test (CPT) is given throughout the year on each campus. An examination schedule and brochure may be obtained 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 courses. Questions regarding testing procedures may be directed to the Testing and Assessment Center, Advising Center, or Student Services offices. A valid picture identification is required to obtain test score information and to take 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 enroll in the SLS 1101 College Success course.

Students who test into college preparatory instruction must enroll in college preparatory courses by the time they have attempted 12 credit hours. The student must maintain continuous enrollment in at least one college preparatory course each semester until the requirements are completed. Other credit courses may be taken along with the preparatory course as long as completion of a preparatory course is not required for the credit course. For additional information about this state requirement, contact an advisor.

At the time of this printing, discussion is underway to replace the CPT with another placement examination. Information will be made available when a final decision is reached.

**TEST OF ADULT BASIC EDUCATION**

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.

Students who have earned an associate or higher level degrees are exempt from TABE requirements for the certificate programs. Students should contact the program director or department head for additional information about requirements.

**GENERAL EDUCATIONAL DEVELOPMENT (GED) TEST**

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

**COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**

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

**FLORIDA COMPREHENSIVE ASSESSMENT TEST (FCAT)**

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

**COLLEGE LEVEL ACADEMIC SKILLS TEST (CLAST)**

The Florida Legislature repealed the requirement for the College Level Academic Skills Test (CLAST) effective June 30, 2009. Exit requirements for the associate in arts degree remain in place, and students who anticipate receiving the AA degree must demonstrate College Level Academic Skills (CLAS) with minimum test scores (ACT, SAT, CPT) or combined GPA in certain courses. See Exit Requirements for the AA Degree in the Graduation section of this Catalog.

AA Students should discuss exit requirements with an academic advisor during the first year of studies.

Students with documented specific learning disabilities or other extenuating circumstances may request a waiver of the exit requirements. The need for the waiver must be discussed with an academic advisor prior to submitting the official request to the CLAS (College Level Academic Skills) Waiver Committee. See Exit Requirements for the AA Degree in the Graduation section of this Catalog for more information.

## 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 and the Office of Veterans Affairs. Students requesting services should contact those offices directly.

### LEARNING ENRICHMENT CENTER/MATH LAB

The Learning Enrichment Center is located in Building 1, Room 131, on the Pensacola Campus. Math Lab on the Warrington Campus is located in Building 3100, Room 3142D, and can be reached by telephoning 850-484-2378. On the Milton Campus, tutorial assistance can be scheduled by telephoning 850-484-4403. The labs provide free tutoring assistance to any PJC student on a walk-in basis. The lab provides individualized tutoring for all math courses taught at PJC and tutoring for other subjects as the need arises. Videos for most math courses are available. Instruction in using both graphing and scientific calculators is available. Students may borrow graphing and scientific calculators for use while in the lab. Computers with tutorial math software also are located in lab.

### SAIL LAB (System for Applied Individualized Learning)

The SAIL Lab, located in Building 1, Room 101 on the Pensacola Campus, is designed to provide academic support to students in certificate programs, associate in science programs. SAIL is also available on the Warrington Campus in Building 3100, Room 3142F. SAIL provides an individualized, diagnostic prescriptive approach toward mastery of basic skills in reading, mathematics, and language as mandated by the State of Florida to enable students to achieve competency levels on the Test of Adult Basic Education (TABE) required for completion of programs. SAIL is technologically equipped with 16 individualized computer stations offering software programs in association with college preparatory courses, word processing, and computer graphics.

### COMPUTER CLASSROOM/LEARNING LAB

The Computer Classroom/Learning Lab is located in Building 1, Rooms 120/121 on the Pensacola Campus. These labs have 55 networked computers (25 in the Computer Learning Lab and 30 in the Computer Classroom), and provide instructional support for LIN 1670C Traditional English Grammar, ENC 0001C College Preparatory Writing I, and ENC 0002C College Preparatory Writing II, as well as offering other computer resources for all PJC students. A computer lab is located on the Milton Campus, Building 4400, Rooms 4416 and 4403. These labs provide computer-assisted instruction for preparatory mathematics, preparatory algebra, algebra, statistics, reading, grammar, writing, vocabulary, and typing. Microsoft Word is available for word processing with a conversion program for most other word processing programs. The lab manager is available to provide individual assistance to students.

### STUDENT SUPPORT SERVICES

Student Support Services, a federally funded program located on the Pensacola Campus, 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 college students meet certain income guidelines or have a documented disability are eligible for the program. In addition to individualized and group tutoring, the program provides assistance in the areas of academic advising, personal support, financial aid counseling, career counseling, and transfer assistance. The program is funded to serve 225 students each year, and services are free to those students accepted into the program.

## READING/WRITING LAB

The Pensacola Campus Reading Lab is located in Building 1, Room 107. The Warrington Campus Reading Lab is located in Building 3100, Room 3142B. The Milton Campus Reading Lab is located in Building 4200, Room 4245. The labs provide instructional support for students enrolled in preparatory reading courses. Walk-ins are welcome during posted hours, and instructors are encouraged to refer students. Tutorial assistance is available by way of computer software and individualized help in all reading courses and in evaluation and improvement of basic reading skills, vocabulary development, reading comprehension, grammar fundamentals, and word processing.

The Writing Lab is located in Building 1, Room 106, on the Pensacola Campus, Building 3100, Room 3142B, on the Warrington Campus, and in Building 4200, Room 4245, on the Milton Campus. These labs provide free tutoring to all students who are enrolled at PJC. Students will receive one-on-one help with papers for any PJC course and individualized tutoring with specific concepts in English grammar for any college preparatory credit or college credit English course. The learning environment is structured so that students are taught to proof and edit their own papers. Computers for tutorial assistance and word processing are available.

More information about these programs can be obtained from the Department of Developmental Studies, Building 1, Room 3, or by calling 850-484-1185.

### TUTORING INFORMATION

|                     |                               |              |
|---------------------|-------------------------------|--------------|
| Computer Lab        | Pensacola (Bldg 1, 120-121)   | 850-484-2005 |
| Computer Lab        | Milton (Bldg 4200, 4245)      | 850-484-4403 |
| LEC/Math Lab        | Pensacola (Bldg 1, 1131)      | 850-484-2003 |
| Math Lab            | Warrington (Bldg 3100, 3142D) | 850-484-2378 |
| SAIL Lab            | Pensacola (Bldg 1, 101)       | 850-484-2025 |
| SAIL Lab            | Warrington (Bldg 3100, 3142F) | 850-484-2376 |
| Student Support     | Pensacola (Bldg 6, 620)       | 850-484-2028 |
| Veterans Affairs    | Pensacola (Bldg 2)            | 850-484-1670 |
| Reading/Writing Lab | Pensacola (Bldg 1, 107)       | 850-484-1451 |
| Reading/Writing Lab | Warrington (Bldg 3100, 3142B) | 850-484-2351 |
| Reading/Writing Lab | Milton (Bldg. 4200, 4245)     | 850-484-4403 |

## DISABILITY SUPPORT SERVICES

The Disability Support Services Office is located on the Pensacola Campus in Building 6, Room 603, and can be reached by telephoning 850-484-1637. Students with documented disabilities are mainstreamed in to share educational experiences common to all students. A variety of services are provided: orientation to campus facilities, personal and vocational counseling, special classroom arrangements, information and assistance to faculty, coordination with local community services, referral to community agencies, Braille and taped materials, adaptive computer software programs for reading materials and other adaptive equipment. Other services include: special testing accommodations, note taking assistance, interpreters for the deaf, and textbooks on tape. When necessary, course substitutions can be made pursuant to Florida Statute 240.153 and State Board of Education Rule 6A-10.041. Accommodations for the GED and other standardized tests are also available.

## DIVISION OF VOCATIONAL REHABILITATION

To serve 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 (telephone 850-484-1660) and on the Milton Campus, Building 4100 (telephone 850-983-5340).



## VETERANS AFFAIRS

Since 1948 PJC has served veterans and their families. The Veterans Affairs Office is staffed by full-time PJC employees and VA Peer Advisors (Work Study) to aid students with Department of Veterans Affairs (DVA) and college Veterans Affairs (VA) procedures. The office is located on the Pensacola Campus in the Office of Financial Aid/Veterans Affairs (FA/VA).

Students using DVA education benefits should keep in mind that two processes are involved. One process is academic — PJC's policies and procedures for obtaining a degree or certificate. The other process is required by DVA policies and procedures, which determines if DVA will pay education benefits to the student and the amount of benefits to be paid.

Millions of students have used DVA benefits to achieve education and training. Both the College and the student must abide by DVA regulations. The FA/VA Office assists students to understand and comply with DVA regulations so they receive the full value of their DVA benefits. The College's FA/VA office is a service of PJC and not an affiliate of the United States Department of Veterans Affairs (DVA). The FA/VA office assists students with their DVA education claims and is responsible for meeting all institutional reporting requirements mandated by DVA regulations.

**IMPORTANT! It is a student's responsibility to email veterans@pjc.edu of all changes in their school attendance; i.e., changes in degree program, number of credit hours enrolled, courses taken, etc. include student's name and PJC Student ID number.**

Information for students receiving DVA benefits is found in this Catalog and on the web site: <http://www.pjc.edu/FAVA/va.asp>. Resources are also available in the FA/VA Office. PJC's FA/VA Office is committed to providing resources online for students, limited by concerns for privacy and security. Students should frequently consult the DVA web site [www.gibill.va.gov](http://www.gibill.va.gov) for updates. Click on GI Bill Links and then on Ask Us a GI Bill Question. Implementation of the Post 9/11 GI Bill, CH 33, has produced a significant increase in the numbers of students using DVA education benefits. These increases and the procedures involved in CH 33 have caused extended processing times both by DVA and PJC. Students should complete their registration and the necessary steps for certification at the earliest possible time.

**Advance Payment:** Newly enrolling Chapter 30, 35, 1606 and 1607 students and those students who did not receive VA education benefits for school within 30 days of the start of the term from PJC or any other school may apply for an advance payment of the education allowance payable to them from the first day of class through the end of the following month. For the DVA to consider awarding advance pay, the properly completed application and certified documentation must be received by the DVA Regional Office in Atlanta, no earlier than 120 days prior to the first day of class and no later than 30 days before the first day of class. There is no guarantee the DVA will be able to process the advance pay request although they receive it in a timely manner. Deadlines for submitting advance payment request to VA for processing are available on PJC's VA web page. 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 direct deposit of DVA education benefits. Currently, direct deposit is not available for CH 35. For more information see [www.pjc.edu/students/services/vetAffairs.aspx](http://www.pjc.edu/students/services/vetAffairs.aspx)

**Application:** Students wishing to use their DVA benefits at PJC should submit their applications for DVA education benefits using the VONAPP (Veterans-ON-line-APPLICATION) web site: <http://vabenefits.vba.va.gov/vonapp/instructions.asp>

Using VONAPP will significantly reduce DVA's processing time for the application (see Certificate of Eligibility below). PJC's VA Certification Request form is also required, which is available from the PJC FA/VA web site. Application for DVA benefits should be made at the earliest possible time. Most DVA forms are available online at <http://www.va.gov/vaforms/>. All students who have previously attended training or education after high school (including military education/training) are required by the DVA to have their training evaluated for applicable credit to programs of study. The evaluation is processed by the District Office of Admissions and Registration for credit that may be applied toward their degree program at PJC. Regardless of whether or not DVA assistance was received for the prior training or education, evaluation of prior training is required. A copy of all DD214s and college transcripts must be submitted to the Admissions/Registrars office for military/educational training evaluation. This must be completed and reported to DVA by PJC within two terms of enrollment or as DVA mandates.

**Attendance Requirements:** VA students may be withdrawn by their instructors when their absences are excessive as defined under the Attendance Policy described in this catalog. For further information see <http://www.pjc.edu/students/services/vetAffairs.asp>. Verification of attendance is required of CH 30, 33, 1606 and 1607 and should be done on the last day of the month to initiate the release of the monthly benefits check. The Web Automated Verification of Enrollment (WAVE) at <https://www.gibill.va.gov/wave> or the toll free Interactive Voice Response (IVR) telephone line at 1-877-823-2378 can be used to verify enrollment.

**Calculator Of Pay Rate:** DVA's Pay rate classifications for CH 30, 31, 35, 1606, and 1607 are FULL, THREE-QUARTER, HALF and LESS-THAN-HALF-TIME; based on the combination of credits enrolled and the length of the session of instruction. PJC has three *terms* — fall, spring, and summer. Each term has four *sessions*, A, B, C, and D. The sessions are of different lengths. It is very important to remember that "term" and "session" are not interchangeable and have different meanings. A student enrolled in 12 credits for fall term, all in the "A" session would be FULL TIME. Enrollment in two or more sessions during the term could result in changes in rate pay over the term. Students should go to [www.gibill.va.gov](http://www.gibill.va.gov) for pay rates.

**Certificate Of Eligibility:** After processing the application for DVA benefits, if eligible DVA will issue to the student a Certificate of Eligibility. The student MUST furnish the FA/VA office with a copy when received.

**Certification:** The FA/VA office will certify a student to the DVA for a maximum of an academic year as long as the student is enrolled at least half-time and is not on academic probation or suspension. All enrolled VA students should submit to the VA office each June a VA Request for Certification form if they wish to claim DVA benefits for the upcoming academic year at PJC. **Certification requests should be submitted at least thirty (30) days prior to the term the student wishes to be certified. Students using CH 33 benefits can request certification for the academic year. See the section on Post 9/11 GI Bill for important additional information.**

**Communications:** Official communications between PJC and students is through PirateMail. The FA/VA office will communicate through PirateMail. It is each student's responsibility to regularly monitor their PirateMail. **Students should submit inquires to the FA/VA office using veterans@pjc.edu. The student's name and PJC Student ID number should always be included.**

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

**Courses for which the VA will not pay:** Any course that cannot be applied toward fulfilling graduation requirements in the student's DVA approved degree program at PJC cannot be certified to the DVA for benefit payments. The following list reflects other types of "non-pay" courses, but is not all-inclusive:

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

**Deferment:** Florida law provides for one deferment of tuition and fees (does not include books) per academic year for students receiving DVA benefits under Chapters 30, 32, 33, 35, 1606 and 1607. 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 DVA check. The deferment, a legal promissory note must be notarized. Consult with VA staff for complete eligibility requirements and proper ID documents. **Students receiving CH 33 benefits see the Post 9/11 section for additional information.**

**Dual Degree:** DVA allows a student to pursue two degree programs concurrently. The student must first receive approval from PJC's Registrar. Then the student must request approval through PJC's VA office. The Dual Degree request should be submitted forty-five (45) days prior to the start of the term dual enrollment is desired. After a dual degree is approved for DVA benefits, the student cannot change degree programs. If the student submits a certification request with other than one of the approved dual programs, that certification will not be processed. **Careful review of the dual request form should be done prior to submitting the request [http://www.pjc.edu/students/services/vetAffairs\\_Forms.asp](http://www.pjc.edu/students/services/vetAffairs_Forms.asp)**

**DVA Resources:** DVA's web site [www.gibill.va.gov](http://www.gibill.va.gov) is an excellent resource. Students should consult it periodically for updates regarding their benefits. Specific questions regarding a student's education benefits and payments should be addressed directly to DVA using the web site's ask a question feature. PJC's VA office does NOT have access to a student's DVA pay information.

**DVA Vocational Rehabilitation:** Students approved for DVA Vocational Rehabilitation (Chapter 31) are eligible to charge tuition, fees, books and supplies as approved by their DVA case manager and as allowed by DVA regulations. VA must receive an authorized DVA Form 28-1905 from the DVA case manager before charges can be made. Allow at least 4 business days after submitting to VA before charges can be made. For additional information, email [veterans@pjc.edu](mailto:veterans@pjc.edu).

**Educational Objective:** One of the criteria to receive DVA Educational Assistance is that the student must be pursuing an approved associate in arts, associate in science, associate in applied science, or certificate at PJC. The student must follow the catalog in effect for the academic year the student began the program unless the student takes longer than five years to complete the program. Please see Effective Catalog Policy for complete details. Transient students must contact the FA/VA staff for additional requirements. **NOTE: DVA will not pay educational benefits for pursuit of a second A.A. degree if the student has already earned an A.A. or bachelor's degree issued by the state of Florida. Pursuit of an A.S. or A.A.S. degree or a certificate could be selected.**

**Graduating Term:** A VA student under Chapters 30, 32, 33, 35, 1606, or 1607 may register in courses not part of their degree program to achieve up to full-time enrollment only during their graduation term.

This exception procedure is once per program-for exceptions, email [veterans@pjc.edu](mailto:veterans@pjc.edu). Any college credit course can be used for the VA student's schedule, except he/she may not repeat a course in which a passing grade was received.

**Name/Address/Program Changes:** Notify VA and the Admissions/Registrar Office if you change your name, address, or degree program. These changes will affect your receipt of VA education benefits.

**Non-College Degree (NCD) Programs:** DVA sets specific standards for NCD program. Based on the instruction/lab mix of the course DVA designates the number of contact hours needed to qualify for full time training rate. Students enrolled in Adult Basic Education and adult high school programs are required by DVA to provide monthly Attendance Sheets for EACH course in which they are enrolled. Attendance Sheets for the previous month must be received by PJC's VA office by the fifth business of the next month. If the Attendance Sheets are not received by the deadline the student will not be certified for payment until after the end of the term and all completed Attendance Sheets are received. Additional information will be provided each student in an NCD program.

**MyCAA:** My Career Advancement Account is a DoD tuition assistance program for the spouse of active duty. A student can NOT use MyCAA and another source of federal funding for the same course or exam. Federal Title IV (example, Pell Grant) programs can be used with MyCAA. See FAQs at <https://aiportal.acc.af.mil/mycaa/>

**Post 9/11 GI Bill-CH 33:** Effective August 2009 this landmark legislation is the most significant change in education benefits since the original GI Bill. Both the increased numbers of students using education benefits and the more involved procedures for CH 33 have contributed to the significantly greater time needed to process DVA education benefits; both by DVA and by PJC. Due to the specific certification requirements of CH 33 the following procedures apply:

Students using CH 33 will be allowed to request a VA Deferment each term with the following stipulations. If the student has a VA Deferment from a prior term and the student has less than 100% eligibility, the student must have paid their portion of the deferment and have no other financial obligations to the college. Since exact tuition and fees must be submitted to DVA for payment each term PJC's VA office will establish a deadline date prior to each term for students to register and email [veterans@pjc.edu](mailto:veterans@pjc.edu) of their registration. Students who either register or email after that deadline will not have their certifications of enrollment processed until the term's audit period which begins thirty (30) days after the start of the term. At least four (4) weeks should be allowed for processing after the start of the audit. An additional eight (8) to twelve (12) weeks should be allowed for DVA to process PJC's certification for payment. A change of tuition or fees after the VA office has been notified of the student's enrollment will be processed during the term's audit period. Students are urged to consult the DVA web site [www.gibill.va.gov](http://www.gibill.va.gov) frequently for updates.

**Processing Time:** New applicants, program changes, and certification may take four or more weeks for VA to audit and submit to DVA. This timeframe will be lengthened during periods of registration. Certifications are processed in date sequence. Completed files (all documents and information required) are placed in queue; those completed first are processed first.

**Reinstatements:** PJC must report to DVA all changes in a student's enrollment that affect payment of benefits. Should a student have two or more withdrawals in a course during the term, the following will occur. Upon the student's second withdrawal from the course (either by the student or instructor) PJC will report to DVA a reduction in pay if that withdrawal changes the student's pay rate. Should the student be reinstated in that course subsequent to the second withdrawal, PJC will not report that enrollment change until the end of the term.

**Repeating Courses:** A student may repeat a course in which an "F" or a non-passing grade is received. Unless the student is repeating a "D" grade in accordance with the Gordon Rule or PJC graduation requirements, the DVA will not pay for successfully completed courses.

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

1. After registering for classes students should go to [www.pjc.edu](http://www.pjc.edu) and under "Student Records" click on "My Degree Audit." Any course indicated as "The following credits are not used in this program" may not count toward enrollment for benefits calculation.
2. After dropping or adding a course, email [veterans@pjc.edu](mailto:veterans@pjc.edu) with specific course information, student's name and PJC Student ID number.
3. Students under Chapters 30, 1606 and 1607 pursuing all degree programs and students under Chapter 35 who are pursuing a certificate program, Adult Basic Education or adult high school must certify their enrollment each month. Verification of attendance should be done on the last day of the month to initiate the release of the monthly benefits check. CH 30, 1606, and 1607 should use the Web Automated Verification of Enrollment (WAVE) at <https://www.gibill.va.gov/wave> or the toll free Interactive Voice Response (IVR) telephone line at 1-877-823-2378 can be used to verify enrollment. CH 35 students must call 1.888.442.4551.
4. Email [veterans@pjc.edu](mailto:veterans@pjc.edu) with student's name and PJC Student ID number to report any changes in school enrollment or attendance.

**Tutorial Assistance:** A veteran under Chapters 30, 32, a dependent under Chapter 35, or a reservist under Chapter 1606 or 1607, who is enrolled at least half-time in a post-secondary program has potential entitlement to DVA tutorial assistance. Contact VA for additional information and proper forms. Veterans under Chapter 31 should contact their DVA vocational rehabilitation counselor.

**Unsatisfactory Progress:** When a student fails to meet PJC's standards of academic progress, the VA office is required to advise the DVA. The student must obtain a PJC Veterans Affairs Unsatisfactory Academic Progress Form and make an appointment with a PJC academic advisor to have the form completed. When completed the form will state the reason for the unsatisfactory academic progress and steps the student must take to have the unsatisfactory academic progress removed. The completed form must be returned to the VA office in order to be certified for DVA benefits. A student who is on academic probation or suspension will be certified term-by-term only until the student has been removed from academic probation or suspension. If the student is on academic probation or suspension for two consecutive terms their DVA benefits can be suspended for unsatisfactory academic progress. See STANDARDS OF ACADEMIC PROGRESS in this catalog

**Work-Study:** Students enrolled a minimum of three-quarter time under Chapters 30, 31, 32, 33, 35, 1606, or 1607 may apply for the DVA Work-Study Program. The qualified and selected student is paid the minimum wage (Florida or federal, whichever is higher) by the Department of Veterans Affairs. Work-Study pay is tax exempt and students may work a maximum of 425 hours over a fall or spring term and 325 hours over the summer term. For additional information contact [veterans@pjc.edu](mailto:veterans@pjc.edu).

## TRIO FEDERAL PROGRAMS

The TRIO programs are federally funded and designed to encourage enrollment in post secondary (college) or high school educational programs. The purposes of the programs include the following:

1. Assisting students in the college enrollment process regardless of the college the student plans to attend
2. Providing direct instructions in the completion of the PELL grant application as well as a search for other types of financial assistance to ensure college enrollment
3. Supporting the students in their pursuit of career information
4. Encouraging the students to use available tutoring services
5. Seeking veterans who are in need of each of the above services

In order to be eligible for these services through the TRIO programs, candidates must meet these criteria:

1. Be a first generation college student (parents do not have bachelor's degrees), and/or
2. Meet income levels established by the grant, or
3. Be a veteran for the veteran assistance program.

The TRIO programs are:

1. Educational Talent Search for middle school and high school students; ETS can be reached by telephone at 850-484-2533.
2. Educational Opportunity Center for students seeking college or high school enrollment; EOC can be reached by telephone at 850-484-1961.
3. Student Support Services for college students in need of tutoring; SSS can be reached by telephone at 850-484-1817.
4. Veteran's Upward Bound for eligible veterans; VUB can be reached by telephone at 850-484-1438.

## LYCEUM

Music performances, drama, dance, art exhibitions, and distinguished speakers are available at no charge to all PJC students through the PJC Lyceum series. Faculty, staff, and the general public are invited to attend for a nominal fee. For information regarding Lyceum events, telephone the Music and Theatre Department at 850-484-1847 or visit the Lyceum web site at [www.pjc.edu/lyceum](http://www.pjc.edu/lyceum).

## ART GALLERY

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

Gallery tours for groups are available by appointment for each exhibition. For more information, call the Visual Arts Department at 850-484-2563 or the Gallery Director at 850-484-2048.

## ATHLETICS

Pensacola Junior College is a member of the National Junior College Athletic Association, Region VIII, and a member of the Florida Community College Activities Association made up of state colleges. 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 that competes with other clubs. The club is open to all area youth. Participants in the club register for through the Continuing Education Office. Registration for club participation is available on the web site.

**Intercollegiate Sports:** On the intercollegiate level, the College participates in basketball for men and women, as well as men's baseball, women's softball and women's volleyball. Also, the College's dance team and cheerleaders perform at many college and community events.

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

## WSRE

WSRE, a PBS affiliate for the Gulf Coast, began operations in 1967 under a license granted to Pensacola Junior College by the Federal Communications Commission. Since that time, WSRE has transitioned from airing black and white, to color, to stereo and now digital and high definition.

WSRE is more than just a television station. It goes beyond the norm into the lives and interests of those wanting to make their community a better place. WSRE offers many services to the community through educational and outreach services, such as PBS Ready to Learn workshops. WSRE conducts 20-30 annual workshops to train adults to help children prepare to start school. This is just one of many ways WSRE influences and makes a difference in the community.

The mission of WSRE is unique: to enhance individual potential by producing and broadcasting programs and providing educational outreach services that educate, inform and entertain by opening doors to a much bigger world. WSRE has been helping the community be more connected for over 40 years by encouraging our viewers to engage more deeply in the world around them. Through quality programming and educational outreach services, WSRE can help you "Be more!" For more information, visit [www.wsre.org](http://www.wsre.org) or telephone 850-484-1200.

## COLLEGE PUBLICATIONS

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

*The Corsair* is PJC's student newspaper, available in both print and online formats. The print edition is generally published about every two weeks during fall and spring terms. The online edition may be accessed at [www.corsair.com](http://www.corsair.com) and includes additional multimedia, blogs, and photo galleries. The paper's editorial authority is vested in its student editors who are selected twice a year by the Student Publications Committee. For more information, telephone 850-484-1458.

*Issue* is an annual student literary magazine published by The Literary Roundtable, a creative writing organization advised by a faculty member in the Department of English and Communications. To join the group, submit work for consideration, or for additional information telephone 850-484-1452.

*The Hurricane Review* is a nationally recognized literary journal published annually by the English and Communications Department. This journal is edited and formatted by PJC students under the direction of a faculty advisor. Submissions of short fiction and poetry are welcome.

*Green and White* is a weekly district wide employee newsletter published online by the Marketing and College Information Office.

*Warrington Campus Comments* is a weekly publication from the Warrington Campus Dean's Office.

*FACC Facts* is a monthly newsletter published online by the PJC Chapter of Florida Association of Community Colleges.

## PJC WEB SITE – [www.pjc.edu](http://www.pjc.edu)

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, the PJC web site supports traditional instruction, research and distance learning. Remote students can access academic programs and support services easily through the PJC web site.

## PIRATE MAIL

Pensacola Junior College provides all credit students an email account through the Pirate Mail system. Pirate Mail is the primary method of communication to PJC credit students, and students are required to activate their Pirate Mail accounts after admission. Pirate Mail accounts become available to credit students one business day after the application or re-application has been processed.

The credit student is responsible for activating the Pirate Mail account and accessing emails from the College. The expectation is that credit students will access their Pirate Mail accounts at least once per week, more often during a registration period. Failure to access Pirate Mail account and read communications from the College will not be grounds for an appeal of any action taken by the College or any requirement established by an instructor, which has been communicated to a student by Pirate Mail.

The Pirate Mail account will remain active throughout a student's enrollment and for three semesters after the last term of attendance.

## PIRATE MOBILE

Pensacola Junior College has implemented a cell phone text messaging service for students called Pirate Mobile. This service is available to all students and will help to keep the campus community informed of urgent matters such as school closing, weather, etc. To enroll, text "Pirate" to 82672 or sign up at <http://www.pjc.edu/students/services/piratemobile.asp>. Standard text messaging rates apply. This service is optional, however, we strongly urge students to take advantage of this opportunity since in many cases text messaging is the fastest and most effective way of disseminating important messages. Students will not automatically be unsubscribed from this service upon departure from PJC. Users can cancel SMS alerts at any time by replying to any alert with the word "stop," or by texting "stop" to 82672.

## ACADEMIC HONORS

The College recognizes student achievement in several ways indicated below.

### 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, students 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 who have earned 12 or more credit hours of college or vocational courses, in residence at PJC, with a GPA of 3.5-3.9 will be eligible for the Dean's List.

The semester honors will be awarded at the conclusion of fall and spring semesters. The names of students qualifying for these semester honors will be posted to the web site.

**Graduation:** Students graduating with honors based on the cumulative grade point average will be designated as follows:

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

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

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

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

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

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

The Leadership award is based upon participation in service clubs.

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

**PJC POLICE DEPARTMENT**

The Pensacola Junior College Police Department is committed to the safety of students, employees and visitors at all PJC campuses and centers. We take a proactive stance in response to crime on campus and strive to identify problems and address issues before a crisis occurs. Please help us help you by calling the PJC Police Department when:

- You are a victim of crime occurring on campus;
- You are (may be) a victim of domestic violence;
- You are a victim of rape (or acquaintance rape);
- Someone is stalking you;
- You know of crimes occurring on campus;
- You have been a victim of crime; off or on campus, and need information, counseling, or referral for further help;
- You have questions about Florida laws or law-related issues;
- You need help and do not know where to go or who to ask for information

**PJC Safety and Security Hours and Information**

The PJC Police Department officers are commissioned Florida law enforcement officers. To assure 24-hour-a-day assistance, the department operates from 7 a.m. to 11 p.m. Monday-Friday; contract security guards patrol the campus on weekends, holidays and from 11 p.m. to 7 a.m. weekdays. Uniformed police officers patrol the campus by marked vehicle, foot patrol, buggy, and bicycle. Police officers carry firearms and have authority to make arrests. Additionally, uniformed service officers assist in situations that do not call for specific police action. Student assistants, identified by safety vests, also assist with non-enforcement duties. Contract security guards patrol the campus from 11 p.m. until 7 a.m. on weekends and on holidays.

PJC Police telephone numbers and locations are as follows:

|  |              |
|--|--------------|
| Pensacola Campus Police Bldg 5 .....     | 850-484-1549 |
| Warrington Campus Police Bldg 3300 ..... | 850-484-2283 |
| Milton Campus Police Bldg 4100 .....     | 850-484-4481 |
| Downtown Center, Room 306 .....          | 850-484-1373 |

Call contract security/student assistants on weekends, holidays and between 11p.m. and 7a.m. weekdays:

|                         |              |
|-------------------------|--------------|
| Pensacola Campus .....  | 850-484-1549 |
| Warrington Campus ..... | 850-484-2283 |
| Milton Campus .....     | 850-484-4481 |

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

Contact local law enforcement agencies for help at PJC classes held off-campus:

|                                  |              |
|----------------------------------|--------------|
| Pensacola Police .....           | 850-435-1845 |
| Escambia County Sheriff .....    | 850-436-9620 |
| Gulf Breeze Police: .....        | 850-934-4050 |
| Milton Police:.....              | 850-983-5240 |
| Santa Rosa County Sheriff: ..... | 850-983-1161 |

**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.

| <b>Offense:</b>           | <b>2007</b> | <b>2008</b> | <b>2009</b> |
|---------------------------|-------------|-------------|-------------|
| Murder                    | 0           | 0           | 0           |
| Alcohol violations        | 0           | 0           | 0           |
| Robbery                   | 1           | 1           | 2           |
| Aggravated assault        | 2           | 0           | 1           |
| Burglary                  | 4           | 26          | 8           |
| Larceny/Theft             | 51          | 56          | 42          |
| Motor vehicle theft       | 2           | 0           | 0           |
| Forcible sex offenses     | 1           | 0           | 1           |
| Non-forcible sex offenses | 0           | 0           | 0           |
| Weapons violations        | 0           | 2           | 1           |
| Narcotics Arrests         | 0           | 2           | 6           |
| Alcohol Arrests           | 0           | 0           | 0           |

| <b>Campus Disciplinary Action Referrals:</b> | <b>2008</b> | <b>2009</b> |
|--|-------------|-------------|
| Liquor Law Violations                        | 0           | 0           |
| Drug Law Violations                          | 3           | 2           |
| Illegal Weapons Violations                   | 0           | 1           |

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

**OTHER SUPPORT SERVICES**

**SNACK BAR/VENDING**

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

**COLLEGE BOOKSTORES**

The college has bookstores on all three campuses to provide textbooks and supplies for sale to students, faculty, staff, and the community. Commissions from the bookstore operations fund scholarships for many PJC students. Books and supplies required for each course are kept in the college bookstores. Textbooks may also be purchased via the 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 are allowed within 7 days from the first day of class. **A sales receipt is required.** A full refund is given if books are returned in the same condition as when purchased.

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

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

**HEALTH CLINIC**

A health clinic, located on the Pensacola Campus and under the supervision of a registered nurse, is available to assist students, faculty, and staff in the event of an accident or illness. If the Health Clinic nurse is needed at the scene of an accident or emergency illness, PJC Police should first be contacted at ext. 2000. The Health Clinic is located in the Lou Ross Health/ Sports Center. Services are provided free of charge. Hours of operation are 7:30 a.m. to 4:00 p.m. daily during fall/spring semesters, 7:00 a.m. to 5:00 p.m. during summer semester.

**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, 850-484-1689.

**AIDS POLICY**

The Pensacola Junior College AIDS policy is on file in each college department and is available to all students.

# ACTIVITIES AND SPECIAL PROGRAMS

## STUDENT LEADERSHIP ACTIVITIES OFFICE

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

### 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 advertise rooms for rent, search for roommates, etc.

## STUDENT ORGANIZATIONS

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

### ACADEMIC AND DEPARTMENTAL ORGANIZATIONS:

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

### HONOR ORGANIZATIONS:

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

### RELIGIOUS ORGANIZATIONS:

- Baptist Collegiate Ministry
- InterVarsity Christian Fellowship
- Wesley Foundation

### SOCIAL AND SERVICE ORGANIZATIONS:

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

### STUDENT AMBASSADOR PROGRAM

The Student Ambassador Program was created to increase recruitment and retention at PJC. The program consists of a group of 12 PJC students who are chosen through an interview process to represent PJC in many different capacities. Ambassadors receive a stipend each semester for their hours worked during the semester. In order to be eligible for the program a student must have completed 12 semester hours, maintain a 2.5 GPA cumulatively and semesterly. Student Ambassadors are chosen in the spring semester for the following year. Interested students should contact the Enrollment Services Office at 850-484-2076.

## STUDENT HONOR ORGANIZATIONS

### PHI THETA KAPPA

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

PJC has three chapters of Phi Theta Kappa:

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

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

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

### SPECIFIC DISCIPLINE HONOR ORGANIZATIONS

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

## STUDENT ORGANIZATION GUIDELINES

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

The Student Leadership and Activities Office is available to organizations for counsel and assistance on all campuses.

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

### STUDENT MEMBERSHIP

Membership is open to any student who has:

1. A current cumulative GPA of 2.0 or higher at PJC
2. A cumulative GPA of 2.0 or higher from their previous college/university; or
3. A cumulative GPA of 2.5 or higher from high school (if a new student).

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

### OBTAINING CAMPUS CHARTERS

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

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

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

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

### COMMON RESPONSIBILITIES

1. Secure one or more approved advisors who either attend meetings or approve in advance the agenda for meetings. An advisor should be present at all meetings held after 5 p.m. An advisor may be any individual employed at PJC as an instructor, administrator or career service employee. Student Leadership and Activities Manuals are available for all advisors in the Student Leadership and Activities office.
2. 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. Furnish to the Student Leadership and Activities office a complete list of officers and members. Also, to furnish to this office, within two weeks of the beginning of the spring and fall terms, times and places of meetings and the name of the advisor(s). Any changes in the organization's constitution or purpose must be placed on file in the Student Leadership and Activities office.
4. Limit membership to current PJC students maintaining a minimum 2.0 semester grade point average. Students joining a club/organization directly from high school graduation or without any college credits must have a minimum 2.5 cumulative GPA from high school.
5. Drop from membership immediately any member who fails to maintain the required 2.0 semester GPA. College Prep grades may be utilized to determine club eligibility only until college credit classes are started.
6. 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. 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. Complete and return a re-chartering request to the Student Leadership Activities Office each term.
10. All funded clubs must present one campus-wide event per term I and II as well as other obligations set forth by the Student Leadership and Activities office.
11. In order for clubs to receive funding, once a year each club and its members must receive training from the Rape Risk Reduction Office. Failure to do so will result in zero funding for the following year.

## **PENALTIES**

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

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

## **ORGANIZATION ACTIVITIES**

### **TIME**

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

### **REGISTERED ACTIVITIES**

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

### **SPEAKERS**

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

### **CHAPERONES**

All registered social functions, either on or off campus, are required to have chaperons in attendance. The chaperones 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.

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

## **STUDENT GOVERNMENT ASSOCIATION**

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

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

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

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

### **SCOPE OF AUTHORITY**

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

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

**The Student Government Association is responsible for the following:**

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

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



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

## BASIC STUDENT RESPONSIBILITIES

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

### INTRODUCTION

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

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

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

### STUDENT RESPONSIBILITIES

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

## COLLEGE AUTHORITY REGARDING STUDENTS

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

### POLICY INFORMATION

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

### CLASSROOM ACTIVITY

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

### CLASS ATTENDANCE

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

### DRESS AND APPEARANCE

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

### STUDENT HONOR PLEDGE

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

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

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

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

## STUDENT CODE OF CONDUCT

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

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

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

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

30. Violations of federal and state law, respective county and city ordinances and all college and District Board of Trustees rules and regulations;
31. Electronic Devices, such as cell phones, cell phone cameras, IPODS, pagers, etc. are to be turned to the "off position" while attending a class or lyceum program.

## PLAGIARISM AND ACADEMIC CHEATING

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

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

## ANTI-HAZING POLICY

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

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

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

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

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

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

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

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

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

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

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

1. Each college organization advisor shall be given a copy of the college's Anti-Hazing Policy and shall be charged with the responsibility of informing the organization of the adoption of this policy.
2. Each college organization shall be required to incorporate the college's Anti-Hazing Policy in its bylaws and to submit a copy of its revised bylaws to the Student Leadership and Activities office.
3. A copy of the Anti-Hazing Policy, rules and penalties is available to each student.
4. The college's Anti-Hazing Policy shall be printed in the college Catalog.
5. A representative of the college will meet with each student organization at the beginning of each school year to review, discuss and answer all questions relating to the college's Anti-Hazing Policy.

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

## CHILDREN ON CAMPUS

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

## TRESPASSING

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

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

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

## STUDENT MOTOR VEHICLE REGULATIONS

### REGISTRATION

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

### PARKING REGULATIONS

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

## TRAFFIC REGULATIONS

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

## OTHER REGULATIONS AND PROVISIONS

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

## FUNDRAISING ACTIVITIES

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

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

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

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

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

## SPEECH AND PUBLICATION GUIDELINES

### GUEST SPEAKERS

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

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

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

1. A request to invite an outside speaker will be considered only when made by an organized student group recognized by the college.
2. Invitations by an organized group shall not be issued to an outside speaker without prior written concurrence by the president of the college, or such person or committee as may be designated by the president (such person or committee thereafter referred to as his/her authorized designee), for scheduling of speaker dates and assignments of campus facilities.

3. Any speaker request shall be made in writing by an officer of the student organization desiring to sponsor the proposed speaker not later than 10 calendar days prior to the date of the proposed speaking engagement. This request shall contain the name of the sponsoring organization; the proposed date, time and location of the meeting; the expected size of the audience; and topic of the speech. Any request not acted upon by the president, or his/her authorized designee, within four days after submission shall be deemed granted. A request made by a recognized organization may be denied only if the president or his/her authorized designee determines, after proper inquiry, that the proposed speech will constitute a clear and present danger to the institution's orderly operation by the speaker's advocacy of such actions as:
  - a. The violent overthrow of the government of the United States, the state of Florida, or any political subdivision thereof; or
  - b. The willful damage or destruction, or seizure and subversion of the institution's buildings or other property; or
  - c. The forcible disruption or impairment of, or interference with, the institution's buildings or other property; or
  - d. The physical harm, coercion, intimidation or other invasion of lawful rights of the institution's officials, faculty members or students; or
  - e. Other campus disorders of a violent nature.

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

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

#### **PUBLIC ADDRESS AREA**

1. Students, faculty, administration, staff or non-students may use the address area for free speech, advocacy and recruiting any time the college is officially in session. The area used for this purpose on the Pensacola campus is defined as the triangle directly in front of the Student Center and bounded by the sidewalks. This area is identified on the campus map and does not include the sidewalks, which are used as boundaries. The address area on the Warrington campus is on the grass at the south side of the west entrance to Building 3600. On the Milton Campus, it is just to the North of the entry to the covered walkway to building 4200.
2. Although no prior request for use of the area need be made for extemporaneous expression, individuals reserving the use of the area have priority.

3. When reservations are made for use of the area, they will be made on a first-come, first-served basis by the appropriate Student Leadership and Activities Office.
4. Individuals using the speaker's area during extemporaneous discussion must, as a matter of courtesy, yield the platform after a reasonable amount of time when others desire to speak.
5. Speech within the address area is subject to the regulations of the college and all local, state and federal laws. Individuals who use speech which defames another, which is obscene, or which constitutes a clear and present danger to the institution's orderly operation may be enjoined by the college and such speech may provide grounds for action under the Code of Conduct. The provisions of the Code of Conduct apply to the address area as well as other areas of the campus.

#### **POSTING, DISTRIBUTING, EXHIBITING PRINTED OR FILMED MATERIAL**

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

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

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

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

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

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

# STUDENT RIGHTS

## BASIC STUDENT PROCEDURAL DUE PROCESS RIGHTS

Pensacola Junior College will observe the fundamentals of due process to reach a fair, equitable, and consistent resolution for students with complaints and grievances. Due process will be observed in the adjudication of alleged student violations of College policies and procedures. A student pursuing either a non-academic or academic complaint/grievance may utilize PJC's Student Advocate/Student Ombudsman at no cost or obligation. The use of the services of the Student Advocate/Student Ombudsman is to be determined by the student.

### APPEALS AVAILABLE TO STUDENTS

#### Non-Academic Appeals

1. **Student Motor Vehicle Regulations.** Students who wish to dispute an alleged violation of the Student Motor Vehicle Regulations may submit an appeal to the Traffic Appeals Court through the Student Leadership and Activities Office on the appropriate campus.
2. **Discrimination and Harassment Outside of the Classroom Setting.** A student with a complaint regarding issues of discrimination or harassment, including Title IX and Section 504, that occur on campus (but not as part of the classroom setting) should bring the issue to the immediate attention of the Associate Vice President for Institutional Diversity.
3. **Code of Conduct Violations.** A student accused of violating a section or sections of the Pensacola Junior College Code of Conduct shall be entitled to certain procedural rights. See the Code of Student Conduct Violations in the Non-Academic Appeals Procedure section of the College Catalog.

#### Academic Appeals

1. **Grievances of Classroom and Instructor Issues.** A student with a complaint regarding specific issues related to a member of the PJC faculty, including Title IX and Section 504, may seek resolution through this process.
2. **Discrimination and Harassment within an Academic Setting.** A student with a complaint regarding issues of discrimination or harassment, including Title IX and Section 504, that occur on or off campus within an academic setting, should bring the issue to the immediate attention of the Associate Vice President for Institutional Diversity.
3. **Grade Grievance Procedure.** A student who disputes a grade assigned by a faculty member has 10 working days from the time of grade assignment to initiate a grievance. After the 10 day period, the student loses the right to file a grievance (see p. 25) and no other administrative remedy or campus option is available.
4. **Graduation Policy Exception.** Students who wish an exception to an existing graduation policy may appeal to the Student Academic Appeals Committee.
5. **Reinstatement in Class.** A student who has been withdrawn for excessive absences may request consideration for reinstatement by discussion with the instructor. If the instructor does not permit continued enrollment, the student may appeal to the Student Academic Appeals Committee.
6. **Late Withdrawal.** A student who wishes to withdraw from a class after the established withdrawal deadline may petition the Student Academic Appeals Committee.
7. **Academic Suspension or Academic Dismissal.** A student who has been placed on academic suspension or who has been dismissed for academic reasons may petition for continued enrollment.

## NON-ACADEMIC APPEALS PROCEDURES

1. **Student Motor Vehicle and Parking Violations.** Students may appeal motor vehicle and parking ticket violations through the Student Leadership and Activities Office on the appropriate campus. The student must appeal the ticket violations within ten (10) class days after receiving the ticket. Appeals received after this time will not be considered. There must be justifiable reasons for the appeal process to be initiated. The Student Government Association Traffic/Parking Appeals Committee will review the appeals. The SGA TPA Committee will either uphold the issuance of the ticket or recommend that the ticket be rescinded. The Director for Student Life will review the SGA TPA Committee's recommendation. The decision of the Director for Student Life is final.
2. **Non-Academic Discrimination and Harassment.** Students claiming they have been discriminated upon or harassed in a non-academic environment at Pensacola Junior College should immediately notify the Associate Vice President for Institutional Diversity of their claim. The office is located in Building 7 on the Pensacola campus. Pensacola Junior College does not permit discrimination upon the basis of race, gender, religion, marital status, national origin, age, disability, or sexual orientation.
3. **Code of Student Conduct.** The Pensacola Junior College Code of Student Conduct is published in the College Catalog. A student accused of violating the Pensacola Junior College Code of Student Conduct shall be entitled to certain procedural rights outlined below. Students attending Pensacola Junior College are expected to abide by the Pensacola Junior College Code of Student Conduct. In some instances student conduct off campus can also be reviewed by Pensacola Junior College. The primary goal of the review process is to "educate" the student of the value to adhering to the established Pensacola Junior College Code of Student Conduct.

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

#### A. Informal Process:

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

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

## **B. Formal Process:**

1. The student shall receive written notification of the alleged violation of the Pensacola Junior College Code of Student Conduct. The written notification will be provided to the student within five (5) class days by the Office of the Vice President for Student Affairs or his/her designee. The written notification shall be delivered to the student by certified mail with return receipt;
2. The student will be required to schedule a hearing with the Student Judicial Review Board to review the alleged violation of the Pensacola Junior College Code of Student Conduct. Optimally, the meeting will be scheduled within five (5) class days of receipt of the written notice;
3. The Office of the Vice President for Student Affairs shall convene the hearing of the Student Judicial Review Board. The Student Judicial Review Board shall consist of two (2) members of the faculty; two (2) members of the Career Service organization; and two (2) members of the student body;
4. The Director for Student Life or his/her designee shall present the evidence associated with the alleged violation of the Pensacola Junior College Code of Student Conduct;
5. The student shall be entitled to appear in person and to present his/her defense to the Student Judicial Review Board and may call witnesses on his/her behalf. If the student does not appear, and has not provided satisfactory justification to the Director for Student Life for non-appearance, the hearing shall be held in the student's absence;
6. A recording of the hearing shall be made and retained by the Office of the Vice President for Student Affairs;
7. Following the hearing, the Student Judicial Review Board will convene and recommend to the Office of the Vice President for Student Affairs a disciplinary sanction, if applicable. The Office of the Vice President for Student Affairs can either accept the recommendation, reject the recommendation, request the Student Judicial Review Board reconvene to further review the evidence in the case, or modify the recommendation of the Student Judicial Review Board;
8. The Office of the Vice President for Student Affairs will officially notify the student of the determination of guilt or innocence and the nature of sanctions. The decision of the Vice President for Student Affairs is final and cannot be appealed. The decision will be presented to the student, in writing, by certified mail with return receipt required.

### **4. Student Non-Academic Grievance and Appeals Process.**

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

A student may withdraw a non-academic grievance anytime during the review process.

## **A. Informal Process:**

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

## **B. Formal Process:**

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

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

## **Records Retention**

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

## **Non-Academic Judicial Review Bodies**

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



## STUDENT ACADEMIC GRIEVANCE PROCEDURE

The purpose of the grievance procedure is to provide, at the lowest possible level, a means to mediate a fair and equitable solution to any complaint other than grade disputes (including Title IX and Section 504) that a student may have with a faculty member. A student with a complaint regarding issues of discrimination or harassment that occur on or off campus within an academic setting, should bring the issue to the immediate attention of the Associate Vice President for Institutional Diversity. This procedure will not involve itself in any dispute in which the student is accused of a violation of the honor pledge or infraction of any rule or regulation governing the conduct of students, as set down by the institution.

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

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

### INFORMAL PROCEDURE

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

### FORMAL PROCEDURE

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

### GRADE DISPUTES

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

### ACADEMIC APPEALS

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

## OFFICIAL STUDENT GRADE GRIEVANCE PROCEDURE

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

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

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

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

### INFORMAL STUDENT GRIEVANCE PROCESS

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

## FORMAL STUDENT GRIEVANCE PROCESS

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

## STUDENT ADVOCATE/STUDENT OMBUDSMAN

Reflecting Florida Statute 1006.51, K-20 Education Code, Pensacola Junior College has created the office of student advocate/student ombudsman, which is accountable to the president of the college.

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

The Coordinator of Student Activities and Leadership Development on each PJC campus shall serve as the Student Advocate/Student Ombudsman for his/her respective campus. Students are encouraged to consult with the Student Advocate/Student Ombudsman regarding:

1. Guidance and advice regarding the informal and formal processes associated with complaints and grievances;
2. Assistance in seeking a mutually agreeable resolution of the complaint;
3. Counsel the student throughout the informal and formal processes associated with complaints and grievances; and
4. Assist the student with comprehension of existing policies and procedures of the college.

If a student's issue is related to academic standards of progress, graduation requirements, access to courses, or other academic policies, the Student Advocate/Student Ombudsman will advise and guide the student regarding the existing informal and formal academic grievance procedures. The Student Advocate/Student Ombudsman will initially endeavor to seek a mutually agreeable resolution of the student complaint, as stipulated by the existing informal academic grievance process. If the informal resolution process fails to reach a mutually agreeable resolution, the Student Advocate/Student Ombudsman will refer the student to the Student Academic Appeals Committee. If requested by the student, the Student Advocate/Student Ombudsman will assist the student in completing the appropriate Academic Appeals Form. The Student Academic Appeals Committee shall conduct a formal hearing and review of the documentation associated with the academic grievance. If requested by the student, the Student Advocate/Student Ombudsman may serve as an advisor to the student during the proceedings of the Student Academic Appeals Committee. The Student Advocate/Student Ombudsman may not speak on behalf of the student, but simply advise and guide the student during the hearings. The Student Academic Appeals Committee shall make a recommendation to the Vice President for Academic Affairs or his/her designee. The Vice President for Academic Affairs or his/her designee shall review the student's petition and interview the student if necessary. If requested by the student, the Student Advocate/Student Ombudsman may serve as an advisor to the student during the interview process.

The Student Advocate/Student Ombudsman may not speak on behalf of the student, but simply advise and guide the student during the interview. The Vice President for Academic Affairs or his/her designee shall either uphold, deny, or modify the recommendation(s) of the Student Academic Appeals Committee.

If the Academic complaint relates to alleged discrimination and harassment issues, the Student Advocate/Student Ombudsman shall immediately and automatically refer the student to the Associate Vice President for Institutional Diversity for guidance and assistance.

If the student issue is related to a non-academic complaint, the Student Advocate/Student Ombudsman will advise and guide the student regarding the existing informal and formal non-academic grievance procedures. The Student Advocate/Student Ombudsman will initially endeavor to seek a mutually agreeable resolution of the student complaint, as stipulated by the existing informal non-academic grievance process. If the informal resolution process fails to reach a mutually agreeable resolution, the Student Advocate/Student Ombudsman will refer the student to the Director for Student Life who will convene an official hearing before the Student Judicial Review Board. If requested by the student, the Student Advocate/Student Ombudsman will assist the student in completing the appropriate Student Judicial Review Board Appeals Form. The Student Judicial Review Board shall conduct a formal hearing and review of the documentation associated with the non-academic grievance. If requested by the student, the Student Advocate/Student Ombudsman may serve as an advisor to the student during the proceedings of the Student Judicial Review Board. The Student Advocate/Student Ombudsman may not speak on behalf of the student, but simply advise and guide the student during the hearings. The Student Judicial Review Board shall make a recommendation to the Vice President for Student Affairs or his/her designee. The Vice President for Student Affairs or his/her designee shall review the student's petition and interview the student if necessary. If requested by the student, the Student Advocate/Student Ombudsman may serve as an advisor to the student during the interview process. The Student Advocate/Student Ombudsman may not speak on behalf of the student, but simply advise and guide the student during the interview. The Vice President for Student Affairs or his/her designee shall either uphold, deny, or modify the recommendation(s) of the Student Judicial Review Board.

If the Non-Academic complaint relates to alleged discrimination and harassment issues, the Student Advocate/Student Ombudsman shall immediately and automatically refer the student to the Associate Vice President for Institutional Diversity for guidance and assistance.

# ADMISSIONS • REGULATIONS FINANCIAL AID • GRADUATION

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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 Student Code of Conduct.)

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

## GENERAL ADMISSION PROCEDURE

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

1. Obtain an Application for Admission from any admissions office as well as online at [www.pjc.edu](http://www.pjc.edu) or online at [www.FACTS.org](http://www.FACTS.org).
2. Submit the Application for Admission to any admissions office, online at [www.FACTS.org](http://www.FACTS.org), or on PJC's website at [www.pjc.edu](http://www.pjc.edu).
3. Pay the non-refundable application fee. A check or money order in the amount of \$30 must accompany the Application for Admission. Students may pay by credit card (American Express, MasterCard or Visa), and the credit card information should be indicated as requested on the application form.
4. Consult the College Academic Calendar in this catalog or online at [www.pjc.edu](http://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 test requirements. Transfer students with grades of "C" or better in courses determined to be equivalent to ENC1101 English Composition I will not be required to take the reading/writing portions of the placement test. Transfer students with grades of "C" or better in courses determined to be equivalent to MAT1033 Intermediate Algebra (or a PJC higher level mathematics course) will not be required to take the mathematics/algebra portions of the placement test.

Placement tests are not used for admission purposes but are utilized to determine the appropriate placement in college-level English and mathematics courses. Students may provide scores from either the Scholastic Aptitude Test (SAT) or the American College Test (ACT) if the test was completed no more than two years prior to enrollment. No student will be permitted to enroll in any college credit English, mathematics, writing-emphasis course, or any course having an English, mathematics, or reading prerequisite, without meeting the state 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 CPT prior to registration. The CPT is administered at the college at convenient times for students and without additional fees.

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

## ASSOCIATE DEGREE ADMISSION FIRST TIME IN COLLEGE (FRESHMAN)

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

### 1. Florida High School Diploma

Florida high school graduates must have earned the standard high school diploma. The International Baccalaureate (IB) diploma is considered a standard high school diploma for the purposes of admission. The Florida Certificate of Completion and the Florida Special Diploma are not considered standard high school diplomas unless the Certificate of Completion was awarded as a CPT-Eligible Certificate. The CPT-Eligible designation will be indicated on the student's transcript.

### 2. Other High School Diploma

Non-Florida high school graduates, individuals who have earned a high school diploma from a non-regionally accredited high school, or those who have been issued a diploma at the completion of a high school correspondence or distance learning program are eligible for admission. An official transcript showing courses taken, grades earned, and reflecting the date of high school graduation is required.

### 3. High School Equivalency Diploma (GED)

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

### 4. Home Education Graduate

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

### 5. Non-Graduate

Students who have not graduated from high school or do not have a high school diploma may review the processes in place for eligibility in the Admission of Non-Graduate Students section of this Catalog.

## 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 notified by PirateMail when the evaluation is complete.

Transfer students with grades of "C" or better in courses determined to be equivalent to ENC1101 English Composition I will not be required to take the reading/writing portions of the placement test. Transfer students with grades of "C" or better in courses determined to be equivalent to MAT1033 Intermediate Algebra (or a PJC higher level mathematics course) will not be required to take the mathematics/algebra portions of the placement test. If the transcript from the previously attended institution is not available at the time of the student's registration for the first term of enrollment, the student will be permitted to register without placement testing. All transcripts must be received and evaluated prior to the student's registration for a second term of enrollment or placement testing will be required.

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

Grades of “D” and “F” will be accepted for transfer under the terms of the State Articulation Agreement and State Board of Education Rules.

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

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

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

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

## TRANSFER CREDIT FROM INSTITUTIONS IN OTHER COUNTRIES

Students who have completed college-level courses in other countries will not be required to submit transcripts. However, if the student wishes to have this credit considered for transfer purposes, the student will be responsible for securing the evaluation services of a recognized credentials evaluation agency. Information regarding this process may be obtained in any admissions office, and PJC will not be involved in the fees charged by the credentials evaluation agency.

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

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

## READMISSION OF FORMER STUDENTS

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

## ADMISSION OF NON-GRADUATE STUDENTS

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

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

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

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

## VOCATIONAL CREDIT ADMISSION

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

## LIMITED-ACCESS PROGRAM ADMISSION

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

## NON-DEGREE STUDENT ADMISSIONS

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

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

## COLLEGE GRADUATES

Individuals who have earned a bachelor’s or higher degree are eligible for enrollment in any course unless that course has restricted admission. Transcripts are not required unless the student is pursuing a degree or certificate at PJC.

Placement testing is not required for non-degree seeking students with a bachelor’s or higher degree. However, enrollment in any mathematics, English, or designated writing-emphasis course is dependent upon an appropriate placement test score or evidence that eligibility has been met by pre-requisite courses completed at PJC or a previously attended college or university.

## TRANSIENT STUDENTS

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

## SPECIAL STUDENT ADMISSION

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

## AUDIT STUDENTS

Students who plan to take a course as audit must meet PJC admission and course placement requirements. Audit students must declare the audit status prior to the end of the schedule adjustment period by completing an “audit request” form at any registration office. Students auditing classes will be assessed the same fees as a grade-seeking student.

## SENIOR CITIZENS

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

## EARLY COLLEGE (DUAL ENROLLMENT)

The purpose of the Early College Program is to provide college-level instruction to qualified high school students through the effective utilization of community college programs and resources. The Early College 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's degrees and vocational certificates at Pensacola Junior College and for which the student may apply credit toward high school graduation.

Student success in an early college 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 Early College Program. In the case of some course sequences (foreign language and mathematics) and other occasional exceptions, the college may admit high school sophomores.

Early College 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.

Early College students must meet the college admission requirements. Prior to registration in any early college course, the student must submit the following documents to the District Office of Admissions and Registration:

1. Early College Application Form
2. Early College 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/Early College Form completed by the high school principal will be required every term of enrollment.

Additional information may be obtained from the coordinator of Early College on the Pensacola campus and from the student services offices at any campus or center.

## INTERNATIONAL STUDENTS

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

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

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

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

### A. International Student Application For Admission

The International Student Application is available in any admissions office or on the web at [www.pjc.edu](http://www.pjc.edu).

### B. Secondary School Records

Official transcripts of secondary school records are required. Transcripts in languages other than English must be translated with certified translations provided.

### C. College Transcripts

International students who have attended colleges in the United States must have official transcripts sent to PJC. Students who have completed college-level work at institutions outside of the United States and wish to receive transfer credit will be required to seek the services of recognized credentials analyst. See Transfer Students from Other Countries (Page 29)

### 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), 173 (on the computer-based exam), and 61 (on the internet-based exam). An official TOEFL score report must be sent directly to the District Office of Admissions and Registration from the testing agency. PJC's school code for this purpose is 5535.

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

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

### 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 required documents and credentials are received, the Immigration Form I-20 will be submitted through the Student and Exchange Visitor Information System (SEVIS) of the United States Department of Immigration and Customs Enforcement. The admitted international student will be responsible for establishing an appointment with the appropriate Embassy and paying any fees associated with the process to receive the student visa (F-1).

International students are required to contact the foreign student advisor for advising and selection of classes.

## APPLICATION FORMS AND ACADEMIC CREDENTIALS

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

### A. Application

New students must submit the completed application form. A former student who has not attended in the previous 12 months must submit a readmission form to update his/her 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

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

#### 2. Transfer Students

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

#### 3. Limited Access Program Applicants

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

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

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

#### 5. College Graduates

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

#### 6. Transient Students

Transcripts may 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.

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:

- 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
- Active duty service members of the United States military, including qualified active duty members of the Florida National Guard, stations in Florida or residing in Florida (spouse and dependent children included).
- Active duty service members of the United States not stationed in Florida but whose legal state of residence certificate (DD2058) is Florida (spouse and dependent children included)
- Full-time instructional and administrative personnel employed by the state public school system, community college system, or university system (spouse and dependent children included)
- A dependent child who has lived with an adult relative (who is not a parent or legal guardian) for at least five years
- Persons who were enrolled as Florida residents at a state institution of higher learning, but who abandon Florida residency for less than one year
- Latin American/Caribbean Scholars
- 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)
- 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
- 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.

## 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 and on [www.FACTS.org](http://www.FACTS.org). The Residence Statement, included on the Application for Admission, is required of all students and returning students with an absence of 12 months or more.

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

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

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

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

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

## ALABAMA TUITION DIFFERENTIAL

The Florida Legislature allows state colleges to assess Alabama residents a tuition differential that results in an assessment of tuition that is less than the out-of-state tuition. Pensacola Junior College provides Alabama residents, meeting the criteria of physical residence and establishment of two legal ties that is equivalent to the in-state tuition plus an additional \$1.05 per credit hour or credit hour equivalent.

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

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

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

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

## COLLEGIATE HIGH SCHOOL PROGRAM

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

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

The Collegiate 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 Collegiate High School program is designed to provide adults an opportunity to earn the high school diploma. Residents of Florida will not be assessed fees for courses. Residents of Florida will not be assessed fees for courses. Residents of Alabama will be entitled to the Alabama Tuition Differential (see page 31). Residents of other states will be assessed the full cost of instruction for Collegiate High School courses. All students enrolled in the Collegiate High School program will be responsible for purchasing their own textbooks.

The Collegiate High School is housed in the Hobbs Center on the Pensacola Campus.

## APPLICATION FORMS AND ACADEMIC CREDENTIALS FOR THE COLLEGIATE HIGH SCHOOL PROGRAM

### APPLICATION FORM

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

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

### STATEMENT OF RESIDENCE

Verification that the applicant to the Collegiate High School is a resident of Florida (or eligible for the Alabama Tuition Differential) will be required. Non-residents will be required to pay the full cost of instruction for courses in the Collegiate 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 Collegiate High School program. This statement of agreement is included on the Application Form.

### TRANSCRIPT

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

### HOME EDUCATION CREDITS

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

## PJC STUDENTS SEEKING TRANSIENT STATUS AT OTHER INSTITUTIONS

Students wishing to take classes at other colleges or universities while pursuing a degree or certificate at PJC must secure the approval of the College Registrar prior to the enrollment at another institution. A Transient Student Authorization Form will be required, and the form is available in any admissions office or online at [www.facts.org](http://www.facts.org). Course transferability is guaranteed with the transient authorization.

The PJC students must be eligible for the course if the course were to be taken in residence at PJC. The eligibility includes required completion of preparatory courses based on placement test scores. Transient authorization may not be granted for students enrolling in courses that are not applicable for the PJC program of study.

Students on athletic scholarships will be required to secure the authorization of the appropriate coach as well as the Athletic Directors prior to submitting the Transient Student Authorization form to the College Registrar.

## SERVICEMEMBERS OPPORTUNITY COLLEGE (SOC)

Pensacola Junior College is a designated both a Military-Friendly College and a SOC school that supports the education of the country's service members and their family members. A SOC agreement allows a student to complete his/her degree from PJC after leaving Pensacola. SOC students must fulfill the College's academic residency requirement by completing at least 25% of program requirements with PJC courses. Students will be able to enter into a SOC Agreement after completing six credit hours toward the program in residence at the College; however, the requirement for completion of 25% or program requirements remains in place for SOC students. The minimum credits may be met with distance learning courses. PJC's Distance Learning courses may be used to meet academic residency. A SOC agreement allows the service member or family member 10 years to complete their PJC degree requirements. Credits not completed at PJC or through PJC's Distance Learning courses can be completed at any regionally accredited institution. SOC participants may complete coursework at any participating SOC institution or at any institution with Transient Student Authorization (see PJC Students Seeking Transient Authorization at Other Institutions). After a course is completed at another institution, the SOC participant is responsible for requesting an official transcript to be sent to Pensacola Junior College.

Information regarding Servicemembers Opportunity College may be obtained at [www.soc.aascu.org](http://www.soc.aascu.org). The point of contact at Pensacola Junior College is the Coordinator for Veterans Affairs located in the District Office of Financial Aid/Veterans Affairs. Contact the SOC advisor [soc@pjc.edu](mailto:soc@pjc.edu).

## RESERVE OFFICER TRAINING CORPS (ROTC)

PJC, in cooperation with the University of West Florida, offers the Army ROTC program. Army ROTC is a challenging series of college electives that teach leadership and management skills. The program prepares both men and women for responsibilities as Second Lieutenants in the active Army, Army Reserve, or Army National Guard upon graduation. Students may pursue any course of study that leads to a BA or higher degree. Qualified students may compete for two, three and four-year ROTC scholarships. A student does not have to be on scholarship to be in ROTC. Anyone attending college as a full-time student can take freshmen or sophomore ROTC classes with no commitment required. For further information please contact [rotc@pjc.edu](mailto:rotc@pjc.edu) or the ROTC office at the University of West Florida by telephoning (850) 474-2323 **Please note:** ROTC contains adventure activities such as paintball, helicopter rides, water survival and rappelling. Physical fitness activities are required and are incorporated into the grade structure.

## CHANGE OF POLICY AND DENIAL OF ADMISSION

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

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

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



# REGISTRATION AND CREDITS

## GENERAL PROCEDURES

Registration is required before a student can attend classes. Registration will be held several times during the year, and registration dates and times will be posted to the College's web site at [www.pjc.edu](http://www.pjc.edu). The schedule of courses will be posted to the College's web site several weeks in advance of a term.

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 an advising office on any campus. Orientation is also available online, and information regarding the online orientation process may be obtained in an advising office on any campus.

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

### WEB REGISTRATION

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

### CAMPUS REGISTRATION

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

### LATE REGISTRATION

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

### 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. A student who has been withdrawn for excessive absences may request that the instructor reinstate him/her. A student who has been withdrawn for non-payment of fees may seek reinstatement after satisfying the financial obligation.

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

#### Early "F"

A student will be assigned an Early "F" grade if he/she stops attending a class after the withdrawal deadline, stops attending a class in which the instructor does not process withdrawals, or stops attending a course being attempted for the third time. Students in college preparatory courses may receive the grade of "N" rather than "F".

## 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 in a registration office. A student may change to the audit status no later than the last day of the schedule adjustment period. A change from audit to credit is not permitted after the end of the schedule adjustment period. College preparatory classes cannot be audited.

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

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

### NON-CREDIT

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

## 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 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.

# NON-TRADITIONAL CREDIT (EXTERNAL CREDIT)

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

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

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

Credits earned through non-traditional means do not affect the cumulative grade point average. The credits will count toward graduation and are counted as meeting certain course requirements. No quality points are attached to the course and neither improve nor decrease the cumulative grade point average.

## DEPARTMENTAL EXEMPTION EXAMS

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

1. The student must obtain approval from the appropriate department head, the college registrar, and pay the predetermined exemption examination fee at any bursar's office. Registration in the course is not required. The examination must be taken no later than the end of the third week of class for a fall or spring term and no later than the second week of class for a summer term. The exam fee is non-refundable. If the student registers for the course, the student must obtain department head permission and pay the exam fee by the close of the schedule adjustment period. The examination must be taken no later than the end of the third week of class for a fall or spring term and no later than the second week of class for a summer term. If the student passes the examination, registration in the course will be cancelled, and the student will receive a refund of fees paid for the course. The exam fee is non-refundable.
2. The student must be currently enrolled in a credit course at the College other than the one being challenged or must have completed prior credit coursework at PJC.
3. The student must not have taken the exemption examination for the course at any previous time.
4. The student must not have earned a grade in the course through work at PJC or through transfer credit. A student may not use the exemption examination option to raise a grade of "D" or "F".

A student who passes the departmental exemption examination will not be assigned a letter grade but will be awarded external credit for the course.

## MILITARY CREDIT

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

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

## 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.

## 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.

## DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT (DANTES)

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

## PRIOR LEARNING ASSESSMENT (PLA)

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 Dr. June Linke, Dean of Curriculum and Assessment.

## EXCELSIOR COLLEGE

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

## CERTIFIED PROFESSIONAL SECRETARY (CPS)

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

# FINANCIAL AID INFORMATION AND FEES

## BURSAR'S OFFICE

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

1. Collection of student registration fees.
2. Collection of special fees.
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 student ID number on check.
6. Distribution of student payroll checks. Student must present valid student ID.
7. Distribution of student financial aid must be approved for release by the Financial Aid Office. Financial aid funds are disbursed through Higher One. No financial aid disbursements will be made which are less than \$1.

## PAYMENT OF FEES

Financial obligations for delinquent loans, veteran's deferments, FFEL deferments, returned checks, and student financial aid over awards must be repaid 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, American Express, VISA, MasterCard, or approved financial aid. If a change in the student's enrollment status results in loss of anticipated financial aid, the obligation for payment of fees remains the student's responsibility.

## SPECIAL FEES

|   |                 |
|---|-----------------|
| Returned check charge . . . . .   | \$20.00         |
| This will be assessed for each check returned to the college by the depository bank as being uncollectible.   |                 |
| Application fee. . . . .  | \$30.00         |
| Service charge on PJC short-term student loans. . . . .   | \$5.00          |
| Testing . . . . .   | as applicable   |
| 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 College . . . . .  | No student cost |
| Lab fees . . . . .  | as applicable   |

## REFUNDS

1. Refunds result from classes dropped by the student prior to the end of the published schedule adjustment period (drop and add period) and for classes which are canceled by the college. **A FULL REFUND OF FEES PAID WILL BE GIVEN IF PROPER PROCEDURES FOR DROPPING A CLASS ARE FOLLOWED.** Please 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. Refunds are processed to Higher One within two weeks after the end of the published schedule adjustment period each term. Refunds of \$5 or less will not be processed unless specifically requested by the student.
5. Exceptions to this refund policy may be authorized by the president or his designee when extenuating circumstances support an exception to the refund policy.

## DELINQUENT FINANCIAL OBLIGATIONS/RETURNED CHECKS

1. Grades, transcripts, and other student records will not be released to those students who owe parking fines or library fines. Payments on library fines are collected at the LRC. Payments on parking fines are collected at the Bursar's office.
2. Students with delinquent financial obligations, including loans, veteran's deferments, FFEL deferments, returned checks, and student financial aid over awards will not be allowed to register to obtain transcripts or other student records until all obligations have been satisfied. Any collection costs that are incurred by Pensacola Junior College may be charged to the student.
3. Students who have defaulted Federal student loans are not eligible for further federal or state financial aid nor may their college transcripts be released until such time as the student makes documented satisfactory repayment arrangements.
4. It is a violation of Florida law to give a worthless check or to stop payment on a check given to satisfy a valid obligation. It is not acceptable for students to stop payment on a check in order to "drop" classes. Students must follow proper procedures to drop classes for a refund. Students who do not pay for checks returned as uncollectible will be administratively withdrawn from all classes; withdrawal does not relieve the student of responsibility for payment of the obligation. Students may apply for reinstatement after the obligation has been satisfied. Students who give uncollectible checks are subject to prosecution by the college to the fullest extent provided by law.

## COST OF BOOKS AND SUPPLIES

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

## FINANCIAL AID PROGRAMS

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

### GENERAL ELIGIBILITY REQUIREMENTS:

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

1. Be accepted as a PJC degree-seeking student to an A.A., A.A.S., or A.S. Degree program, or
2. Be accepted as a PJC certificate-seeking student in an eligible Vocational Certificate program.
3. Be making satisfactory academic progress for financial aid purposes (FASAP).
4. Be a U.S. citizen, national or permanent resident alien.
5. Enroll at least half time (6 credit hours) for most aid programs.
6. Not be in default on a prior student loan.
7. Not owe a repayment or overpayment of a federal grant.
8. Not have an existing financial obligation to PJC.
9. Be registered for Selective Service, if required.
10. As a first-time college student, have a standard high school diploma or GED certificate or meet Federal Ability to Benefit (ATB) test score guidelines.

For students who do not have a standard high school diploma or GED, PJC has identified the College Placement Tests (CPT) as the only acceptable test for ATB purposes; to receive financial aid, the minimum CPT scores are: Reading 55, Sentence Skills 60, and Arithmetic 34.

11. As a college transfer student, have an official transcript from each previously-attended institution *submitted* to and *evaluated* by PJC.
12. Not have been convicted for sale or possession of illegal drugs during a term in which they received Title IV federal financial aid.

### ENROLLMENT REQUIREMENTS

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

### FEDERAL PELL GRANT

PELL Grants are available to undergraduate students only. Students with a bachelor's degree are not eligible. Each year Congress establishes the maximum Pell Grant award for enrollment. The following chart 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. Effective summer 2010, the United States Department of Education has authorized the awarding of "Year Round Pell." Students may be eligible for up to an additional full time award when they meet the criterion of accelerating their progress toward program completion. Students who may be eligible will be notified via their PirateMail email account and will find an additional tentative award listed on their Financial Aid Summary screen available through their secure SpyGlass logon at [pjc.edu](http://pjc.edu). Students must register half time or more in order to receive the additional Pell award. Updated information will be made available on the PJC website under Financial Aid.

### FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

FSEOG is a federal grant for undergraduates with exceptional financial need. Since these funds are limited, only PJC PELL Grant recipients with "0" EFC will be awarded FSEOG funds. The award amount will vary per academic year and federal funding levels. 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. Funds are limited.

### ACADEMIC COMPETITIVENESS GRANT (ACG)

ACG will provide up to \$750 for the first year of undergraduate study and up to \$1,300 for the second year of undergraduate study to full-time students who are U.S. citizens, eligible for a Federal Pell Grant, and who have successfully completed a rigorous high school program as determined by the state or local education agency and recognized by the Secretary of Education.

Second year students must also have maintained a cumulative grade point average (GPA) of at least 3.0. The program was available for the first time in 2006-07 school year for first year students who graduated from high school after January 1, 2006 and for second year students who graduated from high school after January 1, 2005.

ACG is awarded in addition to the Pell Grant award.

### FEDERAL FAMILY EDUCATION LOAN PROGRAM (FFEL)

**Effective July 1, 2010, the FFEL program was replaced by the William D. Ford Federal Direct Loan Program.**

Student loans are available through the Direct Loan program. Loans may be subsidized or unsubsidized. Enrollment of half-time each semester is required. Enrollment must be in courses required for the declared program of study at PJC.

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

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

| Dependent Undergraduate Student | Independent Undergraduate Student |
|---------------------------------|-----------------------------------|
| Freshman \$3500                 | Freshman \$3500                   |
| Sophomore \$4500                | Sophomore \$4500                  |

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.

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 cost of attendance at PJC.

Students must have a completed financial aid file before the college loan request form will be processed. 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 requests. Transfer students are required to have a cumulative grade point average of 2.0 in order to apply for a Direct Loan.**

### PARENT PLUS DIRECT LOANS

This is a loan program which enables credit worthy parents to borrow money for their dependent children. The dependent must be enrolled at least half-time in courses required for their program of study. 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 process a PLUS loan. Parents who are denied a Direct Loan after their credit has been checked by the USDOE, may appeal and/or may request to have credit worthy endorsers added to the loan.

A new USDOE web site is available for student and parent use. [www.studentloans.gov](http://www.studentloans.gov).

### FEDERAL COLLEGE WORK STUDY (FWS)

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

## FLORIDA WORK EXPERIENCE PROGRAM (FWEP)

The FWEP is a need-based program providing eligible Florida students work experiences to complement and reinforce their educational and career goals. Eligible students are paid current Florida minimum wage rate. Students may work 15-20 hours per week based on the average award. Students must file the Free Application for Federal Student Aid (FAFSA) though they do not have to be eligible for the Pell grant. Funds are limited. Awards are based on the date the financial aid file is completed. Student must enroll for a minimum of six credits required for their degree program and must maintain a 2.0 grade point average. Renewal eligibility is determined at the end of the second semester of each academic year. The State of Florida determines the limited allocation of FWEP funding for each college.

## 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, and are enrolled in an A.A., A.A.S., or A.S. degree program and maintain satisfactory academic progress according to the guidelines established by the Office of Student Financial Assistance. Renewal requirements of students who received FSAG during the 2009-2010 academic year are to have completed at least 24 credit hours with a cumulative GPA of 2.00. A limited number of FSAG grants will be awarded to part-time students. There are other specific eligibility requirements and students should view this information at <http://www.firn.edu/doe/osfa/fsagfactsheet.htm>

## FLORIDA STUDENT ASSISTANCE GRANT – CERTIFICATE EDUCATION (FSAG-CE)

FSAG-CE is a Florida State financial aid grant program awarded to students who are working on their first work-force certificate, enrolled in a minimum of six credits, have remaining need, and are maintaining satisfactory academic progress according to the guidelines established by the Florida Office of Student Financial Assistance. A limited number of FSAG-CE grants will be awarded. For the other specific eligibility requirements, contact the FA/VA office.

## FLORIDA FIRST GENERATION GRANT (FGMG)

FGMG is a need-based grant for undergraduate students whose parents have not earned baccalaureate degrees are awarded automatically until the limited funds are depleted. The student must file a FAFSA, have remaining need, and meet other eligibility criterion determined by the State of Florida.

## FLORIDA BRIGHT FUTURES (FBF)

To access a Florida Bright Futures award, a student must submit a completed Florida Financial Aid Application after December 1st and prior to high school graduation or forfeit all future eligibility to the Florida Office of Student Financial Aid (OSFA).

This application is available on line at <http://www.floridastudentfinancialaid.org/ssfad/bf/>

Students should contact their high school guidance counselor for assistance and information.

Students who merit Bright Futures awards must access that aid within three (3) years of high school graduation and no sooner than the first fall term following high school graduation.

The PJC FA/VA office automatically awards this merit aid each semester to eligible students identified by OSFA.

Effective August 2009, the Bright Futures scholarship award will no longer cover 100 percent of tuition and related expenses at any college. The award amount per credit hour will be determined annually by the Florida Legislature.

Students who withdraw or are withdrawn from courses after the end of schedule adjustment will be billed by the college for those hours and will be unable to register for any future term until their debt to the college is paid.

Renewal details and changes are listed on the Bright Futures Web site <http://www.floridastudentfinancialaid.org/ssfad/bf/pdf/bffa.pdf>.

## PJC SHORT TERM LOANS

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

## FINANCIAL NEED

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

## Cost Of Attendance

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

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

## FINANCIAL AID APPLICATION PROCESS

Students begin the financial aid process by applying for admission to Pensacola Junior College, declaring a major or program of study and making an appointment for placement testing, if necessary, orientation and academic advising. Students must have all official transcripts from high school and all prior colleges submitted to PJC Registrar/Admissions Office in sufficient time for review an evaluation by that department.

Transcript evaluation will assist students to determine all necessary courses needed to complete their program of study at PJC. Federal financial aid is used to earn the credits required to complete a degree or certificate.

Students must complete the Free Application for Federal Student Aid (FAFSA). The 2010-2011 FAFSA is available effective January 1st each year. We recommend that a student complete the FAFSA only after completing the 2009 Federal Income Tax Form. Remember, students must apply for aid each year. A student may apply in two ways: electronically with a 2-5 day processing time or a paper form with a 4-6 week processing time. PJC's school code: 001513.

1. Apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). This is the preferred method. Sign the application electronically with your PIN number. Apply for a PIN number at [www.pin.ed.gov](http://www.pin.ed.gov)
2. A limited number of paper FAFSAs are available from each campus Financial Aid Office and Educational Opportunity Center.

Either method of application will result in a paper Student Aid Report (SAR) mailed to the student address. If the student does not receive the SAR by mail, the student can go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to access their SAR. Students should carefully check the SAR when received and if corrections are needed, contact the Financial Aid Office.

An electronic copy of the SAR will be sent to all schools listed on the FAFSA. The Financial Aid Office may request the student to furnish additional information. Examples of additional information requested include signed copies of the U.S. Income Tax Return of the student, spouse, and/or parents, social security card, benefit information, and Homeland Security Information.

## TITLE IV FEDERAL STUDENT AID REPAYMENT POLICY – EFFECTIVE FALL 2000

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

- Federal PELL Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- William D. Ford Direct Loans (DIRECT) (FFEL)
- Academic Competitiveness Grant (ACG)

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

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

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

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

### IT'S THE LAW THERE ARE NO APPEALS

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

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

## FEDERAL STUDENT AID SATISFACTORY ACADEMIC PROGRESS POLICY

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

## MONITORING FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (FASAP)

### Financial Aid Satisfactory Academic Progress (FASAP)

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

### FINANCIAL AID WARNING

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

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

### 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.

## MONITORING FINANCIAL AID PROGRESS

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

Please note: A transfer student's eligibility for FFEL is based on the cumulative grade point average and completion rate as listed on the PJC degree audit after all transfer credits have been evaluated.

## REQUIRED STANDARDS

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

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

| 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.)

**PLEASE NOTE:** A transfer student's eligibility for Direct Loans is based on their cumulative grade point average and completion rate as listed on their PJC Student Degree Audit after all transfer credits are evaluated and must be at minimum a 2.0 GPA. The **REQUIRED STANDARDS** determine the eligibility for *all* PJC students requesting federal student loans.

## MAXIMUM TIME FRAME

### ASSOCIATE DEGREE STUDENTS

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

### CERTIFICATE PROGRAM STUDENTS

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

## COLLEGE PREPARATORY (DEVELOPMENTAL/REMEDIATION) CLASSES

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

## FINANCIAL AID APPEAL

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

## APPEAL PROCEDURE

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

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

The following are examples of circumstances that may be considered:

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

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

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

## RELEASE OF STUDENT FINANCIAL AID INFORMATION

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

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

## OFFICIAL CORRESPONDENCE AND COMMUNICATION

Official communication between PJC and all college students is through Pirate Mail. A student email address is issued to each student one day after his or her application for admission to PJC is processed. The FA/VA office will communicate through Pirate Mail. It is a student responsibility to regularly monitor this official Pirate Mail email site. See <http://piratemail.students.pjc.edu/> for details.

## SCHOLARSHIPS

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

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

## ACADEMIC MERIT AND NON-ACADEMIC MERIT SCHOLARSHIPS

Eligibility consideration in awarding scholarships begins with three key steps:

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

## ELIGIBILITY REQUIREMENTS (ACADEMIC MERIT AND NON-ACADEMIC MERIT SCHOLARSHIPS)

1. An applicant must be a U.S. Citizen or Resident Alien. All scholarship applicants must have a completed Application for Admission to PJC on file with the Admissions office. Students who have been attending PJC under the dual enrollment program must file a new Admission Application upon graduation from high school.
2. Scholarship applicants who have completed an associate's or higher degree or have attempted a total of 65 college credits or more are not eligible.
3. Current high school seniors must submit an official copy of their high school transcript 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. All home educated students must provide official documentation of registration with the district for grades 11 and 12; and either a minimum score of 520 computation and 521 verbal on the SAT; or a minimum score of 19 English, 20 Math, and 22 Reading on the ACT; or a minimum score of 83 Reading, 83 English and 83 Math CPT test scores. This documentation must be submitted along with the PJC Scholarship Application.
5. A scholarship applicant who has completed fewer than 12 college or vocational semester credits at PJC, and has graduated from high school within the last 10 years must submit an official copy of his/her final high school transcript. For PJC scholarship purposes, selection consideration will be based on high school grade point average. Dual enrollment courses are considered in calculating the high school GPA until the student has completed at least 12 college credits beyond high school graduation.
6. A scholarship applicant who has completed fewer than 12 college or vocational semester credits at PJC, and graduated from high school more than 10 years ago, will not be considered until the applicant has completed a minimum of 12 college, college prep, or vocational credits at PJC.
7. A scholarship applicant who has completed 12 or more college, college prep, or vocational semester credits at PJC and/or has attended other colleges or universities may be considered for PJC scholarships provided he/she has furnished the PJC Admissions office with official transcript(s) from the previously attended institution(s).
8. A scholarship applicant who has scored 3,000 or higher on the General Education Development (GED) Exam may be eligible for a PJC scholarship. Applicants must have tested or re-tested for the GED exam with the PJC Test Center between November 1 and March 31.
9. Students who do not meet the PJC Standards of Academic Progress (on academic warning, probation, suspension, suspension waiver or have other restrictions) are not eligible for a PJC Scholarship.
10. An appeal for an exception to the scholarship policies may be submitted to the PJC District Financial Aid Office. The appeal must be in writing with a full explanation and documentation. The director of Financial Aid or Scholarship coordinator will either approve or deny the appeal. If the appeal is denied, it will be forwarded to the PJC Scholarship Policy Committee for consideration at their next scheduled committee meeting.

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

### **SCHOLARSHIP APPLICATION FORMS**

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

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

1. Student Services Office, Milton Campus, Building 4200
2. District Financial Aid Office, Pensacola Campus, Building 2
3. Financial Aid Office, Warrington Campus, Student Affairs, Building 3600
4. NAS Center, Naval Air Station, Pensacola, Building 634
5. Professional Development Center (Downtown Center), 418 W. Garden St.
6. [www.pjc.edu/FAVA/scholarship.asp](http://www.pjc.edu/FAVA/scholarship.asp)

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

### **SCHOLARSHIP DEADLINE DATES**

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

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

### **PJC FOUNDATION SCHOLARSHIPS**

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

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

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

### **ADDITIONAL INFORMATION**

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

These fees are subject to change by the Florida Legislature and the District Board of Trustees. Current fees are available from the Bursar's Office. Fee payment may be made by cash, check, American Express, VISA, MasterCard, or approved financial aid.



# GENERAL FEES PER CREDIT HOUR OR EQUIVALENT

|  | RESIDENT FEE | NON RESIDENT FEE | FINANCIAL AID FEE (1) | ACTIVITY & SERVICE FEE (2) | CAPITAL IMPROVEMENT FEE (6) | TECHNOLOGY FEE (10) | TOTAL FEE     |
|--|--------------|------------------|-----------------------|----------------------------|-----------------------------|---------------------|---------------|
| <b>FLORIDA RESIDENTS</b>                                       |              |                  |                       |                            |                             |                     |               |
| College Credit (3)   | \$ 69.84     | \$ -             | \$3.49                | \$6.98                     | \$6.98                      | \$3.49              | \$ 90.78      |
| College Credit, 3rd Attempt (7)                                | 279.36       | -                | 3.49                  | 6.98                       | 6.98                        | 3.49                | 300.30        |
| College Preparatory Credit                                     | 69.84        | -                | 3.49                  | 6.98                       | 6.98                        | 3.49                | 90.78         |
| College Preparatory Credit, 3rd Attempt (7)                    | 279.36       | -                | 3.49                  | 6.98                       | 6.98                        | 3.49                | 300.30        |
| Educator Preparatory   | 69.84        | -                | 3.49                  | 6.98                       | 6.98                        | 3.49                | 90.78         |
| Vocational Credit  | 63.18        | -                | 6.31                  | -                          | 3.15                        | 3.15                | 75.79         |
| Vocational Preparatory Credit (4)                              | 63.18        | -                | 6.31                  | -                          | 3.15                        | 3.15                | 75.79         |
| Adult Basic and Secondary Education (8)                        | 1.04         | -                | 0.11                  | -                          | 0.05                        | 0.05                | 1.25          |
| <b>ALABAMA RESIDENTS</b>                                       |              |                  |                       |                            |                             |                     |               |
| College Credit and College Preparatory (9)                     | 69.84        | 1.00             | 3.54                  | 6.98                       | 6.98                        | 3.49                | 91.83         |
| College Credit and College Preparatory Credit, 3rd Attempt (7) | 279.36       | 1.00             | 3.54                  | 6.98                       | 6.98                        | 3.49                | 301.35        |
| Educator Preparatory   | 69.84        | 1.00             | 3.54                  | 6.98                       | 6.98                        | 3.49                | 91.83         |
| Vocational Credit  | 63.18        | 1.00             | 6.42                  | -                          | 3.15                        | 3.15                | 76.90         |
| Vocational Preparatory Credit (4)                              | 63.18        | 1.00             | 6.42                  | -                          | 3.15                        | 3.15                | 76.90         |
| Adult Basic and Secondary Education (8)                        | 1.04         | 1.00             | 0.20                  | -                          | 0.10                        | 0.10                | 2.44          |
| <b>NON-FLORIDA RESIDENTS</b>                                   |              |                  |                       |                            |                             |                     |               |
| College Credit (3)   | 69.84        | 209.52           | 13.97                 | 6.98                       | 27.93                       | 13.97               | 342.21        |
| College Preparatory Credit                                     | 69.84        | 209.52           | 13.97                 | 6.98                       | 27.93                       | 13.97               | 342.21        |
| Educator Preparatory   | 69.84        | 209.52           | 13.97                 | 6.98                       | 27.93                       | 13.97               | 342.21        |
| Vocational Credit  | 63.18        | 189.54           | 25.27                 | -                          | 12.63                       | 12.63               | 303.25        |
| Vocational Preparatory Credit (4)                              | 63.18        | 189.54           | 25.27                 | -                          | 12.63                       | 12.63               | 303.25        |
| Adult Basic and Secondary Education (8)                        | 1.04         | 3.11             | 0.42                  | -                          | 0.21                        | 0.21                | 4.99          |
| Continuing Workforce Education (5)                             |              |                  |                       |                            |                             |                     | Variable      |
| Recreation and Leisure Courses (5)                             |              |                  |                       |                            |                             |                     | Variable      |
| Lifelong Learning Courses (5)                                  |              |                  |                       |                            |                             |                     | Variable      |
| Contract   |              |                  |                       |                            |                             |                     | Variable      |
| Courses Audited By Student                                     |              |                  |                       |                            |                             |                     | As Above      |
| <b>OTHER STUDENT FEES</b>                                      |              |                  |                       |                            |                             |                     |               |
| Application Fee (One time; Non-refundable)                     |              |                  |                       |                            |                             |                     | \$30.00       |
| Late Registration (Non-transferable; Non-refundable)           |              |                  |                       |                            |                             |                     | 25.00         |
| Returned Check Charge  |              |                  |                       |                            |                             |                     | 20.00         |
| Service Fee on Student Loans                                   |              |                  |                       |                            |                             |                     | 5.00          |
| Photo Identification Cards (Guest Card)                        |              |                  |                       |                            |                             |                     | 10.00         |
| Duplicate Diploma  |              |                  |                       |                            |                             |                     | 10.00         |
| Duplicate Photo Identification Cards                           |              |                  |                       |                            |                             |                     | 5.00          |
| Testing  |              |                  |                       |                            |                             |                     | As Applicable |
| Laboratory Fees  |              |                  |                       |                            |                             |                     | As Approved   |

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

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

*Fees are subject to change.*

# ACADEMIC REGULATIONS AND POLICIES

## STANDARDS OF ACADEMIC PROGRESS

### A. COLLEGE CREDIT AND VOCATIONAL CREDIT

The regulations regarding academic progress apply to all credit students regardless of the beginning date of attendance. 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 table is not met.

#### Academic Suspension

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

#### Suspension Waiver

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

#### Academic Dismissal

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

### B. COLLEGIATE HIGH SCHOOL

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

A Collegiate High School student's academic standing is determined at the end of the term in which the fifth credit is attempted. At the end of that semester and every semester thereafter, a student must have earned credit in one-half of all 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 table is not met.

#### Academic Suspension

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

#### Suspension Waiver

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

#### Academic Dismissal

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

## ACADEMIC GRADE AMNESTY

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

AGA may be granted only once in a student's academic career. If granted, AGA applies to all credits and grades that are 10 or more years of age. 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.

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

All courses and grades affected by AGA will remain on the official 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 an advisor before submitting the request for AGA.

## MAXIMUM ATTEMPTS FOR A COURSE

### COLLEGE CREDIT AND COLLEGE PREPARATORY CREDIT

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

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

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

### REPEATING COURSES

Courses in which a grade of "D", "D+", or "F" was earned may be repeated for credit and only the most recent grade earned will be used to calculate the cumulative grade point average. This policy applies to any student who repeats a course in which a grade of "D", "D+" was earned and earns a grade of "F" in the repeated course; the "F" grade will replace the earlier grade for calculation of the cumulative grade point average.

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

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

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

### ATTENDANCE POLICY

#### DISTANCE LEARNING ATTENDANCE

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

#### NO-SHOW PROCEDURE FOR FIRST WEEK OF CLASSES

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

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

#### ATTENDANCE

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

#### TARDY

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

#### EXCESSIVE ABSENCES

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

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

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

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

#### INSTRUCTOR WITHDRAWAL

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

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

#### EARLY "F" GRADE ASSIGNMENT

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

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

Students who have been assigned the Early "F" for non-attendance will be provided an opportunity to adjust the Early "F" to a "W" (student withdrawal). The Early "F" must remain in third-attempt courses, in cases where the student does not request the adjustment prior to the established withdrawal deadline and in cases where the F is assigned for cheating or plagiarism. If the adjustment is processed, the last date of attendance as reported by the instructor of record will remain. Students who have been assigned the Early "F" as a result of cheating or plagiarism do not have the option of requesting an adjustment to "W".

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

#### REINSTATEMENT

Students who are withdrawn for excessive absences or assigned the Early "F" may discuss the option for reinstatement with the instructor. Students who do not attend the first week of class and are withdrawn in accordance with the "No-Show" procedure may discuss the option for reinstatement with the instructor. If the instructor does not agree to the request for continued enrollment in the class, the student may petition the Student Academic Appeals Committee for reinstatement.

#### STUDENTS RECEIVING VETERANS BENEFITS

Students receiving benefits from the Veterans Administration are required to abide by the college's Attendance Policy as stated in this catalog. If the student exceeds the number of absences permitted and does not have the instructor's approval, certification will be terminated.

#### COLLEGE TRIPS

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

#### SPECIAL PROGRAMS

In certain specialized programs, such as 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 any semester. Full-time enrollment in any of the health programs is also considered to be 12 credit hours. Collegiate High School students are considered full-time when enrolled in 20 contact hours per week in any fall or spring semester. Continuous enrollment is defined as being enrolled in credit courses in the fall and spring semesters. In certain circumstances, continuous enrollment may be defined differently.

### CERTIFICATION OF ATTENDANCE

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

## EXAMS

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

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

### LATE EXAMINATIONS

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

## CHANGE OF POLICY DISCLAIMER

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

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

# GRADES

## GRADE REPORTS

Grade reports are not mailed. Final grades may be viewed through a student's Spyglass record on [www.pjc.edu](http://www.pjc.edu). Students may obtain midterm progress information from instructors. In some cases, instructors will post midterm grades, which may be viewed on Spyglass. In all cases, midterm grades do not display on academic transcript and do not become a part of a student's permanent record.

## GRADE INFORMATION

Grades are awarded in all college, vocational, college preparatory and vocational preparatory courses as well as in certain non-credit courses. Pensacola Junior College maintains permanent records for all students registering for courses. Students may obtain final grades for a course by accessing records online at [www.pjc.edu](http://www.pjc.edu). A cumulative record of the student's grades appears on the transcript. Letter grades are assigned, and a complete explanation of the letter grades appears in the Grades Table.

## GRADE POINT AVERAGE

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

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

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

When calculating cumulative GPA, use total quality points and total credit hours.

Quality points are awarded as follows:

| Grade | Grade Quality Points |
|-------|----------------------|
| A     | 4                    |
| B+    | 3.5                  |
| B     | 3                    |
| C+    | 2.5                  |
| C     | 2                    |
| D+    | 1.5                  |
| D     | 1                    |
| F     | 0                    |

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

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

For example, the total quality points for a grade of "C" in ENC1101 (a 3-credit hour course) are calculated by multiplying the credit hours by the grade quality points for a "C": 3 credit hours X 2 grade quality points = 6 total quality points for the course.

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

## GRADES TABLE

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

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

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

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

<sup>4</sup> "I" (Incomplete) grades received at the end of any Term become "F" if not completed by the date assigned by the instructor or the maximum completion date of one academic year.

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

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

<sup>7</sup> Not to be assigned by instructor. Except in CEU courses, a student may elect to audit a course at registration or before drop/add ends, and the status cannot be changed later.

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

<sup>9</sup> Credit earned through the Pass/Fail option will carry a grade of "P" or "F." A grade of "P" will not be included in the calculations of grade point average; a grade of "F" will be included in the calculations of grade point average.

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

## INCOMPLETE GRADES

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

The student and the instructor will enter into a written contract for the completion of the courses. A copy of the contract will be provided to the student and copies will be maintained by the instructor and the department head. The contract will identify the following information:

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

The last date to complete the course is left to the discretion of the instructor but cannot exceed one year from the last day of class.

An "I" grade in college, vocational, and high school courses will become a grade of "F" if not completed by the date indicated by the instructor. An "I" grade in a college preparatory course will become a grade of "N" if not completed by the date indicated by the instructor.

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

## MINIMUM GRADES

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

Students seeking an associate in arts degree must earn a minimum grade of "C" or better in each mathematics course and each writing-emphasis course that is used to meet general education requirements (State Board of Education Rule 6A-10.030). See General Education Requirements on Page 53.

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

Students repeating a course in which a "D" or "D+" has been earned will receive the grade/credit of the repeated course. The student will not have the ability to use both grades and both course credits earned.

# 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](http://www.pjc.edu) or by submitting a written request to the District Office of Admissions and Registration.

A student or former student may request a personal copy of his/her 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. Requests submitted by mail or by FAX must be accompanied by a copy of the student's or former student's photo identification. Students submitting requests in person will be asked to present photo identification."

### Release of Student Information

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

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

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

1. Officials of the College with a legitimate educational interest;
2. State and Federal departments of education (DOE) as required for reporting and tracking of students.
3. Certain government agencies;
4. Accrediting organizations;
5. Certain financial aid matters;
6. Certain research circumstances;
7. Health and safety emergencies;
8. Pursuant to order or subpoena provided the student is notified in advance of the college's compliance with the order or subpoena; and
9. As otherwise provided by law.

## Parents' Rights to Student Information

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

- The student is a dependent according to the Federal Internal Revenue Code.
- The parent or legal guardian signs an affidavit, under penalty of perjury, indicating his/her status as the parent or legal guardian of a student who is eligible to be claimed as a dependent for IRS purposes. The affidavit may be obtained in any admissions/registration office and must be notarized.
- The notarized statement described above will be filed in the student's permanent record, a copy will be provided to the parent, and the affidavit will remain effective for the tax year in which it was submitted.
- In situations where the parent is asking for specific information known only by the instructor of a class in which the student is enrolled, the parent will complete the affidavit, and a representative of the registration office will coordinate the discussion between parent and faculty member. The parent/guardian will be provided a copy of the affidavit to present to the instructor for a scheduled conference. FERPA prohibits discussion by telephone or through email to anyone other than the student.
- Pensacola Junior College may request documentation to substantiate the claim to eligibility for the confidential student information.

## Directory Information

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

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

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

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

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

## Request to Prevent Publication of Directory Information

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

# GRADUATION

## RESPONSIBILITY

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

All students seeking the associate in arts degree are required to meet the statewide College Level Academic Skills (CLAS) with minimum test scores (ACT, SAT, CPT) or combined GPA in certain courses. (See CLAS Requirements).

Students may review their graduation progress with the program manager, an advisor, through Spyglass, or [www.FACTS.org](http://www.FACTS.org).

## EFFECTIVE CATALOG POLICY

A student must follow the requirements in effect at the time of initial enrollment in a program of study, and the student is expected to complete the program within five catalog years.

A student who does not complete the requirements within five catalog years will be analyzed for graduation using the catalog requirements in effect upon re-enrollments after the expiration of the initial effective catalog.

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

## APPLICATIONS AND PROCEDURES

### APPLICATION FOR GRADUATION

Each student must submit an Application for Graduation through Spyglass at [www.pjc.edu](http://www.pjc.edu) by the published deadline. Students who do not apply by the published deadline will be reviewed for graduation and, if eligible, may still march in the graduation ceremony; however, their names may not appear in the commencement program. Students are encouraged to apply for graduation one term in advance of anticipated program completion.

### GRADUATION PROCEDURES

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

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

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

## TRANSFER OF CREDIT

### ARTICULATION AND TRANSFER OF CREDIT

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

### ADVISING CENTERS

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

### ONLINE RESOURCES

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

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

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

### TRANSFER COURSES

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

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

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

## ARTICULATION AGREEMENTS

Articulation is the formal process of developing and maintaining transfer options for students. Pensacola Junior College and several four-year institutions establish signed articulation agreements to provide students with access to, and linkages with, baccalaureate degree-granting institutions. Agreements often include the following: minimum GPA requirements for admission, minimum number of credit hours that will transfer, and transferable courses for specific degrees or majors. In addition, students should consider the following tips when making their transfer plans:

- Begin early and plan ahead
- Develop their transfer plans with the assistance of a PJC advisor.
- Develop their transfer plan with the assistance of a PJC advisor/counselor
- Make contact with an academic advisor and admissions representative from the institution to which they intend to transfer
- Follow the transfer agreement established for each college or university program listed.

## RESOLUTION OF TRANSFER DISPUTES

PJC works closely with other colleges and universities to provide a smooth transfer experience for PJC students.

The Transfer Services link at [www.FACTS.org](http://www.FACTS.org) provides procedures for the resolution of admissions and transfer difficulties.

Students should contact Dr. June Linke, Dean of Curriculum and Assessment for resolution of credit or transfer difficulties.

## GRADUATION RATES

Information regarding graduation rates and placement information is available as required by the Student Right To Know Act (Public Law 101-542) 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 Effective Catalog (the catalog in effect at the time the student first enrolled in the program). See Effective Catalog Policy.
2. Submit a Graduation Application; even if participation in the Annual Commencement Ceremony is not planned (The Graduation Application prompts the analysis of the permanent record for graduation purposes).
3. Resolve all admissions requirements and satisfy all financial obligations to the College including parking and library fines.

### ASSOCIATE IN ARTS DEGREE

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 25% of program requirements in residence at the College (PJC courses).

### ASSOCIATE IN SCIENCE AND ASSOCIATE IN APPLIED SCIENCE DEGREES

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. Earn a minimum cumulative GPA of 2.00 in all general education courses used for the degree.
3. Complete a minimum of 25% of program requirements in residence at the College (PJC courses).

## ADDITIONAL REQUIREMENTS FOR THE ASSOCIATE IN ARTS DEGREE

All students seeking the Associate in Arts degree are required to meet the statewide College Level Academic Skills (CLAS) requirement with minimum test scores (ACT, SAT, CPT) or combined GPA in certain courses. (See CLAS Requirements).

## ADDITIONAL REQUIREMENTS FOR CERTIFICATE PROGRAMS

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

## COLLEGIATE 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 Collegiate High School. One of these credits may be an approved dual enrollment course taken during enrollment in the Collegiate High School.
3. Earn a minimum of 24 high school credits as specified by Florida Statute 228.0422 as follows:

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

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

## ANNUAL COMMENCEMENT CEREMONY

Pensacola Junior College will hold one commencement ceremony per calendar year. This ceremony will be scheduled at the end of the spring term (May). Any student who has submitted the required Graduation Application prior to the Annual Commencement Ceremony in May with an anticipated summer or fall graduation will be eligible for participation in the Annual Commencement Ceremony. Students who submit the Application for Graduation for a summer or fall term after the Annual Commencement Ceremony has been held will be eligible to participate in the subsequent ceremony.

A student is expected to submit the Graduation Application indicating the term of anticipated graduation **not** the term of participation in the Annual Commencement Ceremony. A Graduation Application must be submitted regardless of participation in the commencement ceremony.

The Graduation application may be submitted through a student's Spyglass record at [www.pjc.edu](http://www.pjc.edu) or in a registration office on any campus.



## 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

Students who wish to request the substitution of one course for a required course or a course waiver must discuss the request with the appropriate program director or an advisor. The request is to be submitted on a Course Substitution Request form, reviewed by the program manager or appropriate department head, and submitted to the Registrar. The final decision will be made by the College Registrar.

### EFFECTIVE CATALOG POLICY CHANGES

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

### GRADE GRIEVANCE

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

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

### MINIMUM HOURS IN RESIDENCE

Pensacola Junior College will comply with the standards mandated by its accrediting authority (the Southern Association of Colleges and Schools) and shall award a degree or a certificate to students who complete no less than 25% of course requirements applicable to the degree or certificate with PJC coursework. No exception to this requirement will be granted.

### NOTIFICATION OF DECISIONS

In most cases, decisions regarding appeals and request for exceptions, substitutions, and waivers will be provided to the student through his/her PirateMail account. Students are expected to access their PirateMail accounts at least once per week, more often during a registration period. PirateMail is the primary means of communication with students.

## HONORS

All students are eligible for academic achievement recognition at the Annual Commencement Ceremony. Grade point averages are based on all credits attempted at PJC combined with transfer credits from other institutions attended.

Associate degree students will graduate with honors according to three honors categories:

**Cum Laude:** An honor awarded to students who achieve a cumulative GPA of 3.50 to 3.74

**Magna Cum Laude:** An honor awarded to students who achieve a cumulative GPA of 3.75 to 3.99

**Summa Cum Laude:** An honor awarded to students who achieve a cumulative GPA of 4.00

The program for the Annual Commencement Ceremony is printed prior to the recording of final grades for Spring Term graduates and prior to the final terms of enrollment for students participating in the ceremony with anticipated graduation at the end of the Summer Term or Fall Term. As a result, the commencement program as well as eligibility to obtain honors cords will be based on the cumulative grade point average achieved at the end of the term prior to the ceremony.

The official PJC transcript and diploma will be based on the cumulative grade point average of the student at the time of official graduation. An appropriate notation will be placed on the student's transcript and the diploma will be marked accordingly.

All courses attempted, including transfer courses, will be calculated in determining the cumulative grade point average for all purposes including the honors designation.

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



# ACADEMIC PROGRAMS

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# GENERAL EDUCATION

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

## GLOBAL LEARNING OUTCOMES

- I. CRITICAL THINKING:** Students will evaluate the validity of their own and others' ideas through questioning, analyzing, and synthesizing results into the creative process.
- II. COMMUNICATION:** Students will develop effective reading, writing, speaking and listening skills to communicate verbally and nonverbally on literal and figurative levels.
- III. SCIENTIFIC AND MATHEMATICAL LITERACY:** Students will apply an understanding of mathematical, natural, and behavioral scientific principles and methods to solve abstract and practical problems.
- IV. INFORMATION MANAGEMENT:** Students will use effective strategies to collect, verify, document, and manage information from a variety of sources.
- V. CULTURAL LITERACY:** Students will develop an appreciation of human culture and its diversity and the role of the creative arts in society.
- VI. SOCIAL SKILLS:** Students will develop and use skills and attitudes that integrate individuals into society.
- VII. PERSONAL MANAGEMENT:** Students will develop habits of conduct that result in fulfilling personal and occupational accomplishments.

## TRANSFER PROGRAMS

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

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

1. Earn at least a cumulative grade point average of 2.0 ("C") or better in all work completed at Pensacola Junior College. If any work has been attempted at any other institution of higher education, the grades earned at the other institution(s) combined with those grades earned at PJC must also result in a minimum cumulative grade point average of 2.0; and,
2. Complete a minimum of 25% of the credit hours of the program in residence at Pensacola Junior College immediately prior to graduation.

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

## AREAS OF CONCENTRATION:

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

Agricultural Science  
Art  
Biology  
Business  
Chemistry/Biochemistry  
Computer Information Systems  
Computer Science  
Criminal Justice  
Early Childhood Teacher: Pre-Primary  
Education  
English  
Environmental Horticulture

Environmental Science  
General Studies  
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-Clinical Laboratory Sciences  
Pre-Nursing  
Pre-Pharmacy  
Pre-Physical Therapy  
Psychology  
Social Sciences  
Theatre

## 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 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 and the Campus Dean of the campus;

(C) the student must then complete at least 30 credits at PJC. Alternate plans will be for a specific institution and must include documentation. The student will, upon completion of the model institution's first two years' academic work (at least 60 credits), be graduated with an Associate in Arts degree. The student's transcript will not be stamped "General Education Requirements Met" unless the student has, in fact, completed the general education requirements at PJC.

# GENERAL EDUCATION REQUIREMENTS

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

## COLLEGE-LEVEL COMMUNICATION AND COMPUTATION SKILLS REQUIREMENT

State Board of Education Rule 6A-10.0311 states that students must demonstrate college-level proficiency in communication and computation skills by successfully completing one of the following requirements before the award of the associate in arts degree:

- (1) Achieve a score that meets or exceeds a minimum score on a nationally standardized examination as listed below:

|                       | ACT | SAT | CPT |
|-----------------------|-----|-----|-----|
| Reading               | 22  | 500 | 93  |
| English/Writing/Essay | 21  | 500 | 105 |
| Computation           | 21  | 500 | 91  |

- (2) To meet the College Level Academic Skills requirement in communication, a student must earn a grade point average of 2.5 in a combination of two (2) of the following courses: ENC 1101, ENC 1102, or Literature courses listed in the General Education Literature Category.

To meet the College Level Academic Skills requirement in computation, a student must earn a 2.5 grade point average in any combination of two (2) courses in the Mathematics General Education Category

## READING AND WRITING COMPETENCE REQUIREMENT

Enrollment in any course designated as a writing emphasis course will require appropriate scores on the Florida Entry-Level Placement Exam or completion of the appropriate college preparatory course work.

## LABORATORY SCIENCE

Students seeking the A.A. degree must complete at least one Natural Sciences lecture course which has an accompanying laboratory. Lecture/laboratory sequences are available in Categories VI and VII presented on page 54. Laboratory courses are indicated by an "L" immediately following the course number.

## MINIMUM GRADES

A.A. students must maintain an overall GPA of 2.00 or higher. However, students must achieve the testing or grade point requirements in communication and computation courses as described in the College-level Communication and Computation Skills Requirement.

## 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 ten semester hours) at the postsecondary level.

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

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

## EXCESS HOURS ADVISORY STATEMENT

Section 1009.086, Florida Statutes, establishes an "excess hour" surcharge for a student seeking a baccalaureate degree at a state university. It is critical that students, including those entering Florida colleges, are aware of the potential for additional course fees.

"Excess hours" are defined as hours that go beyond 120% of the hours required for a baccalaureate degree program. For example, if the length of the program is 120 credit hours, the student may be subject to an excess hour surcharge for any credits attempted beyond 144 credit hours (120 x 120%).

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

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

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

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

- \* ENC 1101 English Composition I 3 cc
- \* ENC 1102 English Composition II 3 cc

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

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

- \* AML 2010 American Literature to 1870 3 cc
- \* AML 2020 American Literature from 1870 3 cc
- \* AML 2600 Introduction to African American Literature 3 cc
- \* ENL 2012 English Literature to 1800 3 cc
- \* ENL 2022 English Literature from 1800 3 cc
- \* LIT 2090 Contemporary Literature 3 cc
- \* LIT 2110 World Literature to 1650 3 cc
- \* LIT 2120 World Literature from 1650 3 cc

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

General Education credit is not given for both MAC1140 and MAC1147.

- MAC 1105 College Algebra 3 cc
- MAC 1114 Plane Trigonometry 3 cc
- MAC 1140 Precalculus Algebra 3 cc
- or
- MAC 1147 Precalculus Algebra/Trigonometry 4 cc
- MAC 2233 Calculus with Business Applications I 3 cc
- MAC 2234 Calculus with Business Applications II 3 cc
- MAC 2311 Analytic Geometry and Calculus I 4 cc
- MAC 2312 Analytic Geometry and Calculus II 4 cc
- MAC 2313 Analytic Geometry and Calculus III 4 cc
- MAP 2302 Differential Equations 3 cc
- MGF 1106 Mathematics for Liberal Arts I 3 cc
- MGF 1107 Mathematics for Liberal Arts II 3 cc
- STA 2023 Elementary Statistics 3 cc
- — Any 2000 Level Math Course 3 cc

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

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

- \* 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
- CCJ 1020 Introduction to Criminal Justice 3 cc
- \* DEP 2004 Human Growth and Development 3 cc
- ECO 2013 Economics I 3 cc
- \* EUH 1000 European History to 1700 3 cc
- \* EUH 1001 European History from 1700 3 cc
- \* EUH 2010 A History of Greece and Rome 3 cc
- GEA 2000 World Regional Geography 3 cc
- HLP 1081 Concepts of Life Fitness 3 cc
- HSC 2100 Personal and Community Health 3 cc
- INR 2002 Introduction to International Relations 3 cc
- MMC2000 Survey of Mass Communication 3 cc
- \* POS 2041 American National Government 3 cc
- \* PSY 2012 General Psychology 3 cc
- \* SYG 2000 Introduction to Sociology 3 cc
- \* SYG 2010 Social Problems 3 cc

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

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

- ARH 1002 Art for Non-Majors 3 cc
- ARH 1050 Art History I 3 cc
- ARH 1051 Art History II 3 cc
- ARH 2000 Humanities Art 3 cc
- \* CLT 1500 Classical Mythology 3 cc
- FRE 1121 Beginning French II 4 cc
- GER 1121 Beginning German II 4 cc
- \* HUM 2210 Humanities in the Ancient World 3 cc
- \* HUM 2230 Humanities in the Modern World 3 cc
- \* HUM 2454 African-American Humanities 3 cc
- \* HUM 2740 Humanities Travel 3 cc

- LAT 1121 Beginning Latin II 4 cc
- MUH 2011 Music Appreciation 3 cc
- \* MUH 2110 Introduction to Music History 3 cc
- \* PHI 2010 Introduction to Philosophy 3 cc
- \* PHI 2070 Introduction to Eastern Philosophy 3 cc
- \* PHI 2100 Logic 3 cc
- \* PHI 2600 Ethics 3 cc
- \* PHI 2701 Introduction to the Philosophy of World Religions 3 cc
- \* PHM 2122 Philosophy And Feminism 3 cc
- SPN 1121 Beginning Spanish II 4 cc
- \* THE 2000 Introduction to Theatre 3 cc

## NATURAL SCIENCES .....7 credits

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

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

- BOT 1010 General Botany and BOT 1010L 4 cc
- BSC 1005 Biological Principles for Non-Majors 3 cc
- BSC 1005 Biological Principles for Non-Majors and BSC 1005L 4 cc
- BSC 2010 Integrated Principles of Biology and BSC 2010L 4 cc
- HUN 1201 Elements of Nutrition 3 cc
- HUN 1201 Elements of Nutrition and HUN 1201L 4 cc
- OCB 2000 Marine Biology and OCB 2000L 4 cc
- PCB 2030 Introduction to Environmental Science 3 cc
- ZOO 1010 General Zoology and ZOO 1010L 4 cc

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

- AST 1002 Descriptive Astronomy 3 cc
- AST 1002 Descriptive Astronomy and AST 1002L 4 cc
- CHM 1025 Introduction to College Chemistry 3 cc
- CHM 1025 Introduction to College Chemistry and CHM 1025L 4 cc
- CHM 1045 General Chemistry I and CHM 1045L 4 cc
- CHM 1045C General Chemistry I 4 cc
- CHM 1046 General Chemistry II and CHM 1046L 4 cc
- ESC 1000 Earth Science 3 cc
- GLY 1010 Physical Geology and GLY 1010L 4 cc
- MET 1010 Introduction to Meteorology 3 cc
- OCE 1001 Oceanography 3 cc
- OCE 1001 Oceanography and OCE 1001L 4 cc
- PHY 1053 General Physics I and PHY 1053L 4 cc
- PHY 1054 General Physics II and PHY 1054L 4 cc
- PHY 2048 Physics I with Calculus and PHY 2048L 5 cc
- PHY 2049 Physics II with Calculus and PHY 2049L 5 cc
- PSC 1351 Physical Science Survey 3 cc

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

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

- — Any course with the prefix CGS, COP or CTS not designated as A.A.S. only
- EME 2040 Introduction to Educational Technology 3 cc
- LIS 1004 Introduction to Internet Research 1 cc
- MUS 1360 Music and Computers 3 cc

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

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

- ORI 2000 Introduction to Oral Interpretation 3 cc
- SPC 1006C Basic Speaking and Listening Skills 1 cc
- SPC 1017 Fundamental Communication Concepts 3 cc
- SPC 1608 Public Speaking 3 cc
- SPC 2300 Interpersonal Communication 3 cc

\* A writing emphasis course.

# PROGRAMS OF STUDY

## AGRICULTURAL SCIENCE

*Associate in Arts*

(AGSCI-AA)

The Agricultural Science program provides the first two years of a four-year baccalaureate degree. Students finishing the program will be prepared to enter the Florida Agricultural and Mechanical University agricultural program in Agriculture Science.

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

**Department:** Biology 484-1168  
**Program Contact:** Mr. Logan Fink 484-4464  
 lfink@pjc.edu

| First Year Recommended Sequence                             | Credits |
|---|---------|
| ENC 1101 English Composition I (Category D)                 | 3       |
| MAC 1105 College Algebra(Category III)                      | 3       |
| PSY 2012 General Psychology                                 |         |
| or  |         |
| SYG 2000 Introduction to Sociology (Category IV)            | 3       |
| ____ Humanities (Category V)                                | 3       |
| CHM 1045 General Chemistry I (Category VII)                 |         |
| CHM 1045L General Chemistry I Laboratory                    | 4       |
| BOT 1010 General Botany (Category VI)                       |         |
| BOT 1010L General Botany Laboratory                         | 4       |
| ENC 1102 English Composition II (Category D)                | 3       |
| MAC 1114 Plane Trigonometry (Category III)                  | 3       |
| CGS 1570 Computer Concepts and Applications (Category VIII) | 3       |
| Total   | 29      |

### Second Year Recommended Sequence

|   |    |
|---|----|
| BSC 2010 Integrated Principles of Biology             |    |
| BSC 2010L Integrated Principles of Biology Laboratory |    |
| or  |    |
| ZOO 1010 General Zoology                              |    |
| ZOO 1010L General Zoology Laboratory                  | 4  |
| CHM 1046 General Chemistry II                         |    |
| CHM 1046L General Chemistry Laboratory                | 4  |
| ____ Humanities (Category V)                          | 3  |
| ECO 2013 Economics I (Category IV)                    | 3  |
| SPC 1608 Public Speaking (Category IX)                | 3  |
| ____ Literature (Category II)                         | 3  |
| MAC 1140 Pre-calculus Algebra                         | 3  |
| STA 2023 Elementary Statistics                        | 3  |
| ____** Electives                                      | 5  |
| Total   | 31 |

**Total Program Credits** 60

\* Electives based on general education distribution requirements.

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

## ART

*Associate in Arts*

(ARTAA)

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

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

**Department Head:** Mr. Krist Lien 484-2554  
 klien@pjc.edu

**Primary Faculty:** Mr. Michael Boles  
 Mr. William Clover  
 Mr. Mark Francis  
 Mr. David Hinds  
 Dr. Patrick Rowe  
 Ms. Kristen Regan  
 Ms. Patricia Reppenhagen

| First Year Recommended Sequence                                    | Credits |
|--|---------|
| ART 1201C Two-Dimensional Design                                   | 3       |
| ART 1300C Drawing I  | 3       |
| ENC 1101 English Composition I (Category D)                        | 3       |
| ____* Biological Sciences (Category VI)                            | (3) 4   |
| ____* Mathematics (Category III)                                   | 3       |
| ART 1203C Three-Dimensional Design                                 | 3       |
| ART 1301C Drawing II   | 3       |
| ENC 1102 English Composition II (Category D)                       | 3       |
| SPC 1006C Basic Speaking and Listening Skills (Category IX)        | 1       |
| ____* History, Behavioral/Social, and Human Sciences (Category IV) | 3       |
| Total  | (28) 29 |

### Second Year Recommended Sequence

|  |         |
|--|---------|
| 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 Elective  | 3       |
| ARH 1051 Art History II  | 3       |
| ART 2500C Painting I   |         |
| or   |         |
| ART 2701C Sculpture I  | 3       |
| ____* Humanities (Category V)                                      | 3       |
| ____* Mathematics (Category III)                                   | 3       |
| ____* Computer Competence Requirement (Category VIII)              | 1       |
| ____** Art Elective  | 3       |
| Total  | (32) 31 |

**Total Program Credits** 60

\* Electives based on general education distribution requirements.

\*\* Select from any course with an ART, PGY, or RTV prefix not designated as A.A.S. only.

## BIOLOGY

Associate in Arts

(BIO-AA)

The A.A. Biology curriculum provides the first two years of college education leading to a baccalaureate degree in one of the biological sciences and will insure articulation into the major at Florida SUS institutions.

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

**Department:** Biology 484-1168  
**Primary Faculty:** Ms. Valerie Walker  
 Mr. Jeff Wooters  
 Dr. Elizabeth Yelverton  
 Mr. Robert Campbell

| First Year Recommended Sequence |   |           | Credits |
|---------------------------------|---|-----------|---------|
| BSC 2010                        | Integrated Principles of Biology (Category VI)  |           |         |
| BSC 2010L                       | Integrated Principles of Biology Laboratory     | 4         |         |
| CHM 1045                        | General Chemistry I (Category VII)              | 3         |         |
| CHM 1045L                       | General Chemistry I Laboratory                  | 1         |         |
| ENC 1101                        | English Composition I (Category I)              | 3         |         |
| MAC 2311                        | Analytic Geometry and Calculus I (Category III) | 4         |         |
| BOT 1010                        | General Botany                                  |           |         |
| BOT 1010L                       | General Botany Laboratory                       |           |         |
|                                 | or  |           |         |
| ZOO 1010                        | General Zoology                                 |           |         |
| ZOO 1010L                       | General Zoology Laboratory                      | 4         |         |
| CHM 1046                        | General Chemistry II                            | 3         |         |
| CHM 1046L                       | General Chemistry II Laboratory                 | 1         |         |
| ENC 1102                        | English Composition II (Category I)             | 3         |         |
| STA 2023**                      | Elementary Statistics (Category III)            | 3         |         |
|                                 | <b>Total</b>                                    | <b>29</b> |         |

| Second Year Recommended Sequence |  |           | Credits |
|----------------------------------|--|-----------|---------|
| BSC 1931**                       | Special Topics in Biological Sciences                        | 1         |         |
| CHM 2210                         | Organic Chemistry I  | 3         |         |
| CHM 2210L                        | Organic Chemistry I Laboratory                               | 1         |         |
| SPC 1006C                        | Basic Speaking and Listening Skills (Category IX)            | 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 (Category VIII)             | 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         |         |
|                                  | <b>Total</b>   | <b>31</b> |         |

**Total Program Credits 60**

\* Electives based on general education distribution requirements.

\*\* 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.

\*\*\*Choice of Biology Electives with a Laboratory: BOT 1010 and BOT 1010L; MCB 2010 and MCB 2010L; OCB 2000 and OCB 2000L; ZOO 1010 and ZOO 1010L; ZOO 2303 and ZOO 2303L

## BUSINESS

Associate in Arts

(BUS-AA)

This program is designed to provide the first two years of a four-year university program leading to a baccalaureate degree in accounting, business administration, economics, finance, management, or marketing. However, the student who desires to postpone pursuit of a bachelor's degree will have acquired sufficient knowledge and skill upon completion of this two-year program to be ready for employment.

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

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

**Department Head:** Dr. Linda Bloom 484-2503  
 lbloom@pjc.edu

**Primary Faculty (Pensacola):**  
 Dr. Alan Ammann  
 Mr. John Atkins  
 Mr. Mack Crider  
 Mr. Richard Irvine  
 Mr. Scott Key  
 Dr. Vance Land  
 Ms. Audrey Morrison  
 Dr. Carla Rich

**Primary Faculty (Warrington):**  
 Ms. Michelle Haggard

**Primary Faculty (Milton):**  
 Ms. Dorinda Lynn

| First Year Recommended Sequence |  |     | Credits   |
|---------------------------------|--|-----|-----------|
| CGS 1570                        | Computer Concepts and Applications (Category VIII)   |     | 3         |
| ENC 1101                        | English Composition I (Category I)   |     | 3         |
| MAC 1105                        | College Algebra (Category III)   |     | 3         |
| ___ ___*                        | Biological Sciences (Category VI)  | (3) | 4         |
| ___ ___*                        | History, Behavioral/Social, and Human Sciences (Category IV), (must be AMH, ANT, DEP, EUH, PSY, or SYG Prefix) |     | 3         |
| ___ ___*                        | Physical Sciences (Category VII)   | (4) | 3         |
| ENC 1102                        | English Composition II (Category I)  |     | 3         |
| STA 2023                        | Elementary Statistics (Category III)   |     | 3         |
| ___ ___                         | Elective (CGS 2510 recommended)  |     | 3         |
| ___ ___*                        | Humanities (Category V)  |     | 3         |
|                                 | <b>Total</b>   |     | <b>31</b> |

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

**Total Program Credits 60**

\* Electives based on general education distribution requirements.

\*\* 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/BIOCHEMISTRY

Associate in Arts

(CHEM-AA)

This program provides the first two years of a four-year university program leading to a baccalaureate degree in chemistry or biochemistry. The PJC curriculum has the necessary SUS prerequisite courses for a completer to begin upper-division work as a university junior in the major.

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

**Department Head:** Dr. Ed Stout 484-1189  
estout@pjc.edu  
**Program Contact:** Dr. Bobby Roberson 484-1488  
broberson@pjc.edu  
**Primary Faculty:** Dr. Lois Dixon  
Mr. Tom Gee  
Dr. Tim Hathway  
Dr. Bobby Roberson

| 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         |
| MAC 2311                        | Analytic Geometry and Calculus I (Category III)  | 4         |
| ___ ___*                        | Humanities (Category V)                          | 3         |
| ___ ___*                        | Computer Competence Requirement (Category VIII)  | 1         |
| CHM 1046                        | General Chemistry II                             | 3         |
| CHM 1046L                       | General Chemistry II Laboratory                  | 1         |
| ENC 1102                        | English Composition II (Category I)              | 3         |
| MAC 2312                        | Analytic Geometry and Calculus II (Category III) | 4         |
| ___ ___                         | Emphasis Course                                  | 3         |
| ___ ___*                        | Oral Communications Requirement (IX)             | 1         |
|                                 | <b>Total</b>                                     | <b>30</b> |

| 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         |
| ___ ___                          | Emphasis Courses   | 10        |
|                                  | <b>Total</b>   | <b>30</b> |

**Total Program Credits** 60

\* Electives based on general education distribution requirements.

### Chemistry Emphasis Courses:

|          |   |    |
|----------|---|----|
| ___ ___* | Biological Sciences (Category VI)   | 3  |
| ___ ___  | Physics/Mathematics Elective (must be chosen from PHY 2048, PHY 2048L, PHY 2049, PHY 2049L, MAC 1105 or higher math). | 10 |

### Biochemistry Emphasis Courses: Credits

|           |  |   |
|-----------|--|---|
| BSC 2010  | Integrated Principles of Biology (Category VI)   | 3 |
| BSC 2010L | Integrated Principles of Biology Laboratory  | 1 |
| ZOO 1010  | General Zoology  | 3 |
| ZOO 1010L | General Zoology Laboratory   | 1 |
| ___ ___   | Physics/Mathematics Elective (must be chosen from PHY 2048, PHY 2048L, PHY 2049, PHY 2049L, MAC 1105 or higher math) | 5 |

## COMPUTER INFORMATION SYSTEMS

Associate in Arts

(COMP-AA)

This Associate in Arts degree concentration leads to employment in technical computer-related jobs such as a programmer or systems analyst. The A.A. program meets prerequisites for transfer to the University of West Florida B.S. in Computer Science (Computer Information Systems option) program as well as similar programs at other universities.

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

**Department Head:** Dr. Wayne Horn 484-2021  
whorn@pjc.edu  
**Primary Faculty (Pensacola):**  
Mr. Richard Cacace Mr. Richard Kirk  
Ms. Vaidehi Kumar Mr. Randy Rose  
Dr. Yin-Chieh Lemley  
Mr. Eris Reddoch  
**Primary Faculty (Milton):**  
Dr. Michel Boillot

| First Year Recommended Sequence |  | Credits   |
|---------------------------------|--|-----------|
| ACG 2021                        | Financial Accounting Principles                    | 3         |
| CGS 1570                        | Computer Concepts and Applications (Category VIII) | 3         |
| ENC 1101                        | English Composition I (Category I)                 | 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 I)                | 3         |
| ___ ___*                        | Physical Sciences (Category VII)                   | (3) 4     |
|                                 | <b>Total</b>                                       | <b>31</b> |

### Second Year Recommended Sequence

|           |  |           |
|-----------|--|-----------|
| COP 2511  | Programming Concepts II  | 3         |
| ECO 2023  | Economics II   | 3         |
| MAC 2233  | Calculus with Business Applications I (Category III)   | 3         |
| ___ ___*  | History, Behavioral/Social, and Human Sciences (Category IV), (must be AMH, ANT, DEP, EUH, PSY, or SYG prefix) | 3         |
| ___ ___*  | Humanities (Category V)  | 3         |
| ___ ___** | Programming Elective (Students transferring to UWF should elect COP 2800)                                      | 3         |
| PHI 2600  | Ethics (Category V)  | 3         |
| STA 2023  | Elementary Statistics  | 3         |
| ___ ___*  | Literature (Category II)   | 3         |
| ___ ___*  | Oral Communications Requirement (Category IX)  | 1         |
| ___ ___   | Elective   | 1         |
|           | <b>Total</b>   | <b>29</b> |

**Total Program Credits** 60

\* Electives based on general education distribution requirements.

\*\* Students transferring to universities other than UWF should contact an advisor at that school to determine which language is preferred.

## COMPUTER SCIENCE

Associate in Arts

(CMPSC-AA)

This field leads to employment in technical computer-related jobs such as programmer or systems analyst. The A.A. program meets prerequisites for transfer to the University of West Florida B.S. in Computer Science (Computer Science option) program as well as similar programs at other universities.

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

**Department Head:** Dr. Wayne Horn 484-2021  
whorn@pjc.edu

**Primary Faculty (Pensacola):**

Mr. Richard Cacace  
Mr. Richard Kirk  
Ms. Vaidehi Kumar  
Dr. Yin-Chieh Lemley  
Mr. Randy Rose  
Mr. Eris Reddoch

**Primary Faculty (Milton):**

Dr. Michel Boillot

| First Year Recommended Sequence |   | Credits   |
|---------------------------------|---|-----------|
| CGS 1570                        | Computer Concepts and Applications (Category VIII)                                  | 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) (Do not choose course designated for Non-Majors.) | 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         |
|                                 | <b>Total</b>  | <b>32</b> |

### Second Year Recommended Sequence

|           |  |           |
|-----------|--|-----------|
| 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         |
| _____*    | Literature (Category II)   | 3         |
| PHY 2049  | Physics II with Calculus   | 4         |
| PHY 2049L | Physics II with Calculus Laboratory  | 1         |
| _____     | Natural Sciences Elective (Choose course from Category VI or VII; do not choose course designated for Non-Majors). | 3         |
| _____*    | Oral Communications Requirement Category IX)   | 1         |
| _____     | Elective   | 1         |
|           | <b>Total</b>   | <b>28</b> |

**Total Program Credits 60**

\* Electives based on general education distribution requirements.

\*\* Students may take MAC 1140 Precalculus Algebra and MAC 1114 Plane Trigonometry in place of MAC 1147.

## CRIMINAL JUSTICE

Associate in Arts

(LAW-AA)

The purpose of this program is to prepare students for transfer to a four-year institution after completing two years at Pensacola Junior College. Because of the interdisciplinary nature of Criminal Justice, this program may be attractive for those planning to enter law, behavioral and social sciences. Students planning to enter this program should contact the Department for assistance in planning for their careers.

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

**Department Head:** Dr. Linda Bloom 484-2504  
lbloom@pjc.edu

**Primary Faculty:** Mr. Mike Ardis 484-2575  
mardis@pjc.edu

| First Year Recommended Sequence |   | Credits        |
|---------------------------------|---|----------------|
| CCJ 1020                        | Introduction to Criminal Justice (Category IV)  | 3              |
| CLJ 2062                        | Constitutional Law for Criminal Justice         | 3              |
| ENC 1101                        | English Composition I (Category I)              | 3              |
| _____*                          | Mathematics (Category III)                      | 3              |
| CCJ 2010                        | Criminology                                     | 3              |
| ENC 1102                        | English Composition II (Category I)             | 3              |
| _____*                          | Computer Competence Requirement (Category VIII) | 1              |
| _____*                          | Oral Communications Requirement (Category IX)   | 1              |
| _____*                          | Biological Sciences (Category VI)               | (3) 4          |
| _____*                          | Mathematics (Category III)                      | 3              |
| _____**                         | Elective (PLA 1104 Strongly Recommended)        | 3              |
| <b>Total</b>                    |   | <b>(29) 30</b> |

### Second Year Recommended Sequence

|              |  |                |
|--------------|--|----------------|
| CJL 1100     | Criminal Law   | 3              |
| CCJ 2002     | Juvenile Justice   | 3              |
| _____*       | Humanities (Category V) (PHI 2600 strongly recommended)  | 3              |
| _____*       | Literature (Category II)   | 3              |
| CJC 1000     | Theory and Practice of Corrections   | 3              |
| ISS 2930***  | Special Topics Interdisciplinary Social Sciences   | 3              |
| _____*       | History, Behavioral/Social, and Human Sciences (Category IV) (must be AMH, ANT, DEP, EUH, PSY or SYG prefix course; SYG 2000 strongly recommended) | 3              |
| _____*       | Humanities (Category V)  | 3              |
| _____*       | Physical Sciences (Category VII)   | (4) 3          |
| _____**      | Elective   | 3              |
| <b>Total</b> |  | <b>(31) 30</b> |

**Total Program Credits 60**

\* Electives based on general education distribution requirements.

\*\*Select from PLA 1104 or courses with a CCJ, CJC, CJE, CJL CJT, or POS prefix.

\*\*\* With permission of the department head, students may be allowed to enroll upon completion of 50% (18 credit hours) of General Education requirements.

## EARLY CHILDHOOD TEACHER: PRE-PRIMARY

Associate in Arts

(CHD-AA)

This program is the first two years of a four-year university program in early childhood education or child development. Early childhood covers the ages from birth to eight years. Upon successful completion of a four-year degree at a university and appropriate teacher certification requirements, students qualify for a Florida certificate in early childhood education (pre-k-grade 3).

**Students wishing to seek employment after completing the two year Early Childhood program would be able to do so in child care and pre-school programs. Students could also seek a career as a teacher aide in elementary schools.**

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

|                         |                          |                 |
|-------------------------|--------------------------|-----------------|
| <b>Department Head:</b> | <b>Dr Holly Craven</b>   | <b>484-2074</b> |
|                         | <b>hcraven@pjc.edu</b>   |                 |
| <b>Primary Faculty:</b> | <b>Ms. Betty Persons</b> | <b>484-2534</b> |
|                         | <b>bpersons@pjc.edu</b>  |                 |
|                         | <b>Ms. Betsy Werre</b>   | <b>484-1448</b> |
|                         | <b>bwerre@pjc.edu</b>    |                 |

| First Year Recommended Sequence |  |      | Credits   |
|---------------------------------|--|------|-----------|
| ENC 1101                        | English Composition I (Category I)                     |      | 3         |
| CHD 1104                        | Introduction to Early Childhood                        |      | 3         |
| _____                           | Oral Communications Requirement (Category IX)          | 1    |           |
| DEP 2004                        | Human Growth and Development                           |      |           |
|                                 | or   |      |           |
| PSY 2012                        | General Psychology (Category IV)                       |      | 3         |
| EME 2040                        | Introduction to Educational Technology (Category VIII) |      | 3         |
| ENC 1102                        | English Composition II (Category I)                    |      | 3         |
| _____*                          | Humanities (Category V)                                |      | 3         |
| DEP 2001                        | Child Development                                      |      | 3         |
| _____*                          | Mathematics (Category III)                             |      | 3         |
| _____*                          | Biological Sciences (Category VI)                      | (4)  | 3         |
|                                 | <b>Total</b>   | (29) | <b>28</b> |

| Second Year Recommended Sequence |  |      | Credits   |
|----------------------------------|--|------|-----------|
| _____*                           | Mathematics (Category III)               |      | 3         |
| AMH 2010                         | American History to 1877                 |      |           |
|                                  | or                                       |      |           |
| AMH 2020                         | American History from 1877 (Category IV) |      | 3         |
| CHD 1800                         | Management in Child Care                 |      | 3         |
| _____*                           | Literature (Category II)                 |      | 3         |
| _____*                           | Physical Sciences (Category VII)         | (3)  | 4         |
| CHD 2440C+                       | Early Childhood Practicum                |      | 3         |
| _____*                           | Humanities (Category V)                  |      | 3         |
| _____**                          | Early Childhood Electives                |      | 9         |
| _____                            | Elective                                 |      | 1         |
|                                  | <b>Total</b>                             | (31) | <b>32</b> |

**Total Program Credits 60**

**\*Electives based on general education distribution requirements.**

\*\*Early Childhood electives (choose nine credits from the following courses):

|          |           |          |
|----------|-----------|----------|
| CHD1332  | CHD1931   | CHD1932  |
| CHD1933  | CHD2380   | CHD 2120 |
| EDF 1005 | EDF 2085+ | CHD 2620 |

+ Course includes field experience. See course description.

## EDUCATION

Associate in Arts

(TEACH-AA)

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

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

Two courses (EDF 1005 and EDF 2085) require service learning in a public school setting. Background checks may be required.

**Although a school district may provide an appeals process to persons receiving a disapproval to enter K-12 classrooms as a result of the background check, students should be aware of Florida Statutes 435.04. Pursuant to Chapter 1012, Florida Statutes, any individual who has been found guilty of, regardless of adjudication, or entered plea of nolo contendere or guilty to, any offense enumerated in §435.04, Florida Statute, shall be ineligible for appointment to any instructional, non-instructional or voluntary position in daycare, school or other educational facility providing care or instruction to children 17 years of age or younger. To view §435.04, Florida Statutes, Go To [www.flsenate.gov/statutes](http://www.flsenate.gov/statutes).**

|                         |                         |                 |
|-------------------------|-------------------------|-----------------|
| <b>Department Head:</b> | <b>Dr. Holly Craven</b> | <b>484-2074</b> |
|                         | <b>hcraven@pjc.edu</b>  |                 |
| <b>Primary Faculty:</b> | <b>Ms. Jane Spruill</b> | <b>484-1118</b> |
|                         | <b>jspruill@pjc.edu</b> |                 |
|                         | <b>Ms. Betsy Werre</b>  | <b>484-1448</b> |
|                         | <b>bwerre@pjc.edu</b>   |                 |

| First Year Recommended Sequence |   |      | Credits   |
|---------------------------------|---|------|-----------|
| EME 2040                        | Introduction to Educational Technology (Category VIII)                    |      | 3         |
| ENC 1101                        | English Composition I (Category I)  |      | 3         |
| _____*                          | History, Behavioral/Social and Human Sciences (Category IV)               |      | 3         |
|                                 | (AMH 2010 or AMH 2020 and DEP 2004 or PSY 2012 are strongly recommended). |      |           |
| EDF 1005+                       | Introduction to the Teaching Profession                                   |      | 3         |
| ENC 1102                        | English Composition II (Category I)                                       |      | 3         |
| _____*                          | Humanities (Category V)   |      | 3         |
|                                 | (strongly recommend PHI prefix course)                                    |      |           |
| _____*                          | Mathematics (Category III)  |      | 3         |
| _____**                         | Biological Sciences (Category VI)   | (4)  | 3         |
| _____                           | Electives (see suggested)   |      | 6         |
|                                 | <b>Total</b>  | (31) | <b>30</b> |

| <b>Second Year Recommended Sequence</b> |  | <b>Credits</b> |
|---|--|----------------|
| ___ ___*                                | History, Behavioral/Social and Human Sciences (Category IV)<br>(AMH 2010 or AMH 2020 and DEP 2004 or PSY 2012 are strongly recommended). | 3              |
| EDF 2085+                               | Introduction to Diversity for Educators  | 3              |
| ___ ___*                                | Literature (Category II)   | 3              |
| ___ ___*                                | Physical Sciences (Category VII)   | (3) 4          |
| ___ ___*                                | Mathematics (Category III)   | 3              |
| SPC 1017                                | Fundamental Communications Concepts<br>or  |                |
| SPC 1608                                | Public Speaking<br>or  |                |
| SPC 2300                                | Interpersonal Communication (Category IX)  | 3              |
| EEX 2010                                | Introduction to Exceptional Children   | 3              |
| ___ ___                                 | Humanities (Category V)  | 3              |
| ___ ___                                 | Electives (see suggested)  | 5              |
|   | <b>Total</b>   | <b>(29) 30</b> |
| <b>Total Program Credits</b>            |  | <b>60</b>      |

\* Electives based on general education distribution requirements.

\*\*When choosing biological science course, student should be aware that HUN1201/HUN1201L may not transfer to all universities as Biological Science.

+ Course includes service learning. See course description.

Suggested Electives:

Students are urged to take six credits from AMH2091, ANT2000,

\*ANT2410, EEX1600, EUH1000, EUH1001, \*GEA2000, \*POS2041, \*SYG2000 and \*SYG 2010 (\*meets UWF's Category IV requirement). Other suggested electives include Mathematics courses, Physical Sciences courses, Biological Sciences courses, SYG prefix courses, Foreign Language courses and HSC2402.

## ENGLISH

*Associate in Arts*

(ENGL-AA)

This program is designed for students who wish to pursue a degree in English at a university. Students who complete this program will be ready to enter their junior year with a rich background in American and English Literature complemented by related elective courses.

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

**Department Head: Mr. Thom Botsford** 484-1447  
tbotsford@pjc.edu

**Primary Faculty (Pensacola):**

**Mr. Thomas Bailey**  
**Mr. William Fisher**  
**Ms. Carol Hemmye**  
**Mr. Todd Neuman**  
**Mr. Jelle Roos**  
**Ms. Julia Ruengert**  
**Mr. Blaine Wall**  
**Mr. Michael Will**  
**Mr. Keith Prendergast**  
**Dr. Guangping Zeng**

**Primary Faculty (Milton):**

**Mr. Dan Bell**  
**Dr. Raym ond Wolf**

| <b>First Year Recommended Sequence</b> |   | <b>Credits</b> |
|--|---|----------------|
| ENC 1101                               | English Composition I (Category I)        | 3              |
| SPC 2300                               | Interpersonal Communication<br>or         |                |
| SPC 1608                               | Public Speaking (Category IX)             | 3              |
| ___ ___*                               | Biological Sciences (VI)                  | (3) 4          |
| ___ ___*                               | Mathematics (Category III)                | 3              |
| ___ ___                                | Elective                                  | 3              |
| AMH 2010                               | American History to 1877 (Category IV)    | 3              |
| ENC 1102**                             | English Composition II (Category I)       | 3              |
| AML 2010                               | American Literature to 1870 (Category II) | 3              |
| ___ ___*                               | Mathematics (Category III)                | 3              |
| ___ ___*                               | Physical Sciences (VII)                   | (4) 3          |
|  | <b>Total</b>                              | <b>31</b>      |

### Second Year Recommended Sequence

|          |   |           |
|----------|---|-----------|
| AML 2020 | American Literature from 1870                   | 3         |
| ENL 2012 | English Literature to 1800                      | 3         |
| EUH 1001 | European History from 1700 (Category IV)        | 3         |
| ___ ___* | Computer Competence Requirement (Category VIII) | 1         |
| ENL 2022 | English Literature from 1800                    | 3         |
| ___ ___* | Humanities (Category V)                         | 6         |
| ___ ___  | Electives                                       | 10        |
|          | <b>Total</b>                                    | <b>29</b> |

**Total Program Credits** 60

\* Electives based on general education distribution requirements.

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

## ENVIRONMENTAL HORTICULTURE

Associate in Arts

(HORT-AA)

The purpose of this program is to prepare students for transfer to a four-year institution after completion of two years at PJC. Landscape and Nursery Horticulture exposes students to the art and science of breeding, propagating, installing and maintaining plants that are used to enhance and improve the human environment. This inter-disciplinary program combines the study of landscape and nursery horticultural sciences with the study of business, management and communications. Job opportunities are plentiful for individuals with targeted educational backgrounds and experience in nursery and landscape management.

**Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the PJC Biological Sciences Department for assistance in planning your program of study. If you plan to transfer to the University of Florida at Milton, please contact UF Academic Programs at (850) 983-5216 ext. 109 to make sure you meet UF preadmission requirements.**

**Department Head:** Mr. James Brady 484-1168  
 jbrady@pjc.edu  
**Primary Faculty:** Ms. Amy Compton 484-4433  
 acompton@pjc.edu

| First Year Recommended Sequence |   | Credits   |
|---------------------------------|---|-----------|
| BSC 2010                        | Integrated Principles of Biology (Category VI)              |           |
| BSC 2010L                       | Integrated Principles of Biology Laboratory                 | 4         |
| 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 (Category VIII)          | 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         |
|                                 | <b>Total</b>  | <b>31</b> |

| Second Year Recommended Sequence |   | Credits   |
|----------------------------------|---|-----------|
| CHM 1045                         | General Chemistry I (Category VII)        | 3         |
| CHM 1045L                        | General Chemistry I Laboratory            | 1         |
| SPC 1608                         | Public Speaking                           |           |
|                                  | or  |           |
| SPC 2300                         | Interpersonal Communication (Category IX) | 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 and                     | 3         |
| PHY 1053L                        | General Physics I Laboratory              | 1         |
| ___ ___**                        | Electives                                 | 2         |
|                                  | <b>Total</b>                              | <b>29</b> |
| <b>Total Program Credits</b>     |   | <b>60</b> |

\* Electives based on general education distribution requirements.

\*\* Students are encouraged to take BSC 2033 Ethical Issues in Biology and/or BSC 1931 Special Topics in Biological Sciences.

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

+ UF requires SPC1608

## ENVIRONMENTAL SCIENCE

Associate in Arts

(EVS-AA)

This program provides the first two years of a four-year university program leading to a baccalaureate degree in the area of Environmental Science or Environmental Studies.

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

**Department:** Biology 484-1168  
 Dr. Ed Stout 484-1106  
 estout@pjc.edu  
**Primary Faculty:** Mr. Mike Stumpe  
 Mr. Jeff Wooters

| First Year Recommended Sequence |   | Credits   |
|---------------------------------|---|-----------|
| PCB 2030                        | Introduction to Environmental Science (Category VI) | 3         |
| CHM 1045                        | General Chemistry (Category VII)                    | 3         |
| CHM 1045L                       | General Chemistry Laboratory                        | 1         |
| ENC 1101                        | English Composition I (Category I)                  | 3         |
| ___ ___**                       | College Algebra or Higher (Category III)            | 3         |
| ___ ___*                        | Humanities (Category V)                             | 3         |
| ___ ___*                        | Computer Competence Requirement (Category VIII)     | 1         |
| CHM 1046                        | General Chemistry II                                | 3         |
| CHM 1046L                       | General Chemistry II Laboratory                     | 1         |
| ENC 1102                        | English Composition II (Category I)                 | 3         |
| ___ ___**                       | Plane Trigonometry or Higher (Category III)         | 3         |
| ___ ___***                      | Natural Sciences Electives                          | 4         |
|                                 | <b>Total</b>  | <b>31</b> |

| Second Year Recommended Sequence |   | Credits   |
|----------------------------------|---|-----------|
| ___ ___***                       | Natural Sciences Electives                    | 12        |
| BOT 1010                         | General Botany                                | 3         |
| BOT 1010L                        | General Botany Laboratory                     | 1         |
| PSY 2012                         | General Psychology (Category IV)              | 3         |
| ___ ___*                         | Literature (Category II)                      | 3         |
| GEA 2000                         | World Regional Geography (Category IV)        | 3         |
| ___ ___*                         | Humanities (Category V)                       | 3         |
| ___ ___*                         | Oral Communications Requirement (Category IX) | 1         |
|                                  | <b>Total</b>                                  | <b>29</b> |

**Total Program Credits 60**

\* Electives based on general education distribution requirements.

\*\* Mathematics Electives, choose 6 credits from:

|          |                                   |   |
|----------|-----------------------------------|---|
| MAC 1105 | College Algebra                   | 3 |
| MAC 1114 | Plane Trigonometry                | 3 |
| MAC 1140 | Precalculus Algebra               | 3 |
|          | or                                |   |
| MAC 1147 | Precalculus Algebra/Trigonometry  | 4 |
| STA 2023 | Elementary Statistics             | 3 |
| MAC 2311 | Analytic Geometry and Calculus I  | 4 |
| MAC 2312 | Analytic Geometry and Calculus II | 4 |

**\*\*\* Natural Sciences Electives, choose 16 credits from:**

|           |   |   |
|-----------|---|---|
| BSC 2010  | Integrated Principles of Biology                |   |
| BSC 2010L | Integrated Principles of Biology Laboratory     |   |
|           | or  |   |
| BSC 1005  | Biological Principles for Non-Majors            |   |
| BSC 1005L | Biological Principles for Non-Majors Laboratory | 4 |
| ZOO 1010  | General Zoology                                 | 3 |
| ZOO 1010L | General Zoology Laboratory                      | 1 |
| CHM 1200  | Introduction to Organic Chemistry               |   |
| CHM 1200L | Introduction to Organic Chemistry Laboratory    |   |
|           | or  |   |
| CHM 2210  | Organic Chemistry I                             |   |
| CHM 2210L | Organic Chemistry I Laboratory and              | 4 |
| CHM 2211  | Organic Chemistry II                            |   |
| CHM 2211L | Organic Chemistry II Laboratory                 | 4 |
| GLY 1010  | Physical Geology                                | 3 |
| GLY 1010L | Physical Geology Laboratory                     | 1 |
| PHY 1053  | General Physics I                               | 3 |
| PHY 1053L | General Physics I Laboratory                    | 1 |
|           | or  |   |
| PHY 2048  | Physics I with Calculus                         | 4 |
| PHY 2048L | Physics I with Calculus Laboratory              | 1 |

**GENERAL STUDIES (Liberal Arts)**

*Associate in Arts* (GEN-AA)

Students who do not yet know in what area they plan to major, or which upper-division school to which they plan to transfer, may pursue the A.A. degree through a program of general studies. This route to the A.A. degree provides an avenue for students to take any college credit electives except those courses designated A.A.S. only, in addition to the general education program requirements without following any one of the preplanned areas of concentration listed in this catalog.

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

**Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the PJC Counseling Office on any campus; Milton, 484-4410; Pensacola, 484-1630; Warrington, 484-2270 for assistance in planning your program of study.**

| First Year Recommended Sequence |  | 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 (Category VIII)              | 1              |
| ___ ___                         | Elective   | 3              |
|                                 | <b>Total</b>   | <b>(29) 28</b> |

| 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 (Category IX)                | 1              |
| ___ ___                          | Electives  | 12             |
|                                  | <b>Total</b>   | <b>(31) 32</b> |

**Total Program Credits 60**

\* Electives based on general education distribution requirements.

**HISTORY – PUBLIC SERVICE**

*Associate in Arts* (HIST-AA)

The History-Public Service A.A. is designed to meet the academic needs of students who have a strong interest in history. This program provides students an opportunity to begin studies for upper division work in history, political science, law and education. These courses of study can lead the students to careers in federal, state and local government, museum work, teaching, law and other related fields.

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

**Department Head:** Ms. Susan Morgan smorgan@pjc.edu 484-2137  
**Primary Faculty:** Mr. Mike Gilbert  
 Ms. Sharon Harmon  
 Dr. Brian Rucker  
 Dr. Charlie Schuler

| First Year Recommended Sequence |   | Credits   |
|---------------------------------|---|-----------|
| AMH 2010                        | American History to 1877 (Category IV)              | 3         |
| ___ ___                         | Computer Competence Requirement (Category VIII)     | 1         |
| ENC 1101                        | English Composition I (Category I)                  | 3         |
| POS 2041                        | American National Government (Category IV)          | 3         |
| ___ ___*                        | Oral Communications Requirement (Category IX)       | 1         |
| ___ ___*                        | Mathematics (Category III)                          | 3         |
| AMH 2020                        | American History from 1877                          | 3         |
| ENC 1102                        | English Composition II (Category I)                 | 3         |
| ___ ___*                        | Humanities (Category V)                             | 3         |
| ___ ___*                        | (PHI 2010 strongly recommended)                     | 3         |
| ___ ___*                        | Mathematics (Category III)                          | 3         |
| ___ ___                         | Elective (Category IV strongly recommended)         | 3         |
|                                 | (INR 2002 Recommended for Political Science Majors) |           |
|                                 | <b>Total</b>  | <b>29</b> |

| Second Year Recommended Sequence |  | Credits   |
|----------------------------------|--|-----------|
| _____                            | Elective (AMH 2091 strongly recommended)             | 3         |
| EUH 1000                         | European History to 1700                             | 3         |
| _____                            | Elective (HUM 2210 or HUM 2230 strongly recommended) | 3         |
| _____*                           | Biological Sciences (Category VI)                    | (4) 3     |
| _____*                           | Literature (Category II)                             | 3         |
| EUH 1001                         | European History from 1700                           | 3         |
| _____*                           | Elective (EUH 2010 strongly recommended)             | 3         |
| _____                            | Elective (PHI 2600 strongly recommended)             | 3         |
| _____*                           | Humanities (Category V)                              | 3         |
| _____*                           | Physical Sciences (Category VII)                     | (3) 4     |
|                                  | <b>Total</b>   | <b>31</b> |
| <b>Total Program Credits</b>     |  | <b>60</b> |

\* Electives based on general education distribution requirements.

## HUMAN PERFORMANCE AND RECREATION – EXERCISE SCIENCE/ATHLETIC TRAINING

*Associate in Arts*

*(HPREX-AA)*

This program is the first two years of a four-year degree for students with a strong interest in assisting people to achieve and maintain appropriate levels of physical and mental well-being. Career settings include health and fitness centers, educational institutions, cardiac rehabilitation units and other clinical settings, and amateur and professional sports organizations.

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

|                         |                         |                 |
|-------------------------|-------------------------|-----------------|
| <b>Department Head:</b> | <b>Ms. Susan Morgan</b> | <b>484-2137</b> |
|                         | <b>smorgan@pjc.edu</b>  |                 |
| <b>Program Contact:</b> | <b>Ms. Vicki Carson</b> | <b>484-1313</b> |
|                         | <b>vcarson@pjc.edu</b>  |                 |
| <b>Primary Faculty</b>  | <b>Ms. Vicki Carson</b> | <b>484-1313</b> |
|                         | <b>vcarson@pjc.edu</b>  |                 |

**Note: The UWF Athletic Training program is a limited access program. It is specifically designed for students who want to become board certified as a National Athletic Trainers' Association Board of Certification (NATABOC) Certified Athletic Trainer (ATC). Students planning to apply for admission into the UWF HL&ES Athletic Training Specialization should also take PHY 1053/L General Physics with Lab for an additional 4 credits. Students working toward a B.S. degree in Exercise Science are not required to take PHY 1053/L General Physics with Lab.**

| First Year Recommended Sequence |   | Credits   |
|---------------------------------|---|-----------|
| ENC 1101                        | English Composition I (Category I)  | 3         |
| MAC 1105                        | College Algebra (Category III)  | 3         |
| DEP 2004                        | Human Growth and Development or   |           |
| PSY 2012                        | General Psychology (Category IV)  | 3         |
| PHI 2100                        | Logic (Category V)  | 3         |
| _____                           | Biological Sciences (Category VI)   | 3         |
| ENC 1102                        | English Composition II (Category I)   | 3         |
| MAC 1140                        | Precalculus Algebra or  |           |
| STA 2023                        | Elementary Statistics (Category III)  | 3         |
| _____                           | History, Behavioral/Social, and Human Sciences (Category IV) (select from AMH 2010, AMH 2020, EUH 1000, EUH 1001) | 3         |
| _____*                          | Humanities (Category V, other than PHI prefix)  | 3         |
| CHM 1025                        | Introduction to College Chemistry (Category VII)  | 3         |
| CHM 1025L                       | Introduction to College Chemistry Laboratory  | 1         |
|                                 | <b>Total</b>  | <b>31</b> |

## Second Year Recommended Sequence

|                              |  |           |
|------------------------------|--|-----------|
| _____*                       | Literature (Category II)   | 3         |
| BSC 1093                     | Anatomy and Physiology I   | 3         |
| BSC 1093L                    | Anatomy and Physiology I Laboratory  | 1         |
| HUN 1201                     | Elements of Nutrition  | 3         |
| _____*                       | Computer Competence Requirement (category VIII)  | 1         |
| BSC 1094                     | Anatomy and Physiology II  | 3         |
| BSC 1094L                    | Anatomy and Physiology II Laboratory   | 1         |
| PET 2622                     | Care and Prevention of Athletic Injuries   | 3         |
| PEO 1011                     | Team Sports or   |           |
| PEO 1031                     | Individual Sports  | 3         |
| LEI 2730                     | Adaptive Therapeutic Recreation or   |           |
| PEQ 2105C                    | Management of Aquatic Programs   | 3         |
| _____*                       | Oral Communications Requirement (Category IX)  | 1         |
| _____                        | Electives (select from ANT 2000, ECO 2013, GEA 2000, GEB 1011, HSC 2100, INR 2002, MMC 2000, POS 2041, SYG 2000, SYG 2010) | 3         |
| _____                        | Physical Activity Course (select from PEL, PEM, PEN, PEQ)  | 1         |
|                              | <b>Total</b>   | <b>29</b> |
| <b>Total Program Credits</b> |  | <b>60</b> |

\* Electives based on general education distribution requirements.

## HUMAN PERFORMANCE AND RECREATION – HEALTH EDUCATION

Associate in Arts

(HPRHE-AA)

This program is the first two years of a four-year degree focused on disease prevention and community wellness. Career settings include public and private health units and non-profit agencies dealing with public health issues such as cancer, heart disease, birth defects, obesity, substance abuse, child abuse, and sexually transmitted diseases.

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

|                         |                         |                 |
|-------------------------|-------------------------|-----------------|
| <b>Department Head:</b> | <b>Ms. Susan Morgan</b> | <b>484-2137</b> |
|                         | <b>smorgan@pjc.edu</b>  |                 |
| <b>Program Contact</b>  | <b>Ms. Vicki Carson</b> | <b>484-1313</b> |
|                         | <b>vcarson@pjc.edu</b>  |                 |
| <b>Primary Faculty:</b> | <b>Ms. Vicki Carson</b> | <b>484-1313</b> |
|                         | <b>vcarson@pjc.edu</b>  |                 |

| 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         |
| HSC 2100                        | Personal and Community Health                                |  | 3         |
| ENC 1102                        | English Composition II (Category I)                          |  | 3         |
| STA 2023                        | Elementary Statistics (Category III)                         |  | 3         |
| _____                           | History, Behavioral/Social, and Human Sciences (Category IV) |  |           |
|                                 | (select from AMH 2010, AMH 2020, EUH 1000, EUH 1001)         |  | 3         |
| _____*                          | Biological Sciences (Category VI)                            |  |           |
|                                 | (must have BSC prefix)                                       |  | 4         |
| HUN 1201                        | Elements of Nutrition  |  | 3         |
|                                 | <b>Total</b>   |  | <b>31</b> |

| Second Year Recommended Sequence |  |  | Credits   |
|----------------------------------|--|--|-----------|
| _____*                           | Literature (Category II)   |  | 3         |
| _____*                           | Humanities (Category V)  |  | 3         |
| BSC 1080                         | Essentials of Anatomy and Physiology   |  | 3         |
| BSC 1080L                        | Essentials of Anatomy and Physiology Laboratory  |  | 1         |
| _____*                           | Computer Competence Requirement (Category VIII)  |  | 1         |
| HUS 2400                         | Drugs and Behavior   |  | 3         |
| _____*                           | Physical Sciences (Category VII)   |  | 3         |
| SPC 2300                         | Interpersonal Communication (Category IX)  |  | 3         |
| SYG 2000                         | Introduction to Sociology  |  | 3         |
| _____                            | Electives (select from ANT 2000, ANT 2410, DEP 2004, ECO 2013, HLP 1081, HSC 2400, HSC 2402, PCB 2030, PCO 2202, PET 2622, POS 2041, PSY 2001, SYG 2010) |  | 6         |
|                                  | <b>Total</b>   |  | <b>29</b> |

**Total Program Credits 60**

\* Electives based on general education distribution requirements.

## HUMAN PERFORMANCE AND RECREATION – PHYSICAL EDUCATION

Associate in Arts

(HPRPE-AA)

Students who want to become a Physical Education Teacher should choose HPRPE-AA. With this program students transfer directly into the UWF Health, Leisure, and Exercise Science program (Physical Education Teacher Specialization).

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

|                         |                         |                 |
|-------------------------|-------------------------|-----------------|
| <b>Department Head:</b> | <b>Ms. Susan Morgan</b> | <b>484-2137</b> |
|                         | <b>smorgan@pjc.edu</b>  |                 |
| <b>Program Contact:</b> | <b>Ms. Vicki Carson</b> | <b>484-1313</b> |
|                         | <b>vcarson@pjc.edu</b>  |                 |
| <b>Primary Faculty:</b> | <b>Ms. Vicki Carson</b> | <b>484-1313</b> |
|                         | <b>vcarson@pjc.edu</b>  |                 |

Although a school district may provide an appeals process to persons receiving a disapproval to enter K-12 classrooms as a result of the background check, students should be aware of Florida Statutes 435.04. Pursuant to Chapter 1012, Florida Statutes, any individual who has been found guilty of, regardless of adjudication, or entered plea of nolo contendere or guilty to, any offense enumerated in §435.04, Florida Statute, shall be ineligible for appointment to any instructional, non-instructional or voluntary position in daycare, school or other educational facility providing care or instruction to children 17 years of age or younger. To view §435.04, Florida Statutes, Go To [www.flsenate.gov/statutes](http://www.flsenate.gov/statutes).

| 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         |
| PHI 2010                        | Introduction to Philosophy (Category V)  |  | 3         |
| HSC 2100                        | Personal and Community Health            |  | 3         |
| ENC 1102                        | English Composition II (Category I)      |  | 3         |
| STA 2023                        | Elementary Statistics (Category III)     |  | 3         |
| AMH 2010                        | American History to 1877                 |  |           |
|                                 | or                                       |  |           |
| AMH 2020                        | American History from 1877 (Category IV) |  | 3         |
| _____*                          | Biological Sciences (Category VI)        |  | 4         |
| EDF 1005                        | Introduction to the Teaching Profession  |  | 3         |
|                                 | <b>Total</b>                             |  | <b>31</b> |

| Second Year Recommended Sequence |   |  | Credits   |
|----------------------------------|---|--|-----------|
| _____*                           | Literature (Category II)                                  |  | 3         |
| _____*                           | Humanities (Category V, other than PHI prefix)            |  | 3         |
| BSC 1080                         | Essentials of Anatomy and Physiology                      |  | 3         |
| BSC 1080L                        | Essentials of Anatomy and Physiology Laboratory           |  | 1         |
| HLP 1081                         | Concepts of Life Fitness                                  |  | 3         |
| EDF 2085                         | Introduction to Diversity for Educators                   |  | 3         |
| EME 2040                         | Introduction to Educational Technology (Category VIII)    |  |           |
|                                  | (No other course may be substituted)                      |  | 3         |
| _____*                           | Physical Sciences (Category VII)                          |  | 3         |
| _____*                           | Oral Communications Requirement (Category IX)             |  | 1         |
| PET 2622                         | Care and Prevention of Athletic Injuries                  |  | 3         |
| _____                            | Electives   |  | 2         |
| _____                            | Physical Activity Course (select from PEL, PEM, PEN, PEQ) |  | 1         |
|                                  | <b>Total</b>  |  | <b>29</b> |

**Total Program Credits 60**

\* Electives based on general education distribution requirements.



## HUMAN PERFORMANCE AND RECREATION – SPORT MANAGEMENT

Associate in Arts

(HPRSM-AA)

This program is the first two years of a four-year degree for students seeking careers in the sports industry. Career Settings include youth recreation programs, health, and fitness centers, athletic departments of educational institutions, and amateur and professional sports organizations.

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

**Department Head:** Ms. Susan Morgan smorgan@pjc.edu 484-2137  
**Program Contact:** Ms. Vicki Carson vcarson@pjc.edu 484-1313  
**Primary Faculty:** Ms. Vicki Carson vcarson@pjc.edu 484-1313

| First Year Recommended Sequence  |  | Credits   |
|----------------------------------|--|-----------|
| ENC 1101                         | English Composition I (Category I)   | 3         |
| MAC 1105                         | College Algebra (Category III)   | 3         |
| DEP 2004                         | Human Growth and Development or  | 3         |
| PSY 2012                         | General Psychology (Category IV)   |           |
| _____*                           | Biological Sciences (Category VI)  | 3         |
| HLP 1081                         | Concepts of Life Fitness   | 3         |
| ENC 1102                         | English Composition II (Category I)  | 3         |
| MAC 1140                         | Precalculus Algebra or   |           |
| STA 2023                         | Elementary Statistics (Category III)   | 3         |
| _____                            | History, Behavioral/Social, and Human Sciences (Category IV) (select from AMH 2010, AMH 2020, EUH 1000, EUH 1001)  | 3         |
| _____*                           | Computer Competence Requirement (Category VIII)  | 1         |
| CHM 1025                         | Introduction to College Chemistry (Category VII)   | 3         |
| CHM 1025L                        | Introduction to College Chemistry Laboratory   | 1         |
|                                  | <b>Total</b>   | <b>29</b> |
| Second Year Recommended Sequence |  |           |
| _____*                           | Literature (Category II)   | 3         |
| BSC 1093                         | Anatomy and Physiology I   | 3         |
| BSC 1093L                        | Anatomy and Physiology I Laboratory  | 1         |
| _____*                           | Humanities (Category V, other than PHI prefix)   | 3         |
| PHI 2100                         | Logic (Category V)   | 3         |
| PET 2622                         | Care and Prevention of Athletic Injuries   | 3         |
| _____*                           | Oral Communications Requirement (Category IX) (For students transferring to UWF, SPC 2300 is strongly recommended) | 1         |
| PEO 1011                         | Team Sports or   |           |
| PEO 1031                         | Individual Sports  | 3         |
| _____                            | Electives (select from ACG, COM, ECO, FIN, GEB, HFT, MAN)  | 6         |
| LEI 2730                         | Adaptive Therapeutic Recreation or   |           |
| PEQ 2105C                        | Management of Aquatic Programs   | 3         |
| _____                            | Physical Activity Courses (select from PEL, PEM, PEN, PEQ)   | 2         |
|                                  | <b>Total</b>   | <b>31</b> |
| <b>Total Program Credits</b>     |  | <b>60</b> |

\* Electives based on general education distribution requirements.

## JOURNALISM

Associate in Arts

(JOURN-AA)

Designed to meet most of the requirements of nearby colleges, the PJC print program stresses the basics of news and feature writing in a "real life" setting. Students gain practical experience as they produce the student newspaper, The Corsair, which now publishes an online edition. Internships with area publications may be available to students who excel. Required courses provide the liberal arts background that most universities and editors recommend.

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

**Department Head:** Mr. Thom Botsford tbotsford@pjc.edu 484-1447  
**Primary Faculty:** Ms. Julie Ruengert

| 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 (Category VIII)              | 1              |
| ENC 1102                         | English Composition II (Category I)                          | 3              |
| SPC 1006C                        | Basic Speaking and Listening Skills (Category IX)            | 1              |
| _____*                           | Humanities (Category V)                                      | 3              |
| _____                            | Elective   | 3              |
|                                  | <b>Total</b>   | <b>(30) 31</b> |
| Second Year Recommended Sequence |  |                |
| JOU 1303                         | Feature Article Writing                                      | 3              |
| _____*                           | Literature (Category II)                                     | 3              |
| _____*                           | Mathematics (Category III)                                   | 3              |
| MMC 2107                         | New Media Technologies                                       | 1              |
| _____*                           | History, Behavioral/Social, and Human Sciences (Category IV) | 3              |
| _____*                           | Humanities (Category V)                                      | 3              |
| _____*                           | Physical Sciences (Category VII)                             | (4) 3          |
| _____                            | Electives  | 10             |
|                                  | <b>Total</b>   | <b>(30) 29</b> |
| <b>Total Program Credits</b>     |  | <b>60</b>      |

\* Electives based on general education distribution requirements.

## MATHEMATICS

Associate in Arts

(MATH-AA)

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

Department Head: Dr. Vicki Schell 484-1128  
vschell@pjc.edu

**Primary Faculty (Pensacola):**

Ms. Mary Benson  
Dr. Christine Bond  
Mr. Greg Bloxom  
Mrs. Jennifer Brahier  
Mr. Jeremy Carr  
Ms. Mary Anne Petruska  
Ms. Katherine Schultz  
Mrs. Bethany Seto  
Mr. Chad Smudde  
Ms. Sharon (Jo) Spencer  
Mr. Chris Turner

**Primary Faculty (Warrington):**

Mr. Lynn Cade

**Primary Faculty (Milton):**

Mr. Peter Falzone  
Dr. Mickey Settle

| First Year Recommended Sequence |  |  | Credits |
|---------------------------------|--|--|---------|
| COP 1510                        | Programming Concepts I (Category VIII)                       |  | 3       |
| ENC 1101                        | English Composition I (Category I)                           |  | 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 I)                          |  | 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 Laboratory                           |  | 1       |
| ___ ___*                        | 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 (Category IX) | 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 Credits 60**

\* Electives based on general education distribution requirements.

## MUSIC

Associate in Arts

(MUSIC-AA)

This program is designed to provide students with basic skills and concepts in the field of music and to prepare the student completely for transfer to an upper-level institution. Students may choose as their principal instrument—piano, voice, organ, all woodwind instruments, all brass instruments, percussion, guitar, and strings.

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

Department Head: Mr. Don Snowden 484-1802  
dsnowden@pjc.edu

| First Year Recommended Sequence |   |     | Credits |
|---------------------------------|---|-----|---------|
| ENC 1101                        | English Composition I (Category I)              |     | 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 (Category VIII) |     | 1       |
| ENC 1102                        | English Composition II (Category I)             |     | 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 (Category IX)            | 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.

Note: Students will be required to pass a piano proficiency examination during the final term, and are strongly urged to enroll in MVK 1111 and MVK 1112 to pass this proficiency examination.

## MUSIC TEACHER EDUCATION

Associate in Arts

(MUSED-AA)

This program is designed for persons who wish to enter the music teaching profession at the elementary or high school level.

Students who know the college or university which they plan to transfer, should enroll in the specific courses recommended by the institution.

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

Although a school district may provide an appeals process to persons receiving a disapproval to enter K-12 classrooms as a result of the background check, students should be aware of Florida Statutes 435.04. Pursuant to Chapter 1012, Florida Statutes, any individual who has been found guilty of, regardless of adjudication, or entered plea of nolo contendere or guilty to, any offense enumerated in §435.04, Florida Statute, shall be ineligible for appointment to any instructional, non-instructional or voluntary position in daycare, school or other educational facility providing care or instruction to children 17 years of age or younger. To view §435.04, Florida Statutes, go to [www.flsenate.gov/statutes](http://www.flsenate.gov/statutes).

Department Head: Mr. Don Snowden 484-1802  
dsnowden@pjc.edu

| First Year Recommended Sequence                                 | Credits |
|---|---------|
| MUT 1121 Integrated Music Theory I                              | 3       |
| MUN ___ Major Music Ensemble                                    | 1       |
| MV_ 131_ Applied Music (Principal Instrument)                   | 2       |
| ENC 1101 English Composition I (Category I)                     | 3       |
| EDF 1005 Introduction to the Teaching Profession                | 3       |
| MGF 1106 Mathematics for Liberal Arts I (Category III)          | 3       |
| MUT 1122 Integrated Music Theory II                             | 3       |
| MUN ___ Major Music Ensemble                                    | 1       |
| MV_ 131_ Applied Music (Principal Instrument)                   | 2       |
| ENC 1102 English Composition II (Category I)                    | 3       |
| ___ ___* Physical Sciences (Category VII)                       | (3) 4   |
| EME 2040 Introduction to Educational Technology (Category VIII) | 3       |
| EDF 2085 Introduction to Diversity for Educators                | 3       |
| ___ ___* Biological Sciences (Category VI)                      | (4) 3   |
| DEP 2004 Human Growth and Development                           |         |
| or  |         |
| PSY 2012 General Psychology (Category IV)                       | 3       |
| Total   | 40      |

### Second Year Recommended Sequence

|   |    |
|---|----|
| MUT 2126 Integrated Music Theory III                    | 3  |
| MUN ___ Major Music Ensemble                            | 1  |
| MV_ 232_ Applied Music (Principal Instrument)           | 2  |
| MUH 2110 Introduction to Music History (Category V)     | 3  |
| ___ ___* Literature (Category II)                       | 3  |
| MGF 1107 Mathematics for Liberal Arts II (Category III) | 3  |
| MUT 2127 Integrated Music Theory IV                     | 3  |
| MUN ___ Major Music Ensemble                            | 1  |
| MV_ 232_ Applied Music (Principal Instrument)           | 2  |
| AMH 2010 American History to 1877                       |    |
| or  |    |
| AMH 2020 American History from 1877 (Category IV)       | 3  |
| ___ ___ Humanities (Category V)                         | 3  |
| ___ ___ Oral Communications Requirement (Category IX)   | 3  |
| Total   | 30 |

**Total Program Credits 70**

\* Electives based on general education distribution requirements.

Note: Students are strongly urged to enroll in MVK 1111 and MVK 1112 to pass any piano proficiency at the college or university to which they wish to transfer.

## NATURAL RESOURCE CONSERVATION/ PRE-FORESTRY

Associate in Arts

(TREE-AA)

This program of study offers the first two years of a baccalaureate degree program in forestry, wildlife ecology or resource conservation. It is designed specifically to assist the student in transferring immediately into a professional school. Working in close cooperation with an academic advisor, Natural Resource Conservation students prepare programs of study according to their educational career goals, or they follow one of several specialized options. Natural Resource Conservation graduates find employment in government agencies, consulting firms and environmental education programs. This program was developed with agreement from several leading universities in forest studies including the University of Florida, Auburn University, University of Georgia and Mississippi State. Two plus two scholarships between PJC and the University of Florida are also available each year to graduating high school seniors.

**Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the PJC Biological Sciences Department for assistance in planning your program of study. If you plan to transfer to the University of Florida at Milton, please contact UF Academic Programs at (850) 983-5216 ext. 109 to make sure you meet UF preadmission requirements.**

Department: Biology 484-1168

| First Year Recommended Sequence                             | Credits |
|---|---------|
| BSC 2010 Integrated Principles of Biology (Category VI)     |         |
| BSC 2010L Integrated Principles of Biology Laboratory       | 4       |
| ENC 1101 English Composition I (Category I)                 | 3       |
| MAC 1105 College Algebra (Category III)                     | 3       |
| SPC 1608 Public Speaking (Category IX)                      | 3       |
| ___ ___*+ Humanities (Category V)                           | 3       |
| CGS 1570 Computer Concepts and Applications (Category VIII) | 3       |
| ECO 2023 Economics II                                       | 3       |
| ENC 1102 English Composition II (Category I)                | 3       |
| MAC 2233 Calculus with Business Applications (Category III) | 3       |
| PSY 2012 General Psychology                                 |         |
| or  |         |
| SYG 2000 Introduction to Sociology (Category IV)            | 3       |
| Total   | 31      |

### Second Year Recommended Sequence

|  |    |
|--|----|
| CHM 1045 General Chemistry I (Category VI)                           |    |
| CHM 1045L General Chemistry I Laboratory                             | 4  |
| ___ ___*+ Humanities (Category V)                                    | 3  |
| ___ ___* Literature (Category II)                                    | 3  |
| BOT 1010 General Botany  |    |
| BOT 1010L General Botany Laboratory                                  |    |
| or   |    |
| ZOO 1010 General Zoology   |    |
| ZOO 1010 General Zoology Laboratory                                  | 4  |
| PHY 1025 Introduction to Fundamentals of Physics                     | 3  |
| STA 2023 Elementary Statistics                                       | 3  |
| ___ ___* History, Behavioral/Social and Human Sciences (Category IV) | 3  |
| ENC 1210 Technical Writing   | 3  |
| ___ ___++ Electives  | 3  |
| Total  | 29 |

**Total Program Credits 60**

\* Electives based on general education distribution requirements.

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

++Students are encouraged to take BSC 2033 Ethical Issues in Biology or BSC 1931 Special Topics in Biological Sciences.

## PHILOSOPHY

Associate in Arts

(PHIL-AA)

This program is suggested for students who wish to pursue an A.A. degree with a concentration in philosophy. It will provide an excellent basis for anyone who plans to continue toward a higher degree in the liberal arts or the humanities. The student is encouraged to review the philosophy courses in the course description section of this catalog.

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

**Department Head:** Ms. Susan Morgan 484-2137  
smorgan@pjc.edu

**Program Contact:** Mr. John Holder 484-2542  
jholder@pjc.edu

**Primary Faculty:** Mr. John Holder 484-2542

| First Year Recommended Sequence |  | Credits   |
|---------------------------------|--|-----------|
| ___ ___                         | Computer Competence Requirement (Category VIII)  | 1         |
| ENC 1101                        | English Composition I (Category I)   | 3         |
| ___ ___*                        | History, Behavioral/Social, and Human Sciences (Category IV) (EUH 1000 strongly recommended) | 3         |
| PHI 2010                        | Introduction to Philosophy   | 3         |
| SPC 1006C                       | Basic Speaking and Listening Skills (Category IX)  | 1         |
| ___ ___*                        | Mathematics (Category III)   | 3         |
| ENC 1102                        | English Composition II (Category D)  | 3         |
| ___ ___                         | Elective (EUH 1001 strongly recommended)   | 3         |
| ___ ___*                        | Humanities (Category V) (HUM 2210 strongly recommended)                                      | 3         |
| ___ ___*                        | History, Behavioral/Social, and Human Sciences (Category IV)                                 | 3         |
| ___ ___*                        | Mathematics (Category III)   | 3         |
|                                 | <b>Total</b>   | <b>29</b> |

| Second Year Recommended Sequence |  | Credits   |
|----------------------------------|--|-----------|
| ___ ___                          | Elective (HUM 2230 strongly recommended)                       | 3         |
| ___ ___                          | Elective (PHI 2070 strongly recommended)                       | 3         |
| PHI 2100                         | Logic  | 3         |
| ___ ___*                         | Biological Sciences (Category VI)                              | (3) 4     |
| ___ ___*                         | Literature (Category II)                                       | 3         |
| ___ ___                          | Elective (AMH 2091 strongly recommended)                       | 3         |
| PHI 2600                         | Ethics   | 3         |
| PHI 2701                         | Introduction to the Philosophy of World Religions (Category V) | 3         |
| ___ ___                          | Elective   | 3         |
| ___ ___*                         | Physical Sciences (Category VII)                               | (4) 3     |
|                                  | <b>Total</b>   | <b>31</b> |

**Total Program Credits** 60

\* Electives based on general education distribution requirements.

## PHYSICS

Associate in Arts

(PHYS-AA)

This program provides the first two years of a four-year university program leading to a baccalaureate degree in physics. The PJC curriculum has the necessary prerequisite courses for a completer to begin upper-division work as a university junior in the major.

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

**Department Head:** Dr. Ed Stout 484-1189  
estout@pjc.edu

**Primary Faculty:** 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 I)                           | 3         |
| MAC 2311                        | Analytic Geometry and Calculus I (Category III)              | 4         |
| ___ ___*                        | History, Behavioral/Social, and Human Sciences (Category IV) | 3         |
| ___ ___*                        | Computer Competence Requirement (Category VIII)              | 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         |
| PHY 2048                        | Physics I with Calculus                                      | 4         |
| PHY 2048L                       | Physics I with Calculus Laboratory                           | 1         |
|                                 | <b>Total</b>   | <b>31</b> |

| Second Year Recommended Sequence |  | Credits   |
|----------------------------------|--|-----------|
| 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         |
| BSC 2010L                        | Integrated Principles of Biology Laboratory                  | 1         |
| ___ ___*                         | History, Behavioral/Social, and Human Sciences (Category IV) | 3         |
| ___ ___*                         | Humanities (Category V)                                      | 3         |
| ___ ___*                         | Oral Communications Requirement (Category IX)                | 1         |
| ___ ___                          | Mathematics or Natural Sciences Elective                     | 3         |
|                                  | <b>Total</b>   | <b>29</b> |

**Total Program Credits** 60

\* Electives based on general education distribution requirements.

## PRE-ENGINEERING

Associate in Arts

(ENGNR-AA)

This program provides the first two years of a four-year university program leading to a baccalaureate degree in engineering. The PJC curriculum has the necessary prerequisite courses for a completer to begin upper-division work as a university junior in the major.

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

**Department Head:** Dr. Ed Stout 484-1189  
 estout@pjc.edu  
**Primary Faculty:** Dr. Joe Zayas 484-1104  
 jzayas@pjc.edu

| First Year Recommended Sequence |  | Credits   |
|---------------------------------|--|-----------|
| _____*                          | Biological Sciences (Category VI)                            | 3         |
| ENC 1101                        | English Composition I (Category I)                           | 3         |
| MAC 2311                        | Analytic Geometry and Calculus I (Category III)              | 4         |
| _____*                          | History, Behavioral/Social, and Human Sciences (Category IV) | 3         |
| _____*                          | Computer Competence Requirement (Category VIII)              | 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         |
| ENC 1102                        | English Composition II (Category I)                          | 3         |
| PHY 2048                        | Physics I with Calculus                                      | 4         |
| PHY 2048L                       | Physics I with Calculus Laboratory                           | 1         |
|                                 | <b>Total</b>   | <b>30</b> |

| Second Year Recommended Sequence |  | Credits   |
|----------------------------------|--|-----------|
| 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                           | 5         |
| MAP 2302                         | Differential Equations                                       | 3         |
| _____*                           | History, Behavioral/Social, and Human Sciences (Category IV) | 3         |
| _____*                           | Humanities (Category V)                                      | 3         |
| _____*                           | Oral Communications Requirement (Category IX)                | 1         |
|                                  | <b>Total</b>   | <b>30</b> |

**Total Program Credits 60**

\* Electives based on general education distribution requirements.

\*\* Engineering/Science/Math electives — Select from the following (a total of five 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 or 4 |

The Associate in Arts degree may be awarded upon satisfactory completion of 60 credit hours. Students are advised to complete the above planned track in order to transfer into a similar program at senior institutions. Students should contact the department head or program coordinator regarding “the 48 hours” of common prerequisites for possible early transfer to the State University System.

## PRE-FORESTRY

Associate in Arts

(TREE-AA)

See NATURAL RESOURCE CONSERVATION.

## PRE-LAW/PRE-LEGAL ADMINISTRATION

Associate in Arts

(LEGAL-AA)

This program is designed to provide the first two years in a pre-law curriculum for students who expect to enter law school upon completion of a four-year baccalaureate degree program. It is aimed at a broad general education in the liberal arts and sciences. There is no standard, prescribed pre-law curriculum. However, students who intend to enter a phase of law in which the major emphasis will be business should follow the business transfer program.

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

**Department Head:** Dr. Linda Bloom 484-2504  
 lbloom@pjc.edu  
**Primary Faculty:** Dr. Jimmy Hightower 484-1367  
 jhightower@pjc.edu  
 Dr. Natasha Simpson

| First Year Recommended Sequence |  | Credits        |
|---------------------------------|--|----------------|
| CGS 1570                        | Computer Concepts and Applications (Category VIII)           | 3              |
| ENC 1101                        | English Composition I (Category I)                           | 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 I)                          | 3              |
| PLA 1003                        | The Legal Profession   | 3              |
| PHI 2100                        | Logic  | 3              |
| SPC 1608                        | Public Speaking (Category IX)                                | 3              |
| _____*                          | Mathematics (Category III)                                   | 3              |
|                                 | <b>Total</b>   | <b>(30) 31</b> |

| Second Year Recommended Sequence |  | Credits        |
|----------------------------------|--|----------------|
| PLA 1104                         | Legal Research and Writing I or                              | 3              |
| PLA 1273                         | Torts  | 3              |
| _____*                           | Humanities (Category V)                                      | 3              |
| _____*                           | Literature (Category II)                                     | 3              |
| PLA 2880                         | Constitutional Law   | 3              |
| _____*                           | History, Behavioral/Social, and Human Sciences (Category IV) | 3              |
| _____*                           | Humanities (Category V)                                      | 3              |
| _____*                           | Physical Sciences (Category VII)                             | (4) 3          |
| _____                            | Electives  | 8              |
|                                  | <b>Total</b>   | <b>(30) 29</b> |

**Total Program Credits 60**

\* Electives based on general education distribution requirements.

## PRE-MEDICAL/DENTAL/VETERINARY STUDIES

Associate in Arts

(MED-AA)

The curriculum provides the first two years of college education for science majors seeking a baccalaureate degree followed by postgraduate work in a professional school.

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

Department: **Biology** 484-1168  
 Primary Faculty: **Ms. Frances Duncan**  
**Mr. Jeff Wooters**  
**Dr. Elizabeth Yelverton**

### First Year Recommended Sequence Credits

|            |   |           |
|------------|---|-----------|
| BSC 2010   | Integrated Principles of Biology (Category VI)  | 4         |
| BSC 2010L  | Integrated Principles of Biology Laboratory     | 4         |
| 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         |
| 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         |
| ZOO 1010   | General Zoology                                 | 3         |
| ZOO 1010L  | General Zoology Laboratory                      | 1         |
| ___ ___*   | Humanities (Category V)                         | 3         |
|            | <b>Total</b>                                    | <b>32</b> |

### Second Year Recommended Sequence

|            |  |           |
|------------|--|-----------|
| BSC 1931** | Special Topics in Biological Sciences                        | 1         |
| CGS 1050   | Electronic Access to Information (Category VIII)             | 1         |
| CHM 2210   | Organic Chemistry I  | 3         |
| CHM 2210L  | Organic Chemistry I Laboratory                               | 1         |
| ___ ___*   | History, Behavioral/Social, and Human Sciences (Category IV) | 6         |
| ___ ___*   | Literature (Category II)                                     | 3         |
| 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 (Category IX)            | 1         |
| ___ ___*   | Humanities (Category V)                                      | 3         |
| ___ ___*** | Biology Elective   | 4         |
|            | <b>Total</b>   | <b>28</b> |

**Total Program Credits 60**

\* Electives based on general education distribution requirements.

\*\* 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 2010 | General Microbiology and MCB 2010L | 4 |
| ZOO 2303 | Vertebrate Zoology and ZOO 2303L   | 4 |

## PRE-CLINICAL LABORATORY SCIENCES

Associate in Arts

(MEDTC-AA)

The curriculum provides the first two years of college education leading to transfer to a Florida school offering a baccalaureate degree in Medical Technology.

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

Department: **Biology** 484-1168  
 Primary Faculty: **Mr. Neil Clark**  
**Ms. Frances Duncan**  
**Ms. Jessica Petersen**  
**Dr. W. Renfroe**  
**Ms. Valerie Walker**  
**Mr. Jeff Wooters**

### First Year Recommended Sequence Credits

|           |   |           |
|-----------|---|-----------|
| BSC 2010  | Integrated Principles of Biology (Category VI)  | 4         |
| BSC 2010L | Integrated Principles of Biology Laboratory     | 4         |
| CHM 1045  | General Chemistry I (Category VII)              | 3         |
| CHM 1045L | General Chemistry I Laboratory                  | 1         |
| ENC 1101  | English Composition I (Category D)              | 3         |
| MAC 1105  | College Algebra (or higher math) (Category III) | 3         |
| BSC 1093  | Anatomy and Physiology I                        | 3         |
| BSC 1093L | Anatomy and Physiology I Laboratory             | 1         |
| CHM 1046  | General Chemistry II                            | 3         |
| CHM 1046L | General Chemistry II Laboratory                 | 1         |
| ENC 1102  | English Composition II (Category D)             | 3         |
| STA 2023  | Elementary Statistics (Category III)            | 3         |
| ___ ___*  | Humanities (Category V)                         | 3         |
|           | <b>Total</b>                                    | <b>31</b> |

### Second Year Recommended Sequence

|           |  |           |
|-----------|--|-----------|
| BSC 1094  | Anatomy and Physiology II                                    | 3         |
| BSC 1094L | Anatomy and Physiology II Laboratory                         | 1         |
| CGS 1050  | Electronic Access to Information Category VIII)              | 1         |
| CHM 2210  | Organic Chemistry I  | 3         |
| CHM 2210L | Organic Chemistry I Laboratory                               | 1         |
| ___ ___*  | History, Behavioral/Social, and Human Sciences (Category IV) | 3         |
| ___ ___*  | Literature (Category II)                                     | 3         |
| CHM 2211  | Organic Chemistry II   | 3         |
| CHM 2211L | Organic Chemistry II Laboratory                              | 1         |
| MCB 2010  | General Microbiology   | 2         |
| MCB 2010L | General Microbiology Laboratory                              | 2         |
| SPC 1006C | Basic Speaking and Listening Skills (Category IX)            | 1         |
| ___ ___*  | History, Behavioral/Social, and Human Sciences (Category IV) | 3         |
| ___ ___*  | Humanities (Category V)                                      | 3         |
|           | <b>Total</b>   | <b>30</b> |

**Total Program Credits 61**

\* Electives based on general education distribution requirements.

## PRE-NURSING

Associate in Arts

(NURSE-AA)

The program as outlined below is intended to give the student the first two years of a four-year program leading to a bachelor's degree in nursing and will satisfy the requirements of most baccalaureate nursing programs. In some instances, however, it is necessary for the student to take the entire program at the institution granting the nursing degree. Since requirements of colleges vary, students should obtain a catalog of the college to which they plan to transfer and consult with the dean of the intended nursing program in order to make the best choice of courses in junior college. In some cases, it may be desirable for the student to transfer at the end of the freshman year.

Following is a suggested sequence for taking courses in this program. The prescribed 60 hours are required for an Associate in Arts degree.

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

**Department:** Biology 484-1168  
**Primary Faculty:** Mr. Neil Clark  
 Ms. Frances Duncan  
 Ms. Jessica Petersen  
 Dr. W. Renfro  
 Ms. Valerie Walker  
 Dr. Elizabeth Yelverton

| 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 I)               | 3         |         |
| EUH 1000                        | European History to 1700                         |           |         |
|                                 | or   |           |         |
| AMH 2010                        | American History to 1877 (Category IV)           | 3         |         |
| MAC 1105                        | College Algebra (Category III)                   | 3         |         |
| SPC 1608                        | Public Speaking (Category IX)                    | 3         |         |
| CGS 1050                        | Electronic Access to Information (Category VIII) | 1         |         |
| CHM 1045                        | General Chemistry I (Category VII)               | 3         |         |
| CHM 1045L                       | General Chemistry I Laboratory                   | 1         |         |
| ENC 1102                        | English Composition II (Category I)              | 3         |         |
| HUN 1201                        | Elements of Nutrition                            | 3         |         |
| STA 2023                        | Elementary Statistics (Category III)             | 3         |         |
|                                 | <b>Total</b>                                     | <b>30</b> |         |

| Second Year Recommended Sequence |                                      |           | Credits |
|----------------------------------|--------------------------------------|-----------|---------|
| BSC 1093                         | Anatomy and Physiology I             | 3         |         |
| BSC 1093L                        | Anatomy and Physiology I Laboratory  | 1         |         |
| DEP 2004                         | 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         |         |
|                                  | <b>Total</b>                         | <b>30</b> |         |

**Total Program Credits 60**

\* Electives based on general education distribution requirements.

## PRE-PHARMACY

Associate in Arts

(PHARM-AA)

The curriculum provides the first two years of college education for students seeking admission to a school of pharmacy.

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

**Department:** Biology 484-1168  
**Primary Faculty:** Mr. Neil Clark  
 Ms. Frances Duncan  
 Ms. Jessica Petersen  
 Dr. W. Renfro  
 Mr. Jeff Wooters  
 Dr. Elizabeth Yelverton

| First Year Recommended Sequence |   |           | Credits |
|---------------------------------|---|-----------|---------|
| BSC 2010                        | Integrated Principles of Biology (Category VI)  |           |         |
| BSC 2010L                       | Integrated Principles of Biology Laboratory     | 4         |         |
| CHM 1045                        | General Chemistry I (Category VII)              | 3         |         |
| CHM 1045L                       | General Chemistry I Laboratory                  | 1         |         |
| ENC 1101                        | English Composition I (Category I)              | 3         |         |
| MAC 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 I)             | 3         |         |
| MAC 2311                        | Analytic Geometry and Calculus I (Category III) | 4         |         |
| ZOO 1010                        | General Zoology                                 |           |         |
| ZOO 1010L                       | General Zoology Laboratory                      |           |         |
|                                 | or  |           |         |
| BSC 1093                        | Anatomy and Physiology I                        |           |         |
| BSC 1093L                       | Anatomy and Physiology I Laboratory             | 4         |         |
|                                 | <b>Total</b>                                    | <b>30</b> |         |

| Second Year Recommended Sequence |  |           | Credits |
|----------------------------------|--|-----------|---------|
| CGS 1050                         | Electronic Access to Information (Category VIII)             | 1         |         |
| CHM 2210                         | Organic Chemistry I  | 3         |         |
| CHM 2210L                        | Organic Chemistry I Laboratory                               | 1         |         |
| ZOO 2303                         | Vertebrate Zoology   |           |         |
| ZOO 2303L                        | Vertebrate Zoology Laboratory                                |           |         |
|                                  | or   |           |         |
| BSC 1094                         | Anatomy and Physiology II                                    |           |         |
| BSC 1094L                        | Anatomy and Physiology II Laboratory                         | 4         |         |
| ___ ___*                         | 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 (Category IX)            | 1         |         |
| ___ ___*                         | History, Behavioral/Social, and Human Sciences (Category IV) | 3         |         |
| ___ ___*                         | Humanities (Category V)                                      | 3         |         |
| ___ ___*                         | Literature (Category II)                                     | 3         |         |
|                                  | <b>Total</b>   | <b>30</b> |         |

**Total Program Credits 60**

\* Electives based on general education distribution requirements.

\*\* Students may take BSC 2033 Ethical Issues in Biology, in place of BSC 1931.

Note: Pharmacy schools generally require General Physics before admission to the school. A student who plans to apply to pharmacy school after the sophomore year should consider adding eight credit hours of Physics to the suggested curriculum.

Transfer students will be fully accepted into the UF Pharm D Program without completing the Pre-Anatomy and Physiology and communication courses (assuming they meet all the other admissions requirements), but they will be advised to complete the Anatomy and Physiology courses at UF (if not already completed at the community college) in Summer A and B prior to starting the Pharm D Program in the fall.

## PRE-PHYSICAL THERAPY

Associate in Arts

(PTAA)

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

Department: **Biology** 484-1168  
 Primary Faculty : **Mr. Neil Clark**  
**Ms. Frances Duncan**  
**Ms. Jessica Petersen**  
**Dr. W. Renfro**  
**Ms. Valerie Walker**  
**Mr. Jeff Wooters**  
**Dr. Elizabeth Yelverton**

### First Year Recommended Sequence Credits

|           |   |    |
|-----------|---|----|
| BSC 2010  | Integrated Principles of Biology (Category VI)    |    |
| BSC 2010L | Integrated Principles of Biology Laboratory       | 4  |
| CGS 1050  | Electronic Access to Information (Category VIII)  | 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 (Category IX) | 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 2004  | 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 Credits 60**

\* Elective based on general education distribution requirements. (Due to the competitive nature of the Physical Therapy programs, students are strongly advised to contact James Brady, Biological Sciences Department on the Pensacola Campus, 484-1168, during the first semester of enrollment at the college.)

## PSYCHOLOGY

Associate in Arts

(PSYCH-AA)

This program is designed to provide the first two years of a baccalaureate degree in Psychology. Students pursuing an upper-level interdisciplinary degree in the social sciences can also obtain an excellent foundation in anthropology and sociology through the PSYCH-AA program.

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

Department Head: **Ms. Susan Morgan** 484-2137  
 smorgan@pjc.edu  
 Primary Faculty: **Dr. Vince Sullivan** 484-2172  
 vsullivan@pjc.edu

### First Year Recommended Sequence Credits

|          |   |    |
|----------|---|----|
| ENC 1101 | English Composition I (Category I)  | 3  |
| MAC 1105 | College Algebra (Category III)  | 3  |
| DEP 2004 | Human Growth and Development  |    |
|          | or  |    |
| HSC 2100 | Personal and Community Health (Category IV)   | 3  |
| _____*   | Humanities (Category V)   | 3  |
|          | (must be Philosophy course;<br>PHI 2010 or PHI 2100 strongly recommended)   |    |
| _____*   | Computer Competence Requirement (Category VIII)   | 1  |
| _____    | Oral Communications Requirement (Category IX)   | 1  |
| _____*   | Biological Sciences (Category VI) (select from BSC 1005/L, BSC 2010/L, or ZOO 1010/L)                             | 4  |
| ENC 1102 | English Composition II (Category I)   | 3  |
| PSY 2012 | General Psychology  | 3  |
| _____*   | History, Behavioral/Social, and Human Sciences (Category IV) (select from AMH 2010, AMH 2020, EUH 1000, EUH 1001) | 3  |
| _____    | Elective (ANT, HLP, SOW or SYG prefix strongly recommended)   | 3  |
|          | Total   | 30 |

### Second Year Recommended Sequence

|            |  |    |
|------------|--|----|
| _____*     | Literature (Category II)                         | 3  |
| STA 2023   | Elementary Statistics (Category III)             | 3  |
| _____*     | Humanities (Category V, other than PHI prefix)   | 3  |
| _____*     | Physical Sciences (Category VII)                 | 3  |
| ISS 2930** | Special Topics Interdisciplinary Social Sciences | 3  |
| HUS 2400   | Drugs and Behavior                               | 3  |
| _____*     | Electives (SPC 2300 strongly recommended)        | 12 |
|            | Total  | 30 |

**Total Program Credits 60**

\* Electives based on general education distribution requirements.

\*\*Students should enroll upon completion of 50% (18 credit hours) of General Education requirements.



## SOCIAL SCIENCES

Associate in Arts

(SOCSC-AA)

This program is designed to provide the first two years of a baccalaureate degree in Social Work. Students pursuing an upper-level degree in the social sciences can also obtain an excellent interdisciplinary foundation through the SOCSC-AA program.

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

|                         |                          |                 |
|-------------------------|--------------------------|-----------------|
| <b>Department Head:</b> | <b>Ms. Susan Morgan</b>  | <b>484-2137</b> |
|                         | <b>smorgan@pjc.edu</b>   |                 |
| <b>Primary Faculty:</b> | <b>Ms. Lisa Sims</b>     | <b>484-2535</b> |
|                         | <b>lhsims@pjc.edu</b>    |                 |
|                         | <b>Ms. Sandy Emory</b>   | <b>484-2332</b> |
|                         | <b>semory@pjc.edu</b>    |                 |
|                         | <b>Dr. Monisa Mooney</b> | <b>484-2582</b> |
|                         | <b>mmooney@pjc.edu</b>   |                 |

| First Year Recommended Sequence |   |  | Credits |
|---------------------------------|---|--|---------|
| ENC 1101                        | English Composition I (Category I)  |  | 3       |
| MAC 1105                        | College Algebra (Category III)  |  | 3       |
| — —*                            | Humanities (Category V)   |  | 3       |
|                                 | (Must be Philosophy course)   |  |         |
| HSC 2100                        | Personal and Community Health   |  | 3       |
|                                 | or  |  |         |
| HLP 1081                        | Concepts of Life Fitness  |  | 3       |
| PSY 2012                        | General Psychology  |  | 3       |
|                                 | or  |  |         |
| CCJ 1020                        | Introduction to Criminal Justice (Category IV)  |  | 3       |
| ENC 1102                        | English Composition II (Category I)   |  | 3       |
| BSC 1005/L                      | Biological Principles for Non-Majors  |  | 4       |
|                                 | (Category VI). (For students transferring to UWF Anthropology Program, BOT 1010/L is strongly recommended). |  |         |
| STA 2023                        | Elementary Statistics (Category III)  |  | 3       |
| SYG 2000                        | Introduction to Sociology   |  | 3       |
| — —                             | Elective (SLS 1101 is strongly recommended)   |  | 3       |
|                                 | Total   |  | 31      |

| Second Year Recommended Sequence |   |  | Credits |
|----------------------------------|---|--|---------|
| — —*                             | Literature (Category II)  |  | 3       |
| — —*                             | Humanities (Category V, other than PHI prefix)  |  | 3       |
| — —*                             | History, Behavioral/Social, and Human Sciences (Category IV) (select from AMH 2010, AMH 2020, EUH 1000, EUH 1001) |  | 3       |
| SOW 2031                         | Introduction to Social Work and Social Welfare  |  | 3       |
|                                  | or  |  |         |
| ANT 2000                         | Introduction to Anthropology  |  | 3       |
| — —*                             | Computer Competence Requirement (Category VIII)   |  | 1       |
| — —*                             | Physical Sciences (Category VII)  |  | 3       |
| — —                              | Oral Communications Requirement (Category IX)   |  | 1       |
| ECO 2013                         | Economics I   |  | 3       |
|                                  | or  |  |         |
| POS 2041                         | American National Government  |  | 3       |
| ANT 2410                         | Cultural Anthropology   |  | 3       |
|                                  | or  |  |         |
| HUS 2400                         | Drugs and Behavior  |  | 3       |
| SYG 2010                         | Social Problems   |  | 3       |
| ISS 2930**                       | Special Topics Interdisciplinary Social Sciences  |  | 3       |
|                                  | Total   |  | 29      |

**Total Program Credits 60**

\* Electives based on general education distribution requirements.

\*\* Students should enroll upon completion of 50% (18 credit hours) of General Education requirements.

## THEATRE

Associate in Arts

(DRAMA-AA)

This program is designed for students with a strong interest in general theatre.

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

|                         |                            |                 |
|-------------------------|----------------------------|-----------------|
| <b>Department Head:</b> | <b>Mr. Don Snowden</b>     | <b>484-1802</b> |
|                         | <b>dsn Snowden@pjc.edu</b> |                 |
| <b>Primary Faculty:</b> | <b>Mr. Rodney Whatley</b>  | <b>484-1807</b> |
|                         | <b>rwhatley@pjc.edu</b>    |                 |

| First Year Recommended Sequence |  |  | Credits |
|---------------------------------|--|--|---------|
| ENC 1101                        | English Composition I (Category I)                           |  | 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 Requirement (Category VIII)              |  | 3       |
| ENC 1102                        | English Composition II (Category I)                          |  | 3       |
| PSY 2012                        | General Psychology (Category IV)                             |  | 3       |
| TPA 2290                        | Technical Laboratory   |  | 1       |
| TPP 1111                        | Acting II  |  | 3       |
| — —*                            | History, Behavioral/Social, and Human Sciences (Category IV) |  | 3       |
| — —*                            | Mathematics (Category III)                                   |  | 3       |
|                                 | Total  |  | 32      |

| Second Year Recommended Sequence |   |  | Credits |
|----------------------------------|---|--|---------|
| 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 (Category IX) (SPC 1608 is recommended) |  | 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 Credits 60**

\* Electives based on general education distribution requirements.

\*\* Any three-credit hour course that satisfies the computer competence requirement for the A.A. degree.

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## UNIVERSITY OF FLORIDA AT PENSACOLA JUNIOR COLLEGE

The University of Florida offers three Bachelor of Science degree programs on the PJC-Milton Campus. Interdisciplinary Science Degree programs are available in Natural Resource Conservation, Landscape and Nursery Horticulture, and Golf and Sports Turf Management.

**Natural Resource Conservation** is a Bachelor of Science degree program designed to provide graduates with expertise in the management and conservation of our natural heritage, from forest and wildlife to water and soil. Major geological, ecological, biological, management and economic aspects of natural resources are covered in this program. The Natural Resource Conservation major is an interdisciplinary degree program offered jointly by the University of Florida's School of Forest Resources and Conservation and the College of Agricultural and Life Sciences Department of Wildlife Ecology and Conservation. Students are able to develop a personalized program in Natural Resource Conservation in consultation with an advisor and approved by the school's undergraduate coordinator. Natural Resource Conservation students develop programs of study according to their area of interest by utilizing elective choices in wildlife, forestry, biology, marine biology, ecotourism and environmental studies (ie. soils, coastal and wetland ecology, environmental law and geographic information computer systems). Students may also choose to minor in Wildlife Ecology and Conservation. See Page 67 for a complete description of the PJC Associate in Arts degree program designed to meet all of the admission requirements for the Natural Resource Conservation interdisciplinary degree program at UF-Milton.

**Landscape and Nursery Horticulture Interdisciplinary Studies** majors provide skills and training for employment in Florida's diverse environmental horticulture industry, including our theme parks, nursery industry, and landscape management firms. It applies many principals of biology, botany, business, chemistry, mathematics, engineering and education to growing and using plants in all areas of our lives. The Environmental Horticulture Interdisciplinary Science Degree program is administered by the University of Florida's College of Agricultural and Life Sciences.

**Golf and Sports Turf Management** combines the study of grasses, soils, water and pests affecting turf with the study of business and management. Students select 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, agrichemical industries, cemeteries, environmental consulting firms, sod farms and governmental agencies, as well as preparation for graduate school. See Page 61 for a complete description of the PJC Associate in Arts degree program designed to meet all of the UF admission requirements for admission to the Golf and Sports Turf Management Interdisciplinary Degree program at UF-Milton.

Admission to University of Florida programs requires an A.A. (Associate in Arts degree). Students first enroll in PJC, complete an A.A. degree that includes the prerequisites specific to their program of interest (pages 58 or 65), to complete the preadmission requirements for the UF programs. Once the A.A. is completed, students are eligible to apply for admission to the University of Florida. The University of Florida faculty and staff reside in the local area and deliver this seamless four-year transfer degree program along with other state-wide faculty with expertise in a broad range of subjects. The UF programs, faculty and staff on the Milton Campus are all part of the West Florida Research and Education Center, the Institute of Food and Agricultural Sciences, and the College of Agriculture and Life Sciences and students admitted to UF programs on the Milton Campus are members of the University of Florida student body and their diploma is conferred by the University of Florida.

Students are encouraged to seek counseling and instruction from the University of Florida Academic Coordinator on the Milton Campus in order to facilitate a smooth transition from PJC to UF.

### For further information contact:

Kat Campbell, Academic Programs  
University of Florida Milton Campus  
Building 4900 - Natural Resource Studies Building  
PJC Campus, Milton, Florida  
(850) 484-4482 or (850) 983-5216 X109  
Website: [www.Miltongators.com](http://www.Miltongators.com)

### SCHOLARSHIPS

Scholarship opportunities are available for PJC students enrolled in these programs while attending PJC via the 2+2 Scholarship for High School Students. For more information on this scholarship opportunity please contact Anthea Amos (850-484-4463).

Students admitted to the UF EH degree programs are eligible for the following scholarships and should review application deadlines prior to applying for admission to UF to ensure uninterrupted financial assistance.

# CAREER AND TECHNICAL PROGRAMS

## ASSOCIATE IN APPLIED SCIENCE (AAS) AND ASSOCIATE IN SCIENCE (AS) PROGRAMS

Associate in Applied Science degree and Associate in Science degree programs are designed to prepare students for immediate entry or advancement into employment requiring specialized skills. The programs consist of at least sixty (60) credits in two basic areas. One area will be specialized courses in the career area and the second will be general education courses. General Education courses are designed to help you become a well-rounded individual capable of thinking and acting as a mature, educated and enlightened citizen. These courses will also enhance the employment potential since they will broaden your knowledge.

When you follow an Associate in Applied Science or Associate in Science degree you are not necessarily preparing yourself for transfer to a university. Earning one of the degrees should prepare you for a career that requires study beyond high school but does not require a four year degree. Should you decide to attend a university, you may be required to do additional work at the freshman or sophomore level. Two Associate in Science degrees presently have statewide articulation agreements which provide for the articulation of Associate in Science degrees to baccalaureate degrees. They are Business Administration and Hospitality and Tourism Management degrees. You are encouraged to discuss career plans and seek advising assistance from a program contact or department head identified for each program.

### AAS AND AS GRADUATION REQUIREMENTS:

- (1) Earn at least a cumulative grade point average of 2.0 ("C") or better in all work completed at Pensacola Junior College. If any work has been attempted at any other institution of higher education, the grades earned at the other institution(s) combined with those grades earned at PJC must also result in a minimum cumulative grade point average of 2.0.
- (2) Earn a cumulative grade point average of 2.0 ("C") in general education courses used for the degree.
- (3) Complete a minimum of 25% of the credit hours of the program in residence at Pensacola Junior College immediately prior to graduation.

### ASSOCIATE OF APPLIED SCIENCE

|                                  |                                       |                                   |
|----------------------------------|---------------------------------------|-----------------------------------|
| Accounting Technology            | Electronics Engineering Technology    | Mechanical Design and Fabrication |
| Building Construction Technology | Emergency Medical Services            | Medical Office Administration     |
| Business Administration          | Graphic Design Technology             | Multimedia/Digital Technology     |
| Civil Engineering Technology     | Health Information Management         | Office Administration             |
| Computer Information Technology  | Health Services Management            | Photographic Technology           |
| Criminal Justice Technology      | Hospitality and Tourism Management    | Physical Therapist Assistant      |
| Culinary Management              | Industrial Management Technology      | Respiratory Care                  |
| Dental Hygiene                   | Internet Services Technology          | Radiography                       |
| Drafting and Design Technology   | Landscape and Horticulture Management | Simulation and Game Design        |
|                                  |                                       | Sonography                        |

### ASSOCIATE OF SCIENCE

|                                   |                                     |                                 |
|-----------------------------------|-------------------------------------|---------------------------------|
| Business Administration           | Early Childhood Education           | Nursing (Associate Degree) R.N. |
| Computer Programming and Analysis | Hospitality and Tourism Management  | Recreation Technology           |
|                                   | Paralegal Studies (Legal Assisting) |                                 |

## TECHNICAL OR COLLEGE CREDIT CERTIFICATE (CT) PROGRAMS

The Technical Credit Certificate programs prepare a student for immediate employment into a career in the workforce. College Credit Certificate programs require prescribed technical courses. For students who meet degree-seeking requirements college credit hours earned in a Technical Certificate program are applicable towards a related Associate in Applied Science or Associate in Science degree.

### TECHNICAL OR COLLEGE CREDIT CERTIFICATES

|                                  |   |                                       |
|----------------------------------|---|---------------------------------------|
| Accounting Technology Management | Early Childhood Teacher (Pre-K)                       | Landscape and Horticulture Specialist |
| AutoCAD Foundations              | Electronics Aide                                      | Landscape and Horticulture Technician |
| Building Construction Specialist | Event Planning Management                             | Medical Information Coder/Biller      |
| Cable Technician                 | Florida Child Care Professional<br>Credential (FCCPC) | Network Communications (LAN)          |
| CNC Machinist                    | Food and Beverages Management                         | Office Management                     |
| Computer Programming             | Guest Services Specialist                             | Paramedic                             |
| Computerized Woodworking         | Infant/Toddler Specialization                         | Rooms Division Management             |
| Drafting                         | Landscape and Horticulture Professional               | Web Development Specialist            |
| Early Childhood Intervention     |   | Wireless Communications               |

## **CAREER AND TECHNICAL OR TECHNICAL CREDIT CERTIFICATE (VC) PROGRAMS**

The Career and Technical Vocational Credit Certificate programs prepare students for careers directly into the workforce. The programs require prescribed vocational credit courses, and students are required to demonstrate or achieve a specified level of competence in basic skills as evidenced by minimum scores on the Test of Adult Basic Skills (TABE) before graduation.

### **Certificate/Diploma Graduation Requirements:**

- (1) Have a cumulative grade point average of 2.0 or better in all courses applicable to the program of study from which the student wishes to graduate.
- (2) Achieve appropriate minimum skill levels on the Test of Adult Basic Education (TABE) for vocational certificates with 15 vocational credits or more and Applied Technical Diploma. Students pursuing a certificate may be exempted from the TABE requirement based on prior attainment of an associate in arts or higher degree.
- (3) Meet academic residence requirement of completing the last 25 percent of the program with classes at PJC.

### **CAREER AND TECHNICAL OR TECHNICAL CREDIT (VC)**

|                           |   |                     |
|---------------------------|---|---------------------|
| Barbering                 | Health Unit Coordinator                   | Nursing Assistant   |
| Carpentry                 | Heating, Ventilation and Air Conditioning | Phlebotomy          |
| Cosmetology               | Massage Therapy                           | Plumbing Technology |
| Early Childhood Education | Medical Assisting                         | Practical Nursing   |
| Electricity               | Nails Specialty                           | Surgical Technology |
| Facials Specialty         |   |                     |

## **APPLIED TECHNICAL DIPLOMA (A.T.D.) PROGRAMS**

The Applied Technical Diploma program prepares students for immediate entry into a career in the workforce. The program requires prescribed technical courses. For students who meet degree-seeking requirements college credit hours earned in an Applied Technical Diploma program are applicable towards a related Associate in Applied Science Degree or an Associate in Science Degree. The Applied Technical Diploma does not contain a separate general education component, but students are required to demonstrate or achieve a specified level of competence in basic skills as evidenced by minimum scores on the Test of Adult Basic Skills (TABE) before graduation.

### **APPLIED TECHNICAL DIPLOMAS**

Emergency Medical Technician                      Medical Records Transcribing

# CAREER AND TECHNICAL PROGRAMS

| Program   | Page<br>Number | Program  | Page<br>Number |
|---|----------------|--|----------------|
| <b>ACCOUNTING PROGRAMS</b>  |                | <b>EMERGENCY MEDICAL PROGRAMS</b>  |                |
| Accounting Technology, A.A.S. . . . .   | 80             | Emergency Medical Services, A.A.S. . . . .                               | 93             |
| Accounting Technology Management, Technical Certificate . . . . .                     | 80             | Emergency Medical Technician, A.T.D. . . . .                             | 93             |
| <b>BUILDING CONSTRUCTION PROGRAMS</b>   |                | Paramedic, Technical Certificate . . . . .                               | 92             |
| Building Construction Technology, A.A.S. . . . .                                      | 80             | <b>GRAPHIC DESIGN PROGRAM</b>  |                |
| Building Construction Specialist, Technical Certificate . . . . .                     | 81             | Graphic Design Technology, A.A.S. . . . .                                | 94             |
| Carpentry, Career and Technical Certificate . . . . .                                 | 81             | <b>HEALTH INFORMATION PROGRAMS</b>                                       |                |
| Electricity, Career and Technical Certificate . . . . .                               | 81             | Health Information Management, A.A.S. . . . .                            | 94             |
| Heating, Ventilation and Air Conditioning, Career and Technical Certificate . . . . . | 82             | Medical Information Coder/Biller, Technical Certificate . . . . .        | 95             |
| Plumbing Technology, Career and Technical Certificate . . . . .                       | 82             | <b>HEALTH UNIT COORDINATOR PROGRAM</b>                                   |                |
| <b>BUSINESS PROGRAMS</b>  |                | Health Unit Coordinator, Career and Technical Certificate . . . . .      | 96             |
| Business Administration, A.S. . . . .   | 82             | <b>HOSPITALITY PROGRAMS</b>  |                |
| Business Administration, A.A.S. . . . .   | 83             | Hospitality and Tourism Management, A.S. . . . .                         | 96             |
| with emphases in:   |                | Hospitality and Tourism Management, A.A.S. . . . .                       | 97             |
| Entrepreneurship/Small Business Management  |                | Event Planning Management, Technical Certificate . . . . .               | 97             |
| Management and Marketing  |                | Food & Beverages Management, Technical Certificate . . . . .             | 97             |
| Microcomputer Systems   |                | Guest Services Specialist, Technical Certificate . . . . .               | 98             |
| <b>CIVIL ENGINEERING PROGRAM</b>  |                | Rooms Division Management, Technical Certificate . . . . .               | 98             |
| Civil Engineering Technology, A.A.S. . . . .  | 83             | <b>INDUSTRIAL MANAGEMENT PROGRAM</b>                                     |                |
| <b>COMPUTER PROGRAMMING PROGRAMS</b>  |                | Industrial Management Technology, A.A.S. . . . .                         | 98             |
| Computer Programming and Analysis, A.S. . . . .                                       | 84             | <b>INFORMATION TECHNOLOGY PROGRAMS</b>                                   |                |
| Simulation and Game Design A.A.S. . . . .   | 84             | Computer Information Technology, A.A.S. . . . .                          | 99             |
| Computer Programming, Technical Certificate . . . . .                                 | 85             | with emphases in:  |                |
| <b>COSMETOLOGY PROGRAMS</b>   |                | Computer Technician  |                |
| Barbering, Career and Technical Certificate . . . . .                                 | 85             | Systems Administrator  |                |
| Cosmetology, Career and Technical Certificate . . . . .                               | 85             | Network Administration   |                |
| Facials Specialty, Career and Technical Certificate . . . . .                         | 86             | Security Administrator   |                |
| Nails Specialty, Career and Technical Certificate . . . . .                           | 86             | Telecommunications   |                |
| <b>CRIMINAL JUSTICE PROGRAM</b>   |                | Cable Technician, Certificate . . . . .                                  | 99             |
| Criminal Justice Technology, A.A.S. . . . .   | 86             | Network Communications (LAN), Technical Certificate . . . . .            | 100            |
| Crime Scene Technician. . . . .   | 87             | Wireless Communications, Technical Certificate . . . . .                 | 100            |
| <b>CULINARY PROGRAM</b>   |                | <b>INTERNET SERVICES PROGRAMS</b>  |                |
| Culinary Management, A.A.S. . . . .   | 87             | Internet Services Technology, A.A.S. . . . .                             | 100            |
| Culinary Arts, Technical Certificate. . . . .   | 88             | Web Development Specialist, Technical Certificate . . . . .              | 101            |
| <b>DENTAL PROGRAMS</b>  |                | <b>LANDSCAPING AND HORTICULTURE PROGRAMS</b>                             |                |
| Dental Hygiene, A.A.S. . . . .  | 88             | Landscape and Horticulture Management, A.A.S. . . . .                    | 101            |
| <b>DRAFTING PROGRAMS</b>  |                | Landscape and Horticulture Specialist, Technical Certificate . . . . .   | 101            |
| Drafting and Design Technology, A.A.S. . . . .  | 89             | Landscape and Horticulture Professional, Technical Certificate . . . . . | 102            |
| AutoCAD Foundations, Technical Certificate . . . . .                                  | 89             | Landscape and Horticulture Technician, Technical Certificate . . . . .   | 102            |
| Drafting, Technical Certificate . . . . .   | 89             | <b>MESSAGE THERAPY PROGRAM</b>   |                |
| <b>EDUCATION PROGRAMS</b>   |                | Message Therapy, Career and Technical Certificate . . . . .              | 102            |
| Early Childhood Education, A.S. . . . .   | 90             | <b>MECHANICAL AND DESIGN FABRICATION PROGRAMS</b>                        |                |
| Florida Child Care Professional Credential (FCCPC) . . . . .                          | 90             | Mechanical and Design Fabrication, A.A.S. . . . .                        | 103            |
| Early Childhood Teacher (Pre-K), Technical Certificate . . . . .                      | 91             | CNC Machinist Technical Certificate. . . . .                             | 104            |
| Early Childhood Intervention, Technical Certificate . . . . .                         | 91             | Computerized Woodworking, Technical Certificate. . . . .                 | 104            |
| Infant/Toddler Specialization, Technical Certificate . . . . .                        | 81             | <b>MEDICAL OFFICE PROGRAMS</b>   |                |
| Early Childhood Education, Vocational Certificate. . . . .                            | 91             | Health Services Management, A.A.S. . . . .                               | 104            |
| <b>ELECTRONICS ENGINEERING PROGRAM</b>  |                | Medical Assisting, Career and Technical Certificate . . . . .            | 105            |
| Electronics Engineering Technology, A.A.S. . . . .                                    | 92             | Medical Office Administration, A.A.S. . . . .                            | 105            |
| with emphases in:   |                | Medical Records Transcribing, A.T.D. . . . .                             | 106            |
| Biomedical  |                |  |                |
| Cisco Certified Network Associate   |                |  |                |
| Computer Technician   |                |  |                |
| General   |                |  |                |
| Electronics Aide, Technical Certificate . . . . .                                     | 92             |  |                |

| Program   | Page<br>Number |
|---|----------------|
| <b>MULTIMEDIA PROGRAM</b>   |                |
| Multimedia Technology<br>(Digital Media/Multimedia Technology), A.A.S. .... | 106            |
| <b>NURSING PROGRAMS</b>   |                |
| Nursing (Associate Degree), R.N., A.S. ....                                 | 107            |
| Career Mobility Option, A.S. ....   | 108            |
| Paramedic To RN Option, A.S. ....   | 108            |
| Perioperative Nursing, ATC. ....  | 109            |
| Practical Nursing, Career and Technical Certificate. ....                   | 109            |
| Surgical Technology, Career and Technical Certificate. ....                 | 110            |
| <b>OFFICE PROGRAMS</b>  |                |
| Office Administration, A.A.S. ....  | 110            |
| Office Management, Technical Certificate. ....                              | 111            |
| <b>PARALEGAL/LEGAL PROGRAMS</b>   |                |
| Paralegal Studies (Legal Assisting), A.S. ....                              | 111            |

| Program   | Page<br>Number |
|---|----------------|
| <b>PHLEBOTOMY PROGRAM</b>                               |                |
| Phlebotomy, Career and Technical Certificate. ....      | 112            |
| <b>PHOTOGRAPHIC PROGRAM</b>                             |                |
| Photographic Technology, A.A.S. ....                    | 112            |
| <b>PHYSICAL THERAPIST ASSISTANT PROGRAM</b>             |                |
| Physical Therapist Assistant, A.A.S. ....               | 113            |
| <b>RADIOGRAPHY PROGRAMS</b>                             |                |
| Radiography, A.A.S. ....                                | 114            |
| <b>RECREATION PROGRAM</b>                               |                |
| Recreation Technology, A.S. ....                        | 114            |
| <b>SONOGRAPHY PROGRAMS</b>                              |                |
| Sonography (Diagnostic Medical Sonography), A.A.S. .... | 115            |

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## GENERAL EDUCATION REQUIREMENTS

### MINIMUM GRADES

AAS and AS students must maintain an overall average GPA of 2.00 or higher in all general education courses required by that degree program. Some individual programs require a minimum "C" grade in specific general education courses as well. Grades in other courses cannot be used to offset a general education GPA of less than 2.00.

### NON-TRADITIONAL CREDITS

AAS and AS students may not earn more than 9 of their general education course credits through non-traditional means. Non-traditional credits include: credits earned through CLEP, departmental exemption exams, or PLA, and all other credits described under "Non-Traditional Credits" in the Academic Policies section of this catalog.

### COURSE REQUIREMENTS

AAS and AS students must complete a minimum of FIFTEEN (15) GENERAL EDUCATION CREDITS AND MEET ORAL COMMUNICATION AND COMPUTER COMPETENCY REQUIREMENTS. Each AAS and AS degree program identifies how oral communications and computer competencies are met in existing courses through the district syllabus or designated courses that are approved to meet these competencies. The general education credits for the AAS and AS degree must be distributed as listed below. Some programs require more than 15 general education credits.

- |   |      |
|---|------|
| I. COMMUNICATIONS .....   | 3 cc |
| II. HUMANITIES/FINE ARTS .....  | 3 cc |
| III. SOCIAL/BEHAVIORAL SCIENCES.....  | 3 cc |
| IV. NATURAL SCIENCES/MATHEMATICS.....   | 3 cc |
| V. GENERAL (may be selected from any category<br>or a course recommended by the department and<br>approved by the curriculum committee) | 3 cc |

# GENERAL EDUCATION COURSE REQUIREMENTS

## I. COMMUNICATIONS

|     |       |   |      |
|-----|-------|---|------|
| ENC | 1101  | English Composition I                                     | 3 cc |
| LIN | 1670C | Traditional English Grammar and Composition (A.A.S. Only) | 3 cc |

## II. HUMANITIES/FINE ARTS

(ENC 1101 and ENC 1102 are prerequisites for all Literature Courses)

|     |       |   |      |
|-----|-------|---|------|
| AML | 2010  | American Literature to 1870                       | 3 cc |
| AML | 2020  | American Literature from 1870                     | 3 cc |
| AML | 2600  | Introduction to African American Literature       | 3 cc |
| ARH | 1050  | Art History I                                     | 3 cc |
| ARH | 1051  | Art History II                                    | 3 cc |
| ARH | 1002  | Art for Non-Majors                                | 3 cc |
| ARH | 2000  | Humanities Art                                    | 3 cc |
| CHI | 1121  | Beginning Chinese II                              | 4 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 |
| HUM | 1510C | Arts Experiences                                  | 3 cc |
| HUM | 2210  | Humanities in the Ancient World                   | 3 cc |
| HUM | 2230  | Humanities in the Modern World                    | 3 cc |
| HUM | 2454  | African American Humanities                       | 3 cc |
| HUM | 2740  | Humanities Travel                                 | 3 cc |
| LAT | 1121  | Beginning Latin II                                | 4 cc |
| LIT | 2090  | Contemporary Literature                           | 3 cc |
| LIT | 2110  | World Literature to 1650                          | 3 cc |
| LIT | 2120  | World Literature from 1650                        | 3 cc |
| 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 |
| PHI | 2701  | Introduction to the Philosophy of World Religions | 3 cc |
| PHM | 2122  | Philosophy of Feminism                            | 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 |
| CCJ | 1020 | Introduction to Criminal Justice      | 3 cc |
| DEP | 2004 | Human Growth and Development          | 3 cc |
| ECO | 2013 | Economics I                           | 3 cc |
| EUH | 1000 | European History to 1700              | 3 cc |
| EUH | 1001 | European History from 1700            | 3 cc |
| EUH | 2010 | A History of Greece and Rome          | 3 cc |
| GEA | 2000 | World Regional Geography              | 3 cc |
| HLP | 1081 | Concepts of Life Fitness              | 3 cc |
| HSC | 2100 | Personal and Community Health         | 3 cc |
| MMC | 2000 | Survey of Mass Communication          | 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

|     |       |   |      |
|-----|-------|---|------|
| AST | 1002  | Descriptive Astronomy                                     | 3 cc |
| AST | 1002  | Descriptive Astronomy <b>and</b> AST 1002L                | 4 cc |
| BOT | 1010  | General Botany <b>and</b> BOT 1010L                       | 4 cc |
| BSC | 1005  | Biological Principles for Non-Majors                      | 3 cc |
| BSC | 1005  | Biological Principles for Non-Majors <b>and</b> BSC 1005L | 4 cc |
| BSC | 2010  | Integrated Principles of Biology <b>and</b> BSC 2010L     | 4 cc |
| CHM | 1025  | Introduction to College Chemistry                         | 3 cc |
| CHM | 1025  | Introduction to College Chemistry <b>and</b> CHM 1025L    | 4 cc |
| CHM | 1045  | General Chemistry I <b>and</b> CHM 1045L                  | 4 cc |
| CHM | 1045C | General Chemistry I                                       | 3 cc |
| CHM | 1046  | General Chemistry II <b>and</b> CHM 1046L                 | 4 cc |
| ESC | 1000  | Earth Science   | 3 cc |
| GLY | 1010  | Physical Geology <b>and</b> GLY 1010L                     | 4 cc |
| HUN | 1201  | Elements of Nutrition                                     | 3 cc |
| HUN | 1201  | Elements of Nutrition <b>and</b> HUN 1201L                | 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 (A.A.S. only)                        | 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 |
| MTB | 1310  | Applied Mathematics (A.A.S. only)                         | 3 cc |
| OCB | 2000  | Marine Biology <b>and</b> OCB 2000L                       | 4 cc |
| OCE | 1001  | Oceanography  | 3 cc |
| OCE | 1001  | Oceanography <b>and</b> OCE 1001L                         | 4 cc |
| PCB | 2030  | Introduction to Environmental Science                     | 3 cc |
| PHY | 1053  | General Physics I <b>and</b> PHY 1053L                    | 4 cc |
| PHY | 1054  | General Physics II <b>and</b> PHY 1054L                   | 4 cc |
| PHY | 2048  | Physics I with Calculus <b>and</b> PHY 2048L              | 5 cc |
| PHY | 2049  | Physics II with Calculus <b>and</b> PHY 2049L             | 5 cc |
| PSC | 1351  | Physical Science Survey                                   | 3 cc |
| ZOO | 1010  | General Zoology <b>and</b> ZOO 1010L                      | 4 cc |
| —   | —     | Any 2000 Level Math Course                                | 3 cc |

## V. GENERAL

|     |      |                     |      |
|-----|------|---------------------|------|
| SLS | 1353 | 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 AAS and AS degree program either has an identified course to meet oral communication and computer competency or may designate courses that are approved to meet these requirements. The courses that will satisfy this requirement are listed below:

#### Computer Competence Requirement

|     |       |  |      |
|-----|-------|--|------|
| —   | —     | Any course with the prefix of CGS, CIS, CTS, COP, CEN, CET, or CDA |      |
| GRA | 2151C | Computer Graphics I (A.A.S. only)                                  | 3 cc |
| EME | 2040  | Introduction to Educational Technology                             | 3 cc |
| LIS | 1004  | Introduction to Internet Research                                  | 1 cc |
| MUS | 1360  | Music and Computers  | 3 cc |

#### Oral Communications Requirement

|     |       |                                     |      |
|-----|-------|-------------------------------------|------|
| ORI | 2000  | Introduction to Oral Interpretation | 3 cc |
| SLS | 1353  | Generations at Work                 | 3 cc |
| SPC | 1006C | Basic Speaking and Listening Skills | 1 cc |
| SPC | 2300  | Interpersonal Communication         | 3 cc |
| SPC | 1608  | Public Speaking                     | 3 cc |
| SPC | 1017  | Fundamental Communication Concept   | 3 cc |

## PROGRAMS OF STUDY

### ACCOUNTING PROGRAMS

**Department Head:** Dr. Linda Bloom 484-2504  
lbloom@pjc.edu

**Program Contact:** Ms. Audrey Morrison 484-2507  
amorrison@pjc.edu

**Primary Faculty:** Ms. Michelle Haggard (Warrington)  
Dr. Vance Land (Pensacola)  
Ms. Dorinda Lynn (Milton)  
Ms. Audrey Morrison (Pensacola)  
Dr. Carla Rich (Pensacola)

We strongly encourage you to contact the Business Department for assistance in planning your program of study.

### ACCOUNTING TECHNOLOGY

*Associate in Applied Science (ACCTAAS)*

This program is designed to provide the education and skill development to prepare the students for entry-level employment in accounting or bookkeeping or to provide supplemental training for persons previously or currently employed in these areas. The knowledge and training acquired in this program can also be applied to many other managerial or supervisory positions in business and government. Students should consult a business advisor when choosing electives.

#### JOB PLACEMENT INFORMATION

The percent of Accounting Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2006, 2007 and 2008 is 100%, 100%, and 93%, respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

| Foundation Courses           |   | Credits   |
|------------------------------|---|-----------|
| ACG 2001                     | Accounting I                                      | 3         |
| ACG 2011**                   | Accounting II                                     | 3         |
| CGS 1570†                    | Computer Concepts and Applications (Category V)   | 3         |
| GEB 1011                     | Introduction to Business                          | 3         |
| — —*                         | Communications (Category I)                       | 3         |
| — —*                         | Mathematics (Category IV)                         | 3         |
| — —*                         | Humanities/Fine Arts (Category II)                | 3         |
| Intermediate Courses         |   |           |
| CGS 2510**                   | Spreadsheet                                       | 3         |
| COM 2100**††                 | Business Communications                           | 3         |
| ACO 1806**                   | Payroll Accounting                                | 3         |
| OST 1146                     | Basic Keyboarding                                 | 1         |
| ECO 2013                     | Economics I (Category III)                        | 3         |
| BUL 2241                     | Business Law                                      | 3         |
| FIN 2100                     | Personal Finance and Money Management             | 3         |
| — —                          | Accounting Electives (choose 3 of 4 listed)       | 9         |
|                              | MAN 2021 Principles of Management                 |           |
|                              | GEB 2430 Business Ethics                          |           |
|                              | MNA 1161 Customer Service                         |           |
|                              | ACG 2030 Capstone Review of Accounting Principles |           |
| Advanced Courses             |   |           |
| ACG 2071**                   | Introduction to Managerial Accounting             | 3         |
| ACG 2002**                   | Computerized Accounting                           | 3         |
| APA 2147                     | Accounting Software Applications                  | 3         |
| TAX 2000**                   | Income Tax Procedures                             | 3         |
| ACO 2943                     | Accounting Internship                             |           |
|                              | or  |           |
| ACG 2949                     | Accounting Co-op                                  | 3         |
| <b>Total Program Credits</b> |   | <b>64</b> |

\* See General Education Course Requirements page for options  
\*\* The course has pre- or co-requisites, check Course Descriptions Section

### ACCOUNTING TECHNOLOGY MANAGEMENT

*Technical Certificate (ACCTG-CT)*

This program is designed to provide accounting coursework over a two-year span leading to a certificate in Accounting.

#### JOB PLACEMENT INFORMATION

The percent of Accounting Applications graduates who have been reported as satisfying state and federal definitions of in-field job placement for 2006, 2007 and 2008 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

| Foundation Courses           |  | Credits   |
|------------------------------|--|-----------|
| ACG 2001                     | Accounting I                                 | 3         |
| ACG 2011**                   | Accounting II                                | 3         |
| CGS 1570                     | Computer Concepts and Applications           | 3         |
| Intermediate Courses         |  |           |
| ACO 1806**                   | Payroll Accounting                           | 3         |
| APA 2147                     | Accounting Software Applications             | 3         |
| Advanced Courses             |  |           |
| TAX 2000**                   | Income Tax Procedures                        | 3         |
| — —+                         | Accounting Electives<br>(Recommend ACG 2030) | 9         |
| <b>Total Program Credits</b> |  | <b>27</b> |

+ Electives: any course with one of the following prefixes: ACG, ACO, FIN and TAX.

### BUILDING CONSTRUCTION PROGRAMS

**Department Head:** Mr. Tim Bone 484-2164  
tbone@pjc.edu

**Program Contact:** Mr. Tim Bone 484-2164  
tbone@pjc.edu

We strongly encourage you to contact the Engineering Technology Department for assistance in planning your program of study.

### BUILDING CONSTRUCTION TECHNOLOGY

*Associate in Applied Science (BLDG-AAS)*

This program is designed to acquaint the student with terminology, methods, procedures, materials, sequences of operation, and types of building construction. Although not intended as a transfer program, many credits may transfer to upper level programs in Engineering Technology. Additional general education course work will be required for transferees.

#### JOB PLACEMENT INFORMATION

The percent of Building Construction Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for 2006, 2007 and 2008 is 100%, 100% and 78% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

| Foundation Courses |   | Credits |
|--------------------|---|---------|
| — —*               | Communications (Category I)               | 3       |
| — —*               | Humanities/Fine Arts (Category II)        | 3       |
| — —*               | Social/Behavioral Sciences (Category III) | 3       |
| MAT 1033           | Intermediate Algebra (Category IV)        | 3       |
| — —*               | General (Category V)                      | 3       |
| BCN 1001           | Building Construction                     | 3       |
| CGS 1570†          | Computer Concepts and Applications        | 3       |
| EGS 1111           | Engineering Graphics                      | 3       |

† Meets Computer Competence Requirement  
†† Meets Oral Communications Requirements



| Intermediate Courses |                                    | Credits |
|----------------------|------------------------------------|---------|
| ETC 1250             | Properties of Materials            | 3       |
| ETD 2340**           | Computer Drafting                  | 3       |
| CGS 2122**           | Engineering Technical Spreadsheets | 3       |
| BCT 2706**           | Construction Documents             | 3       |
| BCN 2440**           | Concrete Construction              | 3       |
| — —                  | Electives                          | 6       |

| Advanced Courses             |                         | Credits   |
|------------------------------|-------------------------|-----------|
| BCT 2770**                   | Construction Estimating | 3         |
| SUR 1100C**                  | Construction Surveying  | 4         |
| BCN 2721**                   | Construction Management | 3         |
| BCT 2760**                   | Building Codes          | 3         |
| BCN 2405**††                 | Construction Mechanics  | 3         |
| ETD 1395**                   | Architectural Drafting  | 3         |
| <b>Total Program Credits</b> |                         | <b>64</b> |

## BUILDING CONSTRUCTION SPECIALIST

*Technical Certificate (BLDG-CT)*

This certificate is designed to prepare individuals for entry-level positions working for architects, engineers, contractors and building officials. Students will gain knowledge of estimating, scheduling, and general construction processes and procedures.

### JOB PLACEMENT INFORMATION

The percent of Building Construction Specialist graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2006, 2007 and 2008 is 100%, 100% and 83%, respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

| Foundation Courses |                       | Credits |
|--------------------|-----------------------|---------|
| BCN 1001           | Building Construction | 3       |

| Intermediate Courses |                         | Credits |
|----------------------|-------------------------|---------|
| ETC 1250             | Properties of Materials | 3       |

| Advanced Courses             |                         | Credits   |
|------------------------------|-------------------------|-----------|
| BCT 2770**                   | Construction Estimating | 3         |
| BCN 2721**                   | Construction Management | 3         |
| — —+                         | Electives               | 6         |
| <b>Total Program Credits</b> |                         | <b>18</b> |

#### + Electives: (Choose 2 for 6 credits)

|             |                             |   |
|-------------|-----------------------------|---|
| BCT 2706**  | Construction Documents      | 3 |
| BCN 2440**  | Concrete Construction       | 3 |
| BCT 2760**  | Building Codes              | 3 |
| SUR 1100C** | Construction Surveying      | 4 |
| BCN 2948    | Building Construction Co-op | 2 |
| BCN 2949    | Building Construction Co-op | 3 |

## CARPENTRY

*Career and Technical Certificate (CARP-VC)*

|                         |                           |                 |
|-------------------------|---------------------------|-----------------|
| <b>Department Head:</b> | <b>Mr. Tim Bone</b>       | <b>484-2164</b> |
|                         | <b>tbone@pjc.edu</b>      |                 |
| <b>Program Contact:</b> | <b>Mr. Anthony Harris</b> | <b>484-1679</b> |
|                         | <b>aharris@pjc.edu</b>    |                 |

This program will prepare you for a good career in the carpentry trade by focusing on broad, transferable skills that stress the understanding of the carpentry industry through hands-on training. You will learn to safely operate hand and power tools, prepare work sites and become skilled in foundation formwork, wall, floor and roof framing, as well as exterior trim. This program teaches essential carpentry skills and offers on-the-job training, which can help you build on your proficiency and future earnings potential and the opportunity to be your own boss.

### JOB PLACEMENT INFORMATION

The percent of Carpentry graduates who have been reported as satisfying state and federal definitions of in-field job placement for the year 2008 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

| Foundation Courses |  | Credits |
|--------------------|--|---------|
| VPI 0100+          | Vocational Preparatory Reading               |         |
| VPI 0200+          | Vocational Preparatory Mathematics           |         |
| VPI 0311+          | Vocational Preparatory Language              |         |
| BCV 0020C          | Tools and Pre-Construction Skills            | 5       |
| BCV 0103C          | Wood Products, Lumber and Framing Components | 5       |
| BCV 0170C          | Interior Trim                                | 5       |
| BCV 0173C          | Exterior Trim and Hardware Finishes          | 5       |
| BCV 0150C          | Roof Framing I                               | 5       |

### Intermediate Courses

|           |   |   |
|-----------|---|---|
| BCV 0141C | Roof Framing II and Timber Construction | 5 |
|-----------|---|---|

### Advanced Courses

|           |                                    |   |
|-----------|------------------------------------|---|
| BCV 0925  | Building Co-op                     |   |
|           | or                                 |   |
| BCV 0935C | Special Topics Construction Trades | 5 |
| BCV 0139C | Foundation Wall and Floor Framing  | 5 |

|                              |  |           |
|------------------------------|--|-----------|
| <b>Total Program Credits</b> |  | <b>40</b> |
|------------------------------|--|-----------|

+ Students who have satisfactory TABE test scores are not required to take these courses.

## ELECTRICITY

*Career and Technical Certificate (ELECTVC)*

|                         |                           |                 |
|-------------------------|---------------------------|-----------------|
| <b>Department Head:</b> | <b>Mr. Tim Bone</b>       | <b>484-2164</b> |
|                         | <b>tbone@pjc.edu</b>      |                 |
| <b>Program Contact:</b> | <b>Mr. Anthony Harris</b> | <b>484-1679</b> |
|                         | <b>aharris@pjc.edu</b>    |                 |

This program offers entry level electrical skills required by the construction industry. The courses in this 1200 hour program offer a combination of theory and hands-on training. Among the topics covered are: DC/AC theories; proper selection and use of power and hand tools used in the trade; use of blueprints; National Electrical Code (NEC); wiring techniques; and electrical maintenance procedures. Training experience will consist of "hands-on" situations in the lab and through actual construction projects with the emphasis placed on safety in the lab and on the project site.

Basic entry-level skills in math, reading, and language must be attained in order to complete this program. Students wishing to enter this program of study should be advised by the instructor or program manager prior to enrollment in these courses.

### JOB PLACEMENT INFORMATION

The percent of Electricity graduates who have been reported as satisfying state and federal definitions of in-field job placement for the year 2008 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

|                              |                                    | Credits   |
|------------------------------|------------------------------------|-----------|
| VPI 0100+                    | Vocational Preparatory Reading     |           |
| VPI 0200+                    | Vocational Preparatory Mathematics |           |
| VPI 0311+                    | Vocational Preparatory Language    |           |
| BCV 0602C                    | DC and AC Theory                   | 5         |
| BCV 0629C                    | Residential Wiring I               | 5         |
| BCV 0660C                    | Commercial Wiring I                | 5         |
| BCV 0610C                    | NEC Review                         | 5         |
| BCV 0642C                    | Residential Wiring II              | 5         |
| BCV 0661C                    | Commercial Wiring II               | 5         |
| BCV 0662C                    | Electrical Maintenance             | 5         |
| BCV 0949                     | Electrical Co-op                   |           |
|                              | or                                 |           |
| BCV 0935C                    | Special Topics Construction Trades | 5         |
| <b>Total Program Credits</b> |                                    | <b>40</b> |

+ Students who have satisfactory TABE test scores are not required to take these courses.

## HEATING, VENTILATION AND AIR CONDITIONING

Career and Technical Certificate

(HVAC-VC)

**Department Head:** Mr. Tim Bone 484-2164  
**Program Contact:** Mr. Anthony Harris 484-1679  
 tbone@pjc.edu  
 aharris@pjc.edu

This program prepares students for employment or advanced training in the heating, air conditioning, refrigeration and ventilation industry by focusing on broad, transferable skills, and stressing the understanding of the industry. The program demonstrates elements such as planning, management, finance, technical and production skills, the underlying principles of technology, as well as, labor, health, safety, and environmental issues.

Basic entry-level skills in math, reading, and language must be attained in order to complete this program. Students wishing to enter this program of study should be advised by the instructor or program manager prior to enrollment in these courses.

### JOB PLACEMENT INFORMATION

As a new program job placement information is not available.

| Term I  | Credits   |
|---|-----------|
| VPI 0100+ Vocational Preparatory Reading      |           |
| VPI 0200+ Vocational Preparatory Mathematics  |           |
| VPI 0311+ Vocational Preparatory Language     |           |
| ACR 0001C Air Conditioning & Refrigeration I  | 5         |
| ACR 0100C Basic Electricity and Schematics I  | 5         |
| <b>Term II</b>                                |           |
| ACR 0002C Air Conditioning & Refrigeration II | 5         |
| ACR 0102C Basic Electricity and Schematics II | 5         |
| ACR 0613C Applied Heating I                   | 5         |
| <b>Term III</b>                               |           |
| ACR 0125C Advanced Air Conditioning           | 6         |
| ACR 0614C Applied Heating II                  | 5         |
| <b>Term IV</b>                                |           |
| ACR 0548C Advanced Refrigeration              | 6         |
| ACR 0074 Employability Skills                 | 3         |
| <b>Total Program Credits</b>                  | <b>45</b> |

+ Students who have satisfactory TABE test scores are not required to take these courses.

## PLUMBING TECHNOLOGY

Career and Technical Certificate

(PLUMB-VC)

**Department Head:** Mr. Tim Bone 484-2164  
**Program Contact:** Mr. Anthony Harris 484-1679  
 tbone@pjc.edu  
 aharris@pjc.edu

This program prepares students for employment or advanced training in a variety of pipe occupations by focusing on broad, transferable skills, and stressing the understanding of all aspects of the pipes trade industry. The program demonstrates elements such as planning, management, finance, technical and production skills, the underlying principles of technology, as well as, labor, health, safety, and environmental issues.

Basic entry-level skills in math, reading, and language must be attained in order to complete this program. Students wishing to enter this program of study should be advised by the instructor or program manager prior to enrollment in these courses.

### JOB PLACEMENT INFORMATION

As a new program, job placement information is not available. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

### Term I

|   | Credits |
|---|---------|
| VPI 0100+ Vocational Preparatory Reading          |         |
| VPI 0200+ Vocational Preparatory Mathematics      |         |
| VPI 0311+ Vocational Preparatory Language         |         |
| BCV 0500C Introduction to Plumbing                | 4       |
| BCV 0510C Introduction to Pipefitting             | 4       |
| BCV 0504C Plans, Blueprints and Isometric Drawing | 4       |

### Term II

|  |   |
|--|---|
| BCV 0523C Fixtures, Valves and Faucets       | 4 |
| BCV 0571C Drain, Waste and Venting           | 4 |
| BCV 0570C Water Supply/Potable Water Systems | 4 |

### Term III

|                                      |   |
|--------------------------------------|---|
| BCV 0580C Storm Drains, Interceptors | 4 |
| BCV 0450C Plumbing Repairs           | 4 |

**Total Program Credits** 32

+ Students who have satisfactory TABE test scores are not required to take these courses.

## BUSINESS PROGRAMS

**Department Head:** Dr. Linda Bloom 484-2504  
**Program Contact:** Mr. Scott Key 484-2514  
 lbloom@pjc.edu  
 skey@pjc.edu  
**Primary Faculty:** Dr. Alan Ammann (Pensacola)  
 Mr. John Atkins (Pensacola)  
 Mr. Mack Crider (Pensacola)  
 Ms. Michelle Haggard (Warrington)  
 Mr. Richard Irvine (Pensacola)  
 Dr. Vance Land (Pensacola)  
 Ms. Audrey Morrison (Pensacola)  
 Dr. Carla Rich (Pensacola)  
 Ms. Dorinda Lynn (Milton)  
 Mr. Mike Ardis

We strongly encourage you to contact the Business Department for assistance in planning your program of study.

## BUSINESS ADMINISTRATION

Associate in Science

(BUS-AS)

This program is designed to provide a foundation in business and to prepare students to seek employment in various business fields. The program has a statewide articulation from the associate in science to a baccalaureate degree in Business Administration and Management or Business: General. At the upper level the student will be required to complete 12 credit hours of general education and 48 credit hours as determined by the University. The articulation may be found in the Statewide Articulation Manual.

### JOB PLACEMENT INFORMATION

The percent of Business Administration graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2006 and 2007 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

| Foundation Courses                           | Credits |
|--|---------|
| ACG 2001 Accounting I                        | 3       |
| ENC 1101 English Composition I (Category I)  | 3       |
| GEB 1011 Introduction to Business            | 3       |
| OST 1146 Basic Keyboarding                   | 1       |
| MAC 1105 College Algebra (Category IV)       | 3       |
| CGS 1570† Computer Concepts and Applications | 3       |
| * Humanities/Fine Arts (Category II)         | 3       |
| SPC 1608†† Public Speaking                   | 3       |

\* See General Education Course Requirements page for options

\*\* The course has pre- or co-requisites, check Course Descriptions Section

† Meets Computer Competence Requirement

†† Meets Oral Communications Requirements

| Intermediate Courses         |                                       | Credits   |
|------------------------------|---------------------------------------|-----------|
| ECO 2013                     | Economics I (Category III)            | 3         |
| ACG 2011**                   | Accounting II                         | 3         |
| ENC 1102**                   | English Composition II (Category V)   | 3         |
| MAR 2011                     | Marketing                             | 3         |
| BUL 2241                     | Business Law                          | 3         |
| CGS 2510                     | Spreadsheet                           | 3         |
| MAN 2021                     | Principles of Management              | 3         |
| GEB 2139                     | E-Business Management                 | 3         |
| GEB 2430                     | Business Ethics                       | 3         |
| MNA 1161                     | Customer Service                      |           |
|                              | or                                    |           |
| MNA 1300                     | Human Resource Management             | 3         |
| <b>Advanced Courses</b>      |                                       |           |
| MAC 2233**                   | Calculus with Business Applications   | 3         |
| ACG 2071**                   | Introduction to Managerial Accounting | 3         |
| STA 2023**                   | Elementary Statistics                 | 3         |
| ECO 2023                     | Economics II                          | 3         |
| <b>Total Program Credits</b> |                                       | <b>64</b> |

## BUSINESS ADMINISTRATION

Associate in Applied Science (BUS-AAS, MICR-AAS, ENTR-AAS)

This program is designed to provide students with a broad foundation in all areas of business. Completion of this curriculum will prepare students to seek employment in various business fields. Students may choose from several areas of emphasis.

### JOB PLACEMENT INFORMATION

The percent of Business Administration graduates who have been reported as satisfying state and federal definitions of in-field job placement for 2006, 2007, and 2008 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

| Foundation Courses |   | Credits |
|--------------------|---|---------|
| ACG 2001           | Accounting I                                    | 3       |
| — *                | Communications (Category I)                     | 3       |
| GEB 1011           | Introduction to Business                        | 3       |
| OST 1146           | Basic Keyboarding                               | 1       |
| — *                | Natural Sciences/Mathematics (Category IV)      | 3       |
| — *                | Humanities/Fine Arts (Category II)              | 3       |
| CGS 1570†          | Computer Concepts and Applications (Category V) | 3       |

### Intermediate Courses

|              |                                       |   |
|--------------|---------------------------------------|---|
| BUL 2241     | Business Law                          | 3 |
| ACG 2011**   | Accounting II                         | 3 |
| MAN 2021     | Principles of Management              | 3 |
| FIN 2100     | Personal Finance and Money Management | 3 |
| MAR 2011     | Marketing                             | 3 |
| COM 2100**†† | Business Communications               | 3 |
| GEB 2430     | Business Ethics                       | 3 |
| ECO 2013     | Economics I (Category III)            | 3 |
| MNA 1300     | Human Resource Management             |   |
|              | or                                    |   |
| MNA 2100     | Human Relations                       | 3 |

### Advanced Courses

|                              |                          |           |
|------------------------------|--------------------------|-----------|
| CGS 1584**                   | PowerPoint Presentations | 3         |
| GEB 2139                     | E-Business Management    | 3         |
| — +                          | Emphasis Courses         | 12        |
| <b>Total Program Credits</b> |                          | <b>64</b> |

### +EMPHASIS COURSES:

#### ENTREPRENEURSHIP/SMALL BUSINESS MANAGEMENT (ENTR-AAS):

**Choose any four courses (total of 12 credits):**

|          |  |   |
|----------|--|---|
| GEB 2112 | Entrepreneurship/Small Business Management | 3 |
| ACO 1806 | Payroll Accounting                         | 3 |
| MNA 1161 | Customer Service                           | 3 |
| SLS 1353 | Generations at Work                        | 3 |
| MNA 1300 | Human Resource Management                  |   |
|          | or   |   |
| MNA 2100 | Human Relations                            | 3 |

#### MANAGEMENT AND MARKETING EMPHASIS (BUS-AAS):

**Choose any four courses (total of 12 credits):**

|          |                           |   |
|----------|---------------------------|---|
| SLS 1353 | Generations at Work       | 3 |
| GEB 2112 | Entrepreneurship          | 3 |
| MKA 2511 | Advertising               | 3 |
| MNA 1161 | Customer Service          | 3 |
| MNA 1300 | Human Resource Management |   |
|          | or                        |   |
| MNA 2100 | Human Relations           | 3 |

#### MICROCOMPUTER SYSTEMS EMPHASIS (MICR-AAS):

**Choose any four courses (total of 12 credits):**

|            |  |   |
|------------|--|---|
| OST 1713** | Word Processing I                            | 3 |
| OST 1821   | Business Applications for Desktop Publishing | 3 |
| CTS 2104** | Windows                                      | 3 |
| CTS 1401** | Database with Microsoft Access               | 3 |
| CGS 2510** | Spreadsheet                                  | 3 |

## CIVIL ENGINEERING PROGRAM

Department Head: Mr. Tim Bone 484-2164  
 tbone@pjc.edu  
 Program Contact: vacant  
 Primary Faculty: Mr. Tim Bone

We strongly encourage you to contact the Engineering Technology Department for assistance in planning your program of study.

## CIVIL ENGINEERING TECHNOLOGY

Associate in Applied Science (CIVL-AAS)

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.

### 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 2006, 2007, and 2008 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

| Foundation Courses |   | Credits |
|--------------------|---|---------|
| — *                | Communications (Category I)               | 3       |
| — *                | Humanities/Fine Arts (Category II)        | 3       |
| — *                | Social/Behavioral Sciences (Category III) | 3       |
| BCN 1001           | Building Construction                     | 3       |
| CGS 1570†          | Computer Concepts and Applications        | 3       |
| EGS 1111           | Engineering Graphics                      | 3       |

### Intermediate Courses

|             |                                   |   |
|-------------|-----------------------------------|---|
| MAC 1105    | College Algebra (Category IV)     | 3 |
| ETC 1250    | Properties of Materials           | 3 |
| MAC 1114**  | Plane Trigonometry                | 3 |
| ETD 2340**  | Computer Drafting                 | 3 |
| CGS 2122**  | Engineering Technical Spreadsheet | 3 |
| GIS 2040C** | Geographic Information Systems    | 3 |
| BCN 2440**  | Concrete Construction             | 3 |

### Advanced Courses

|              |                                   |   |
|--------------|-----------------------------------|---|
| BCT 2770**   | Construction Estimating           | 3 |
| ETD 1395**   | Structural Drafting               | 3 |
| PHY 1053     | General Physics I (Category V)    | 3 |
| PHY 1053L    | General Physics I Laboratory      | 1 |
| SUR 1100C**  | Construction Surveying            | 4 |
| ETD 2550**   | Civil 3-D                         | 3 |
| ETD 1931     | Special Topics in Drafting Design | 1 |
| ETD 2551**   | Civil Engineering Drafting        | 3 |
| BCN 2405**†† | Construction Mechanics            | 3 |

**Total Program Credits 63**

## COMPUTER PROGRAMMING PROGRAMS

Department Head: Dr. Wayne Horn 484-2021  
whorn@pjc.edu  
Primary Faculty: Dr. Michel Boillot (Milton)  
Mr. Richard Cacace  
Mr. Richard Kirk  
Ms. Vaidehi Kumar  
Dr. Yin C. Lemley  
Mr. Eris Reddoch  
Mr. Randy Rose

We strongly encourage you to contact the Computer Science Department for assistance in planning your program of study.

### COMPUTER PROGRAMMING AND ANALYSIS

Associate in Science (CPROG-AS)

The Computer Programming and Analysis degree is available in two areas: Computer Programming and Simulation and Game Design. By special agreement with the University of West Florida, students with an AS/AAS Degree can continue their studies in a Bachelor of Arts Degree program. If a student plans to do so, electives should be chosen carefully with the help of the department head. UWF will also require certain additional general education course work for transferees holding the AS Degree

The Computer Programming and Analysis program prepares students for entry-level positions in information technology such as programmer, software specialist and computer operator.

#### 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 2006, 2007 and 2008 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.

| Foundation Courses                                      | Credits |
|---|---------|
| CGS 1570† Computer Concepts and Applications            | 3       |
| ACG 2021 Financial Accounting Principles                | 3       |
| ENC 1101 English Composition I (Category I)             | 3       |
| MAC 1105 College Algebra (or higher math) (Category IV) | 3       |
| _____ * Humanities/Fine Arts (Category II)              | 3       |
| ACG 2071** Introduction Managerial Accounting           | 3       |
| ECO 2013 Economics I (Category III)                     | 3       |
| SLS 1353†† Generations at Work                          | 3       |
| _____ * General (Category V)                            | 3       |

| Intermediate Courses                           | Credits |
|--|---------|
| CGS 1700** Introduction to Operating Systems   | 3       |
| COP 1510** Programming Concepts I              | 3       |
| STA 2023** Elementary Statistics               | 3       |
| CTS 2104** Windows                             | 3       |
| CTS 2433** Database Development and Management | 3       |

| Advanced Courses                   | Credits   |
|------------------------------------|-----------|
| COP 2511** Programming Concepts II | 3         |
| COP 2800** Java Programming        | 3         |
| COP 2332** Visual Basic            | 3         |
| _____ + Programming Elective       | 3         |
| _____ ++ Technical Electives       | 6         |
| _____ Elective                     | 3         |
| <b>Total Program Credits</b>       | <b>63</b> |

+ Programming Electives: Choose any COP course

++ Technical Elective: Choose any CGS or COP course

## SIMULATION AND GAME DESIGN (COMPUTER PROGRAMMING AND ANALYSIS)

Associate in Applied Science

(GAME-AAS):

The Simulation and Game Design Emphasis prepares students for entry-level positions as programmers specializing in interactive graphics which is widely used in games and instructional/training software. The program includes both technical courses related to computer programming/ applications and visual arts courses related to graphics and design.

#### JOB PLACEMENT INFORMATION

As a new program, job placement information is not available. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

| Foundation Courses                                      | Credits |
|---|---------|
| CGS 1570† Computer Concepts and Applications            | 3       |
| ENC 1101 English Composition I (Category I)             | 3       |
| MAC 1105 College Algebra (or higher math) (Category IV) | 3       |
| _____ ++ Oral Communication                             | 3       |
| GRA 2151C Computer Graphics I                           | 3       |
| _____ * Social/Behavioral Sciences (Category III)       | 3       |
| _____ * Humanities/Fine Arts (Category II)              | 3       |
| _____ * General (Category V)                            | 3       |

#### Intermediate Courses

|  |   |
|--|---|
| COP 1000** Introduction to Game Programming  | 3 |
| GRA 2152C** Computer Graphics II             | 3 |
| GRA 1140C** Beginning Multimedia Production  | 3 |
| CGS 1700** Introduction to Operating Systems | 3 |

#### Advanced Courses

|                                  |   |
|----------------------------------|---|
| COP 2360** C# Programming        | 3 |
| COP 2800** Java Programming      | 3 |
| CAP 2050** XBOX Game Programming | 3 |
| CGS 2822** Scripting for the Web | 3 |
| GRA 2158C** Multimedia 3D        | 3 |
| _____ + Technical Electives      | 9 |
| _____ Elective                   | 3 |

**Total Program Credits 63**

Choose from SPC2300 (recommended), SPC1006C, SPC1017, SPC1608, SLS1353 or ORI2000

+Technical Electives: Choose any CGS, COP, CTS, CET,ART or GRA courses or ENC1210.

\* See General Education Course Requirements page for options

\*\* The course has pre- or co-requisites, check Course Descriptions Section

† Meets Computer Competence Requirement

†† Meets Oral Communications Requirements

## COMPUTER PROGRAMMING

*Technical Certificate*

(COMP-CT)

This program prepares students for employment as computer programmer trainee, systems analyst trainee, microcomputer specialist and software application technicians. It also provides supplemental training for persons previously or currently employed in this area. All courses in this program apply to the Computer Programming and Analysis A.A.S. program, Computer Programming Emphasis.

### JOB PLACEMENT INFORMATION

As a new program, job placement information is not available. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

| Foundation Courses           |                                     | Credits   |
|------------------------------|-------------------------------------|-----------|
| CGS 1570                     | Computer Concepts and Applications  | 3         |
| MAC 1105                     | College Algebra                     | 3         |
| Intermediate Courses         |                                     |           |
| CGS 1700**                   | Introduction to Operating Systems   | 3         |
| COP 1510**                   | Programming Concepts I              | 3         |
| CTS 2104**                   | Windows                             | 3         |
| CTS 2433**                   | Database Development and Management | 3         |
| Advanced Courses             |                                     |           |
| COP 2800**                   | Java Programming                    | 3         |
| COP 2332**                   | Visual Basic                        | 3         |
| COP 2511**                   | Programming Concepts II             | 3         |
| — —+                         | Technical Elective                  | 3         |
| — —                          | Elective                            | 3         |
| <b>Total Program Credits</b> |                                     | <b>33</b> |

+ Any CGS, COP or CTS course.

## COSMETOLOGY PROGRAMS

|                         |                          |                 |
|-------------------------|--------------------------|-----------------|
| <b>Department Head:</b> | <b>Dr. Sue Halfhill</b>  | <b>484-2522</b> |
|                         | <b>shalfhill@pjc.edu</b> |                 |
| <b>Program Contact:</b> | <b>Ms. Jacki Knudsen</b> | <b>484-1641</b> |
|                         | <b>jknudsen@pjc.edu</b>  |                 |

Contact the Professional Service Careers Department for assistance in planning your program of study.

## BARBERING

*Career and Technical Certificate*

(BARB-VC)

This program is designed to prepare students for licensure and employment as a barber to administer hair designs and hair care. For questions regarding entrance requirements and program application, contact the Professional Service Careers Department (ekeating@pjc.edu or 484-1641). Evening classes only (Monday-Thursday).

### JOB PLACEMENT INFORMATION

The percent of Barbering graduates who have been reported as satisfying state and federal definitions of in-field job placement for 2006, 2007 and 2008 is 71%, 67% and 80% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

| Foundation Courses |                                    | 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       |

## Intermediate Courses Credits

|            |                         |   |
|------------|-------------------------|---|
| COS 0540C  | Barber-Styling V        |   |
|            | or                      |   |
| COS 0946++ | Barbering Co-op         | 4 |
| COS 0550C  | Barber-Styling VI       | 4 |
| COS 0592   | Professional Barber III | 1 |

### Advanced Courses

|            |                        |   |
|------------|------------------------|---|
| COS 0551C  | Barber-Styling VII     |   |
|            | or                     |   |
| COS 0946++ | Barbering Co-op        | 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

*Career and Technical Certificate*

(COSM-VC)

Cosmetology is a twelve-month, 1200 clock hour 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 and program application, contact the Professional Service Careers Department. Part-time classes available at Milton Campus only.

### 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 2006, 2007 and 2008 is 100%, 100% and 90%, respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

## Foundation Courses 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 | 2 |
| CSP 0002  | Specialty Services                 | 3 |
| COS 0064  | Trichology                         | 1 |

### Intermediate Courses

|           |                                     |   |
|-----------|-------------------------------------|---|
| COS 0081L | Design Clinic II                    | 4 |
| COS 0420  | Advanced Hairstyling                | 2 |
| COS 0642L | Chemical Reformation Clinic II      | 4 |
| COS 0700  | Haircoloring                        | 2 |
| COS 0020  | Consumer Relations/Salon Management | 1 |

### Advanced Courses

|           |                                 |   |
|-----------|---------------------------------|---|
| COS 0402  | Hairstyling II                  | 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.

## FACIALS SPECIALTY

Career and Technical Certificate

(FACE-VC)

**Department Head:** Dr. Sue Halfhill 484-2522  
 shalfhill@pjc.edu  
**Program Contact:** Ms. Sonja McCall 484-1642  
 smccall@pjc.edu

Our Facials/Skin Care Specialist program is a sixteen-week program of study designed to prepare skin-care students for licensure and a career in the esthetics profession.

In an age of specialization, the esthetician plays a crucial role in the cast of our Salons and Day Spas. As a Certified Facials/Skin Care Specialist, your skills as a make-up artist and skin-care technician will serve you well in a world where "pampering" is no longer a luxury enjoyed by the privileged few. Studies will emphasize the structure and function of the skin and will prepare students to critically assess and meet the unique needs of each client. The program delivers a strong foundation in the applied and general sciences. Business and career development classes, along with training in Florida laws and regulations, are also offered. The program offers instruction in basic facials, color theory, makeup artistry, body treatments, lash application, brow tinting, and hair removal. Each of our comprehensive programs also covers sanitation procedures, bacteriology, chemistry, electricity such as 8 - 1 machines, and the use of microdermabrasion.

Admission is by application only. Please contact the program coordinator in Building 12 at 484-1642.

### 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 2006, 2007 and 2008 is 72%, 78% and 79% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

| Required Courses                                   | Credits   |
|--|-----------|
| CSP 0005 Introduction to Facials                   | 1         |
| CSP 0263 Specialty Services                        | 1         |
| CSP 0201 Introduction to Skin Care                 | 1         |
| CSP 0300L Facials/Make-up Clinic                   | 4         |
| CSP 0331 Make-up/Salon Management                  | 1         |
| CSP 0370 Professional Practices in Esthetics       | 1         |
| CSP 0031 Anatomy & Physiology for Facial Specialty | 1         |
| <b>Total Program Credits</b>                       | <b>10</b> |

## NAILS SPECIALTY

Career and Technical Certificate

(NAILS-VC)

**Department Head:** Dr. Sue Halfhill 484-2522  
 shalfhill@pjc.edu  
**Program Contact:** Ms. Jacki Knudsen 484-1641  
 jknudsen@pjc.edu

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 as slots become available. Evening classes only (Monday-Thursday).

### 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 2006, 2007 and 2008 is 80%, 100% and 82% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

| Required Courses             | Credits  |
|------------------------------|----------|
| CSP 0015C Nail Technology    | 8        |
| <b>Total Program Credits</b> | <b>8</b> |

## CRIMINAL JUSTICE PROGRAM

**Department Head:** Dr. Linda Bloom 484-2504  
 lbloom@pjc.edu  
**Program Contact:** Mr. Mike Ardis 484-2575  
 mardis@pjc.edu

We strongly encourage you to contact the Business Department for assistance in planning your program of study.

## CRIMINAL JUSTICE TECHNOLOGY

Associate in Applied Science

(LAW/AAS)

The Criminal Justice Technology program is open to all students. The program provides an opportunity to prepare for a law enforcement or corrections career. Also currently employed practitioners can increase their knowledge and help develop their professional competence.

Students who have had prior Criminal Justice training may be eligible for articulation if they meet the following criteria:

### Credit for Approved Prior Training

Credit opportunities are available for individuals who have prior training approved by the Florida Criminal Justice Standards or Training Commission and offered by a Florida Certified Center located at a Community College or a Vocational Center. The maximum credit awarded is thirty credits. Courses from other training centers will be limited to those nationally recognized including the Southern Police Institute, FBI National Academy, and the Drug Enforcement Administration Drug School.

### JOB PLACEMENT INFORMATION

The percent of Criminal Justice Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2005, 2006, 2007, and 2008 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

| Foundation Courses  | Credits |
|---|---------|
| CCJ 1020 Introduction to Criminal Justice                                   | 3       |
| CJL 1100 Criminal Law   | 3       |
| CJE 1640 Introduction to Criminalistics                                     | 3       |
| — — Government Elective   | 3       |
| — —*  | 3       |
| CCJ 1452 Communications (Category I)  | 3       |
| — — Criminal Justice Administration   | 3       |
| — — Elective (PLA1104 Legal Research and Writing I is strongly recommended) | 3       |

### Intermediate Courses

|   |   |
|---|---|
| CJL 1130 Rules of Evidence                          | 3 |
| SYG 2000 Introduction to Sociology (Category V)     | 3 |
| — —*  | 3 |
| CJL 2062 Natural Sciences/Mathematics (Category IV) | 3 |
| CJC 2162 Constitutional Law for Criminal Justice    | 3 |
| — —†  | 3 |
| CJC 2162 Probation and Parole                       | 3 |
| — —†  | 3 |
| CJC 1000 Computer Competence Requirement            | 3 |
| CJE 1500 Theory and Practice of Corrections         | 3 |
| CJE 1500 Police Operations                          | 3 |
| SPC 1006C†† Basic Speaking and Listening Skills     | 1 |

### Advanced Courses

|  |   |
|--|---|
| CJJ 2002 Juvenile Justice                          | 3 |
| CJE 1600 Criminal Investigation                    | 3 |
| — —*   | 3 |
| CCJ 2010 Humanities/Fine Arts (Category II)        | 3 |
| — —*   | 3 |
| CCJ 2949 Criminology                               | 3 |
| — —*   | 3 |
| CCJ 2949 Social/Behavioral Sciences (Category III) | 3 |
| — —*   | 3 |
| CCJ 2949 Criminal Justice Co-op or Elective        | 3 |

**Total Program Credits** 64

\* See General Education Course Requirements page for options

\*\* The course has pre- or co-requisites, check Course Descriptions Section

† Meets Computer Competence Requirement

†† Meets Oral Communications Requirements

## CRIME SCENE TECHNICIAN

Technical Certificate

(CSFCT)

Students earning the Crime Scene Technician certificate are eligible to sit for the certification examination offered through the International Association of Identification (IAI). Persons earning IAI Certification can serve in positions including, but not limited to, Crime Scene Technician, Crime Scene Photographer, Fingerprint Classification Specialist, Crime Lab Assistant/Investigator, Latent Print Examiner, and Property and Evidence Staff. While the Crime Scene Technician certificate is a stand-alone program open to all students, this certificate also enhances employment opportunities for students earning the LAW-AA and/or LAW-AAS degree. Entities employing persons with IAI Certification include, but are not limited to, local, state, and federal law enforcement agencies, State Attorneys' Offices, Public Defenders' Offices, Medical Examiners' Offices, law firms and insurance firms

Crime Scene Investigators are charged with collection, inventory, and documenting evidence found at a crime scene. It is their job to testify in court as to its probative value and link to the defendant or defendants. Anyone with a criminal record would not be hired by any agency based on their liability as a witness, so completing the program is not recommended for anyone with a criminal record:

This is a restricted entry program based upon special requirements needed to work for a Law Enforcement Agency.

- Citizen of United States.
- High school diploma or GED (transcript required).
- Not discharged from Armed Forces under dishonorable conditions.
- Good moral character and NOT have been convicted of a felony, or any misdemeanor involving lying or perjury.
- Submit to and pass background investigation to include a fingerprint check

### JOB PLACEMENT INFORMATION

As a new program, job placement information is not available. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

| Foundation Courses           |        |                                | Credits   |
|------------------------------|--------|--------------------------------|-----------|
| CJE                          | 1600   | Criminal Investigations        | 3         |
| CJE                          | 1640   | Introduction to Criminalistics | 3         |
| Intermediate Courses         |        |                                |           |
| CJE                          | 2644** | Crime Scene Safety             | 2         |
| CJE                          | 1642** | Advanced Crime Scene           | 3         |
| CJE                          | 1673** | Crime Scene Photography I      | 3         |
| CJE                          | 2672** | Fingerprint Classification     | 3         |
| CJE                          | 2676** | Biological Evidence            | 2         |
| CJL                          | 1130   | Rules of Evidence              | 3         |
| Advanced Courses             |        |                                |           |
| CJE                          | 1674** | Crime Scene Photography II     | 3         |
| CJE                          | 2671** | Latent Fingerprint Development | 3         |
| <b>Total Program Credits</b> |        |                                | <b>28</b> |

\*\*The course has pre- or co-requisites, check Course Descriptions Section

## CULINARY PROGRAM

|                         |                          |                 |
|-------------------------|--------------------------|-----------------|
| <b>Department Head:</b> | <b>Dr. Sue Halfhill</b>  | <b>484-2522</b> |
|                         | <b>shalfhill@pjc.edu</b> |                 |
| <b>Program Contact:</b> | <b>Mr. Travis Herr</b>   | <b>484-2506</b> |
|                         | <b>therr@pjc.edu</b>     |                 |

Contact the Professional Service Careers Department for assistance in planning your program of study.

## CULINARY MANAGEMENT

Associate in Applied Science

(CHEF-AAS)

This program in Culinary Management is designed to prepare individuals for careers in the many widely varied areas of the culinary industry. The Culinary Management program provides the student with a unique combination of comprehensive theoretical knowledge and hands-on training. The program is carefully structured to meet the "American Culinary Federation Education Foundation Accrediting Commission." Students will master the fundamentals of culinary production in an environment that builds teamwork while gaining practical individualized experience.

Students may receive dual credits toward Diploma and/or professional certificates with appropriate courses in the program.

Because of limited lab resources, enrollment for FSS 1220C and FSS 1063C is limited to Culinary students unless prior approval from the program coordinator is obtained. Preferences will be given to Culinary students who have completed or substantially completed general education courses followed by Culinary students who have completed all required developmental courses. Any remaining seats will be available to Culinary students who have not yet completed required developmental courses or who have received special permission from the program coordinator.

We strongly encourage you to contact the Professional Service Careers Department for assistance in planning your program of study.

### 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 2006, 2007 and 2008 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

| Foundation Courses           |         |  | Credits   |
|------------------------------|---------|--|-----------|
| HFT                          | 2212    | Food Service Sanitation and Safety                 | 2         |
| FSS                          | 1220C** | Culinary Techniques                                | 3         |
| FSS                          | 1063C** | Professional Baking                                | 3         |
| HFT                          | 1000††  | Introduction to the Hospitality Industry           | 3         |
| FSS                          | 2284C** | Catering, Banquet, and Event Management            | 3         |
| CGS                          | 1570†   | Computer Concepts and Applications (Category V)    | 3         |
| FSS                          | 1308C** | Dining Room Management Banquet and Russian Service | 3         |
| Intermediate Courses         |         |  |           |
| —                            | —*      | Social/Behavioral Sciences (Category III)          | 3         |
| HFT                          | 2451    | Cost Control and Purchasing                        | 3         |
| FSS                          | 1222L** | Culinary Production                                | 3         |
| HFT                          | 2841C** | Intermediate Dining Room Management                | 3         |
| HUN                          | 1201    | Elements of Nutrition (Category IV)                | 3         |
| HFT                          | 1860    | Bar and Beverage Management                        | 3         |
| —                            | —*      | Communications (Category I)                        | 3         |
| —                            | —*      | Humanities/Fine Arts (Category II)                 | 3         |
| HFT                          | 2211    | Hospitality Resource Management                    | 2         |
| FSS                          | 2242L** | International/Regional Cuisine                     | 3         |
| FSS                          | 2941**  | Culinary Management Internship or                  |           |
| FSS                          | 2947    | Culinary Management Co-op                          | 1         |
| Advanced Courses             |         |  |           |
| FSS                          | 2248C** | Garde Manger                                       | 3         |
| FSS                          | 2382L** | Culinary Management Practical Exam                 | 1         |
| FSS                          | 2224L** | Advanced Culinary Production                       | 3         |
| HFT                          | 2840C** | Dining Room Management French Service              | 3         |
| FSS                          | 2247C** | Advanced Baking                                    | 3         |
| <b>Total Program Credits</b> |         |  | <b>64</b> |

## CULINARY ARTS

Technical Certificate

(CHEF-CT)

The certificate program is designed for students and current culinary and restaurant managers which desire skill enhancement for this industry. Certification integrates Pastry and Culinary Skills with actual restaurant experience, for both front and back of the house.

### JOB PLACEMENT INFORMATION

As a new program, job placement information is not available. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

| Foundation Courses           |  | Credits   |
|------------------------------|--|-----------|
| HFT 2212                     | Sanitation and Safety                            | 2         |
| FSS 1220C**                  | Culinary Techniques                              | 3         |
| FSS 1063C**                  | Professional Baking                              | 3         |
| HFT 2840C**                  | Dining Room Management (French Service)          | 3         |
| FSS 1308C**                  | Dining Room Management Banquet & Russian Service | 3         |
| <b>Intermediate Courses</b>  |  |           |
| FSS 2224L**                  | Advanced Culinary Production                     | 3         |
| FSS 2242L**                  | International/Regional Cuisine                   | 3         |
| FSS 2247C**                  | Advanced Baking                                  | 3         |
| FSS 1222L**                  | Culinary Production                              | 3         |
| <b>Advanced Courses</b>      |  |           |
| FSS 2248C**                  | Garde Manger                                     | 3         |
| FSS 2284C**                  | Catering, Banquet & Event Management             | 3         |
| HUN 1201                     | Elements of Nutrition                            | 3         |
| <b>Total Program Credits</b> |  | <b>35</b> |

## DENTAL PROGRAM

|                          |                                       |                 |
|--------------------------|---------------------------------------|-----------------|
| <b>Department Head:</b>  | <b>Ms. Sandra Hartley</b>             | <b>484-2301</b> |
|                          | <b>shartley@pjc.edu</b>               |                 |
| <b>Program Director:</b> | <b>Ms. Linda Lambert, RDH</b>         | <b>484-2242</b> |
| <b>(Dental Hygiene)</b>  | <b>llambert@pjc.edu</b>               |                 |
| <b>Primary Faculty:</b>  | <b>Ms. Mindy Jay, RDH</b>             |                 |
|                          | <b>Ms. Donna Mathias, RDH</b>         |                 |
|                          | <b>Ms. Barbara Tarwater, RDH, CDA</b> |                 |

We strongly encourage you to contact the Health Sciences Department for assistance in planning your program of study.

## DENTAL HYGIENE

Associate in Applied Science

(DETH-AAS)

A two-year curriculum designed to prepare students to master clinical competencies and theoretical concepts of current dental hygiene practice. Graduates receive an A.A.S. degree in dental hygiene and are eligible to sit for the state board examination in any state in which they desire to practice. Program graduates may be able to pursue the B.S. degree at a senior level institution. The dental hygiene program is fully accredited by the American Dental Association Commission of Accreditation

### SPECIAL ADMISSION REQUIREMENTS

Admission to this program is limited by admission requirements and/or the availability of clinical space. Therefore students seeking program admission must complete application to both the college and the program. Students should not self advise. Courses are designed to be in sequence. Continued progress in the dental hygiene program depends upon successful completion of courses in this sequence. Application packets are available from the Health Admission Office or the PJC website at [www.pjc.edu](http://www.pjc.edu).

Admission requirements for eligibility to the program include satisfactory scores on the Health Occupation Basic Entrance Test (HOBET), a minimum GPA of 2.75 and 15 credits of specific course work.

\* See General Education Course Requirements page for options

\*\* The course has pre- or co-requisites, check Course Descriptions Section

When an applicant has completed all sections of the application process and meets the minimum criteria, they will move to candidate status and are assigned a ranking number by the date on which they completed the final requirement. Students are selected in that rank order. Therefore, the sooner an applicant completes the requirements, the sooner they move to candidate status and the higher their ranking on the list. Contact the Department of Health Sciences at 850-484-2308 for further details.

### SPECIAL PROGRAM REQUIREMENT

Students must complete all courses in the Dental Hygiene curriculum with a grade of "C" or higher.

### 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 2006, 2007 and 2008 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.

The credits in BOLD must be completed prior to any core courses of the Dental Hygiene Program:

|   | Credits  |
|---|----------|
| <b>ENC 1101 English Composition I</b>                     | <b>3</b> |
| <b>BSC 1093** Anatomy and Physiology I</b>                | <b>3</b> |
| <b>BSC 1093L** Anatomy and Physiology I Laboratory</b>    | <b>1</b> |
| <b>MCB 1000** Applied Microbiology</b>                    | <b>3</b> |
| <b>MCB 1000L** Applied Microbiology Laboratory</b>        | <b>1</b> |
| <b>CHM 1032 Survey of General Chemistry</b>               | <b>3</b> |
| <b>CHM 1032L** Survey of General Chemistry Lab</b>        | <b>1</b> |
| <b>(S 00758 CPR must be completed prior to clinicals)</b> |          |

### Term I

|             |  |   |
|-------------|--|---|
| BSC 1094**  | Anatomy and Physiology II                  | 3 |
| BSC 1094L** | Anatomy and Physiology II Laboratory       | 1 |
| DES 1000    | Dental Anatomy                             | 2 |
| MAC 1105    | College Algebra or higher                  | 3 |
| SPC 1006C   | Basic Speaking & Listening Skills          | 1 |
| DEP 2004    | Human Growth and Development(Category III) | 3 |

### Term II

|             |                                |   |
|-------------|--------------------------------|---|
| DES 1010**  | Head and Neck Anatomy          | 2 |
| DEH 1130**  | Oral Embryology and Histology  | 1 |
| DEH 1002**  | Fundamentals of Dental Hygiene | 3 |
| DEH 1002L** | Dental Hygiene Pre-Clinic      | 3 |
| DES 1200C** | Dental Hygiene Radiology I     | 3 |
| DEH 1720    | Preventive Dentistry           | 1 |

### Term III

|             |                             |   |
|-------------|-----------------------------|---|
| DES 1201C** | Dental Hygiene Radiology II | 2 |
| DEH 1800**  | Dental Hygiene I            | 2 |
| DEH 1800L** | Dental Hygiene Clinic I     | 5 |
| DEH 1400**  | Oral Pathology              | 2 |
| DEH 2602**  | Periodontics                | 2 |

### Term IV

|             |                             |   |
|-------------|-----------------------------|---|
| DEH 1802**† | Dental Hygiene II           | 1 |
| DEH 1802L** | Dental Hygiene Clinic II    | 3 |
| DEH 2202    | Nutrition and Dental Health | 2 |
| DES 1100C   | Dental Materials            | 3 |
| SYG 2000    | Introduction to Sociology   | 3 |

### Term V

|             |  |   |
|-------------|--|---|
| DEH 2300**  | Pharmacology/Dental Office Emergencies | 2 |
| DEH 2804**  | Dental Hygiene III                     | 2 |
| DEH 2804L** | Dental Hygiene Clinic III              | 5 |
| DES 1051    | Nitrous Oxide Monitoring               | 1 |
| DEH 2702C   | Dental Public Health                   | 2 |

### Term VI

|             |                                    |   |
|-------------|------------------------------------|---|
| DEH 2812**  | Dental Hygiene IV                  | 2 |
| DEH 2812L** | Dental Hygiene Clinic IV           | 5 |
| _____*      | Humanities/Fine Arts (Category II) | 3 |

**Total Program Credits** **88**

† Meets Computer Competence Requirement

†† Meets Oral Communications Requirements



## DRAFTING PROGRAMS

Department Head: Mr. Tim Bone 484-2164  
 tbone@pjc.edu  
 Program Contact: vacant  
 Primary Faculty: Mr. Tim Bone

We strongly encourage you to contact the Engineering Technology Department for assistance in planning your program of study.

### DRAFTING AND DESIGN TECHNOLOGY

Associate in Applied Science (DRFT-AAS)

This program is designed to prepare individuals for employment in the drafting and computer drafting field. The program emphasizes the theoretical knowledge required for a variety of drafting positions in the building industry. It addresses drafting for the manufacturing industry and technology in a general sense.

#### JOB PLACEMENT INFORMATION

The percent of Drafting and Design Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2006, 2007 and 2008 is 100%, 100%, and 86%, respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

| Foundation Courses |       | Credits                                   |   |
|--------------------|-------|---|---|
| —                  | —*    | Communications (Category I)               | 3 |
| —                  | —*    | Humanities/Fine Arts (Category II)        | 3 |
| —                  | —*    | Social/Behavioral Sciences (Category III) | 3 |
| —                  | —*    | General (Category V)                      | 3 |
| BCN                | 1001  | Building Construction                     | 3 |
| CGS                | 1570† | Computer Concepts and Applications        | 3 |
| EGS                | 1111  | Engineering Graphics                      | 3 |

| Intermediate Courses |         | Credits                            |   |
|----------------------|---------|------------------------------------|---|
| ETC                  | 1250    | Properties of Materials            | 3 |
| ETD                  | 2340    | Computer Drafting                  | 3 |
| MAT                  | 1033    | Intermediate Algebra (Category IV) | 3 |
| —                    | —       | Elective                           | 3 |
| CGS                  | 2122    | Engineering Technical Spreadsheets | 3 |
| BCT                  | 2706**  | Construction Documents             | 3 |
| ETD                  | 2332**  | AutoCAD Customization              | 2 |
| GIS                  | 2040C** | Geographic Information Systems     | 3 |

| Advanced Courses             |          | Credits                    |   |
|------------------------------|----------|----------------------------|---|
| BCT                          | 2770**   | Construction Estimating    | 3 |
| ETD                          | 1542**   | Structural Drafting        | 3 |
| ETD                          | 2551**   | Civil Engineering Drafting | 3 |
| BCN                          | 2405**†† | Construction Mechanics     | 3 |
| ETD                          | 1399**   | Architectural Drafting     | 3 |
| ETD                          | 2355**   | Advanced Computer Drafting | 3 |
| <b>Total Program Credits</b> |          | <b>62</b>                  |   |

### AUTOCAD FOUNDATIONS

Technical Certificate (CAD-CT)

The AutoCAD Foundations technical certificate provides students with the practical skills necessary to accept the challenges of a construction drafting career. The program is designed to prepare students for an entry level professional position in a technical area that requires computer-aided drafting skills. The program is composed of selected college-credit courses offered within the Drafting and Design Technology AAS degree which prepares students to draw, dimension and print technical drawings by computer. Successful certificate holders may find employment as a drafts-person in an architect's, engineer's, or contractor's office, governmental agencies, corporate planning departments, or other private industries.

Students who have not had listed prerequisites for some of the courses should contact the Engineering Technology Department for assistance in registering for the courses. Because of prerequisites and scheduling, this program requires a minimum of four semesters to complete.

#### JOB PLACEMENT INFORMATION

The percent of AutoCad Foundations graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2006, 2007, and 2008 is 100%, 100%, and 86%, respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

| Foundation Course            |                                   | Credits   |
|------------------------------|-----------------------------------|-----------|
| EGS                          | 1111 Engineering Graphics         | 3         |
| Intermediate Course          |                                   | Credits   |
| ETD                          | 2340** Computer Drafting          | 3         |
| Advanced Courses             |                                   | Credits   |
| ETD                          | 1399** Architectural Drafting     | 3         |
| ETD                          | 1542** Structural Drafting        | 3         |
| ETD                          | 2540 Civil Engineering Drafting   | 3         |
| or                           |                                   |           |
| ETD                          | 2350** Advanced Computer Drafting | 4         |
| <b>Total Program Credits</b> |                                   | <b>15</b> |

This certificate assumes the student has a basic knowledge of computer operating systems, hardware and software.

### DRAFTING

Technical Certificate (DRAFT-CT)

This certificate is designed to prepare individuals for entry-level positions working for architects, engineers, contractors, and construction industry employers. Students will gain knowledge of drafting and design practices and procedures. Students will also gain a general knowledge of the construction industry.

#### JOB PLACEMENT INFORMATION

The percent of Drafting graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2007 and 2008 are 100% and 86%, respectively.

| Foundation Courses           |   | Credits           |   |
|------------------------------|---|-------------------|---|
| EGS                          | 1111 Engineering Graphics               | 3                 |   |
| BCN                          | 1001 Building Construction              | 3                 |   |
| CGS                          | 1570 Computer Concepts and Applications | 3                 |   |
| Intermediate Courses         |   | Credits           |   |
| ETD                          | 2340 Computer Drafting                  | 3                 |   |
| ETC                          | 1250** Properties of Materials          | 3                 |   |
| CGS                          | 2122 Engineering Technology Spreadsheet | 3                 |   |
| MAT                          | 1033 Intermediate Algebra               | 3                 |   |
| —                            | —                                       | Emphasis Elective | 3 |
| <b>Total Program Credits</b> |   | <b>24</b>         |   |

#### EMPHASIS ELECTIVE (choose one):

|     |         |                                |   |
|-----|---------|--------------------------------|---|
| BCN | 2405**  | Construction Mechanics         | 3 |
| BCT | 2770**  | Construction Estimating        | 3 |
| BCT | 2706**  | Construction Documents         | 3 |
| ETD | 1399**  | Architectural Drafting         | 3 |
| ETD | 1542**  | Structural Drafting            | 3 |
| ETD | 2551**  | Civil Engineering Drafting     | 3 |
| ETD | 2355**  | Advanced Computer Drafting     | 4 |
| GIS | 2040C** | Geographic Information systems | 3 |

## EDUCATION/EARLY CHILDHOOD PROGRAMS

|                         |   |                 |
|-------------------------|---|-----------------|
| <b>Department Head:</b> | <b>Dr. Holly Craven</b><br>hcraven@pjcc.edu   | <b>484-2074</b> |
| <b>Program Contact:</b> | <b>Ms. Betty Persons</b><br>bpersons@pjcc.edu | <b>484-2534</b> |
|                         | <b>Ms. Betsy Werre</b><br>bwerre@pjcc.edu     | <b>484-1448</b> |

We strongly encourage you to contact the Education Department for assistance in planning your program of study.

Early Childhood Education is concerned with the education, guidance and daily care of young children. Early Childhood professionals plan and implement activities that stimulate children's intellectual, social, emotional and physical development.

Two courses (EDF1005 and EDG2085) require service learning in a public school setting. Background checks may be required. Although a school district may provide an appeals process to persons receiving a disapproval to enter K-12 classrooms as a result of the background check, students should be aware of the Florida statutes 435.04. Pursuant to Chapter 1012, Fla. Stat., any individual who has been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to, any offense enumerated in §435.04, Fla. Stat., shall be ineligible for appointment to any instructional, non-instructional or voluntary position in any daycare, school or other educational facility providing care or instruction to children 17 years of age or younger. To view 435.04, Florida Statutes, go to [www.flsenate.gov/statutes](http://www.flsenate.gov/statutes).

### EARLY CHILDHOOD EDUCATION ASSOCIATE DEGREE

Associate in Science (CHILD-AS)

Completion of the program prepares an individual to direct and operate a child care center, a preschool center or a family day care program. Throughout the program, students prepare manuals, portfolios, and materials that will be vital to them in a child care workplace. Course components also focus on facility ownership aspects involved in child care programs. In addition, Early Childhood Education is designed for students preparing to teach in the Federal Head Start program, to work as a teacher assistant in the Escambia County school system, or to teach in a child care center (infants, preschool or school-age setting).

Program completion creates the option for students to transfer to a higher degree program at a later date. The Early Childhood Education Program meets State of Florida education requirements related to owning, directing, operating, or working in a child care center.

#### JOB PLACEMENT INFORMATION

The percent of Early Childhood Education graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2006, 2007 and 2008 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

| Foundation Courses |  | Credits |
|--------------------|--|---------|
| ENC 1101           | English Composition I (Category I)         | 3       |
| — *                | Humanities/Fine Arts (Category II)         | 3       |
| — *                | Social/Behavioral Sciences (Category III)  | 3       |
| — *                | Natural Sciences/Mathematics (Category IV) | 3       |
| — *                | General (Category V)                       | 3       |
| CHD 1104+          | Introduction to Early Childhood            | 3       |
| EDF 1005++         | Introduction to the Teaching Profession    | 3       |

| Intermediate Courses |   | Credits |
|----------------------|---|---------|
| EDF 2085++           | Introduction to Diversity for Educators | 3       |
| EME 2040†            | Introduction to Educational Technology  | 3       |
| DEP 2001+            | Child Development                       | 3       |
| HSC 2400             | First Aid & Injuries                    | 3       |
| SLS 1353††           | Generations at Work                     | 3       |
| CHD 2620             | Home, School and Community Relations    | 3       |
| CHD 2120             | Infants and Toddlers                    | 3       |
| —                    | +++Electives (See Suggested Electives)  | 3       |

| Advanced Courses             |                                      | Credits   |
|------------------------------|--------------------------------------|-----------|
| CHD 1332                     | Creative Experiences for Children    | 3         |
| CHD 1800+                    | Management in Child Care             | 3         |
| CHD 2380                     | Teaching Young Children              | 3         |
| CHD 2440C**                  | Early Childhood Practicum            | 3         |
| EEX 2010                     | Introduction to Exceptional Children | 3         |
| EEX 1600                     | Behavior Management                  | 3         |
| <b>Total Program Credits</b> |                                      | <b>63</b> |

+ FCCPC Certificate

++ This course includes field experience. See course description for more information.

+++Suggested Electives:

ASL 1140C ASL 1150C ASL 2160C EEX 2080  
HSC 2402 HSC 2100 LIT 1330 SYG 2000 SYG 2010

### FLORIDA CHILD CARE PROFESSIONAL CREDENTIAL (FCCPC) (CHILD CARE CENTER MANAGEMENT)

Technical Certificate (CDA-CT)

The Florida Child Care Professional Credential College Technical Certificate is a 12 college-credit program designed to prepare students as entry level child care workers and teachers with the knowledge and skills necessary to provide quality childcare programs. The completion of these courses coupled with 480 hours work experience qualifies the student for their FCCPC or National CDA certificate. Additionally, the courses can be transferred into appropriate technical certificates programs within Early Childhood or can be used in either the AS/AA Early Childhood degree programs.

#### JOB PLACEMENT INFORMATION

The percent of Florida Child Care Professional Credential graduates who have been reported as satisfying state and federal definitions of in-field job placement for the year 2007 is 97% and for 2008 is 100%.

|                              |                                 | Credits   |
|------------------------------|---------------------------------|-----------|
| DEP 2001                     | Child Development               | 3         |
| CHD 1104                     | Introduction to Early Childhood | 3         |
| CHD 2440C                    | Early Childhood Practicum       | 3         |
| CHD 1800                     | Management of Child Care        | 3         |
| <b>Total Program Credits</b> |                                 | <b>12</b> |

\* See General Education Course Requirements page for options

\*\* The course has pre- or co-requisites, check Course Descriptions Section

† Meets Computer Competence Requirement

†† Meets Oral Communications Requirements

## EARLY CHILDHOOD TEACHER (PRESCHOOL)

*Technical Certificate*

*(PREK-CT)*

The Pre-K College Technical Certificate is a 12 college-credit program designed to provide students with the skills needed to design developmentally appropriate curriculum for young children and enable them to begin careers as early childhood education caregivers with a preschool specialization. Additionally, the courses can be transferred into appropriate technical certificates programs within Early Childhood or can be used in either the AS/AA Early Childhood degree programs.

### JOB PLACEMENT INFORMATION

The percent of Early Childhood Teacher graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2007 and 2008 is 100%.

|  | Credits   |
|--|-----------|
| DEP 2001 Child Development               | 3         |
| CHD 1104 Introduction to Early Childhood | 3         |
| CHD 2380 Teaching Young Children         | 3         |
| CHD 1332 Creative Experiences            | 3         |
| <b>Total Program Credits</b>             | <b>12</b> |

## EARLY CHILDHOOD INTERVENTION (CHILD DEVELOPMENT AND EARLY INTERVENTION)

*Technical Certificate*

*(CHD-CT)*

The CHD-CT Early Childhood Intervention Technical Certificate is a 36 college-credit program designed to prepare students as entry level teachers in a child care or pre-school program. Upon completion of this program, students will have earned their FCCPC along with Pre-K and Infant/Toddler specialization certificates. This program is composed of selected college-credit courses offered within the AS and/or AA Early Childhood degree programs and will count toward those degrees.

### JOB PLACEMENT INFORMATION

The percent of Early Childhood Intervention graduates who have been reported as satisfying state and federal definitions of in-field job placement for the year 2008 is 100%. For additional information about job opportunities in this field, contact the Student Job Services Office.

|   | Credits   |
|---|-----------|
| DEP 2001 Child Development                    | 3         |
| CHD 1104 Introduction to Early Childhood      | 3         |
| CHD 2440C Early Childhood Practicum           | 3         |
| CHD 1800 Management in Child Care             | 3         |
| CHD 2380 Teaching Young Children              | 3         |
| CHD 1332 Creative Experiences for Children    | 3         |
| EEX 1600 Behavior Management                  | 3         |
| EEX 2010 Introduction to Exceptional Children | 3         |
| CHD 2120 Infants and Toddlers                 | 3         |
| CHD 2620 Home, School & Community Relations   | 3         |
| — — * Approved Elective                       | 6         |
| <b>Total Program Credits</b>                  | <b>36</b> |

### \*Approved Elective List (choose one)

|          |          |          |
|----------|----------|----------|
| EDF 2085 | EME 2040 | EDF 1005 |
| HSC 2400 | HSC 2100 | HSC 2402 |

## EARLY CHILDHOOD EDUCATION

*Career and Technical Certificate*

*(CHD-VC)*

This Early Childhood Professional Certificate (ECPC) is a 600 hour vocational Certificate which prepares students to work as entry level professionals in the child care profession. It is a 20 credit program which consists of 120 classroom hours in addition to 480 hours working in the field with Preschool age children. Prerequisites for this program are a high school diploma or GED and completion of the Department of children and Families state required 40 hours training.

### JOB PLACEMENT INFORMATION

As a new program, job placement information is not available. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

|   | Credits   |
|---|-----------|
| HEV 0137 Learning Environment                 | 2         |
| HEV 0137L Early Childhood Laboratory Practice | 8         |
| HEV 0152 Professionalism                      | 2         |
| HEV 0152L Early Childhood Teaching Practicum  | 8         |
| <b>Total Program Credits</b>                  | <b>20</b> |

## INFANT/TODDLER SPECIALIZATION

*Technical Certificate*

*(BABY-CT)*

The Baby-CT College Technical Certificate is a 12 college-credit program designed to provide students with the skills and information needed to design a developmentally appropriate environment and curriculum for infants and toddlers. This program is composed of selected college-credit courses offered within the AS and/or AA Early Childhood degree programs and will count toward those degrees.

### JOB PLACEMENT INFORMATION

The percent of Infant/Toddler Specialization graduates who have been reported as satisfying state and federal definitions of in-field job placement for the year 2008 is 100%. For additional information about job opportunities in this field, contact the Student Job Services Office.

|  | Credits   |
|--|-----------|
| DEP 2001 Child Development               | 3         |
| CHD 1104 Introduction to Early Childhood | 3         |
| CHD 2440C Early Childhood Practicum      | 3         |
| CHD 2120 Infants and Toddlers            | 3         |
| <b>Total Program Credits</b>             | <b>12</b> |

# ELECTRONICS ENGINEERING PROGRAMS

**Department Head:** Mr. Tim Bone 484-2164  
 tbone@pjc.edu  
**Program Contact:** Mr. Larry Ball 484-2577  
 lball@pjc.edu  
**Primary Faculty:** Mr. James Drennan  
 Mr. Larry Ball

We strongly encourage that you contact the Engineering Technology Department for assistance in planning your program of study.

## ELECTRONICS ENGINEERING TECHNOLOGY

*Associate in Applied Science (ELEC-AAS)*

The Electronics Engineering Technology Program is designed to provide students with the fundamentals of electronics that will prepare them as technicians in a variety of fields including computer technology, networking, instrumentation, telecommunications, and biomedical. Selected specialty courses are available to provide detailed instruction in these technical areas. The student must complete the general education courses specified and all the core courses for electronics. The additional twenty-three hours are to be selected from emphasis electives included in the program listing.

### JOB PLACEMENT INFORMATION

The percent of Electronics Engineering Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2006, 2007 and 2008 is 100%. For additional information about job opportunities in this field, contact the appropriate department of the Student Job Services Office.

| General Education Courses  | Credits |
|--|---------|
| (Students may take these courses at any time during their program of study.) |         |
| ___ ___* Communications (Category I)   | 3       |
| ___ ___* Humanities/Fine Arts (Category II)                                  | 3       |
| ___ ___* Social/Behavioral Sciences (Category III)                           | 3       |
| MAC 1105 College Algebra (Category IV)                                       | 3       |
| ___ ___* General (Category V)  | 3       |

### Foundation Courses

|  |   |
|--|---|
| CGS 1061C††† Introduction to Computers in Technology | 3 |
| EET 2084C Introduction to Electronics                | 3 |
| EET 1015C** Direct Current Circuits                  | 3 |
| CET 1112C** Digital Fundamentals                     | 3 |
| EET 1025C** Alternating Current Circuits             | 3 |

| Intermediate Courses                                     | Credits |
|--|---------|
| EET 1141C** Electronic Devices and Integrated Circuits I | 3       |
| ___ ___**+ Programming Language                          | 3       |

### Advanced Courses

|                              |           |
|------------------------------|-----------|
| EET 2142C** Linear Circuits  | 3         |
| CET 2113C** Digital Circuits | 3         |
| ___ ___++ Emphasis Courses   | 26        |
| <b>Total Program Credits</b> | <b>68</b> |

+ Programming Language: Choose any COP prefix course.

### ++EMPHASIS COURSES:

#### CISCO CERTIFIED NETWORKING ASSOCIATE (C.C.N.A.)

##### EMPHASIS:

|   |   |
|---|---|
| CET 1600C** Network 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 |

##### COMPUTER TECHNICIAN EMPHASIS:

|   |   |
|---|---|
| CET 1178C** PC Hardware A+                        | 3 |
| CET 1179C** PC Operating Systems A+               | 3 |
| CET 2172C** PC Maintenance, Upgrade and Support   | 3 |
| CET 1634C Telecommunications Distribution Systems | 3 |
| CET 1588C** Network +                             | 3 |
| CTS 1155 Help Desk Technician                     | 3 |
| CTS 2106C Linux+                                  | 3 |
| CIS 1350 Principles of Information Security       | 3 |
| CTS 2120C Security+                               | 4 |

##### GENERAL EMPHASIS:

|  |   |
|--|---|
| EGS 1111 Engineering Graphics                                    | 3 |
| ETD 2340** Computer Drafting                                     | 3 |
| ETI 2414** Computer-Aided Manufacturing (MasterCam Mill & Lathe) | 4 |
| ETI 2416 Metal Working Processes (Welding and Fabrication)       | 4 |
| ETD 2364 Computer Aided Design 3-D (Solid Works)                 | 4 |

##### BIOMEDICAL EMPHASIS:

|   |   |
|---|---|
| BSC 1080 Essentials of Anatomy and Physiology             | 3 |
| BSC 1080L Essentials of Anatomy and Physiology Laboratory | 1 |
| EST 2406** Biomedical Equipment                           | 4 |

##### COOPERATIVE EDUCATION

|                                      |   |
|--------------------------------------|---|
| EET 2947 Electronic Technology Co-op | 1 |
| EET 2948 Electronic Technology Co-op | 2 |
| EET 2949 Electronic Technology Co-op | 3 |

## ELECTRONICS AIDE

*Technical Certificate (ELEC-CT)*

The Credits in this certificate may be applied towards the Electronics Engineering Technology AAS degree program.

### JOB PLACEMENT INFORMATION

As a new program, job placement information is not available. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

| Courses  | Credits   |
|--|-----------|
| EET 1015C** Direct Current Circuits                    | 3         |
| EET 1025C** Alternating Current Circuits               | 3         |
| EET 1141C** Electronic Devices & Integrated Circuits I | 3         |
| CET 2113C** Digital Circuits                           | 3         |
| <b>Total Program Credits</b>                           | <b>12</b> |

This certificate assumes the student has a basic knowledge of digital principles. If not, the student may need to take CET 1112C prior to taking CET2113C.

\* See General Education Course Requirements page for options  
 \*\* The course has pre- or co-requisites, check Course Descriptions Section

† Meets Computer Competence Requirement  
 †† Meets Oral Communications Requirements

## EMERGENCY MEDICAL PROGRAMS

|   |  |          |
|---|--|----------|
| <b>Department Head:</b>                         | Ms. Sandra Hartley<br>shartley@pjc.edu | 484-2301 |
| <b>Program Director:</b><br>(EMS and Paramedic) | Mr. Don Lee<br>dlee@pjc.edu            | 484-2225 |
| <b>Program Director:</b><br>(EMT)               | Mr. Steve White<br>swhite@pjc.edu      | 484-2217 |

We strongly encourage you to contact the Health Sciences Department for assistance in planning your program of study.

### EMERGENCY MEDICAL SERVICES

*Associate in Applied Science (EMS-AAS)*

This program provides an added dimension in advanced emergency skills judgment and emergency services management. The Emergency Medical Services (EMS/AAS) degree and the paramedic program are accredited by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

#### SPECIAL ADMISSIONS REQUIREMENTS

Admission to this program is limited by special accreditation requirements and/or the availability of clinical assignments; therefore, students seeking admission to the program must complete application to both the college and the program. See the website at <http://pjc.edu/health/programs/>.

All application requirements and background and drug screen must be completed by the established deadlines before a student will be considered eligible for admission to this program.

All applicants must provide a front/back copy of a current American Heart Association Healthcare Provider Basic Life Support Card or an American Red Cross CPR for the Professional Rescuer Basic Life Support Card with their initial application along with all other listed requirements.

Minimum requirements for eligibility to the program include high school diploma or GED and satisfactory scores on reading and math on the HOBET. Admission to this program is based upon receipt date of completed application requirements.

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 2006, 2007 and 2008 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

| Fall   | Credits |
|--|---------|
| EMS 1119** Emergency Medical Technician              | 7       |
| EMS 1119L** EMT Lab                                  | 2       |
| EMS 1411L** EMT Clinical Internship                  | 2       |
| BSC 1093** Anatomy & Physiology I (Category V)       | 3       |
| BSC 1093L** Anatomy & Physiology I Laboratory        | 1       |
| <b>Spring</b>  |         |
| BSC 1094** Anatomy and Physiology II                 | 3       |
| BSC 1094L** Anatomy and Physiology II Laboratory     | 1       |
| ___ ___* Natural Sciences/Mathematics (Category IV)  | 3       |
| ___ ___* Communications (Category I)                 | 3       |
| ___ ___ Social/Behavioral Sciences (Category III)    | 3       |
| <b>Summer</b>  |         |
| ___ ___* Humanities/Fine Arts (Category II)          | 3       |
| EMS 2613C** Patient Assessment                       | 2       |
| EMS 2614C Airway Management/Respiratory Emergencies  | 5       |
| EMS 1601** Introduction to Advanced Prehospital Care | 1       |
| LIS 1004 Introduction to Internet Research           | 1       |

| Fall   | Credits   |
|--|-----------|
| EMS 2680C** Behavioral Emergencies                     | 1         |
| EMS 1683C** Fundamentals of Advanced Prehospital Care  | 2         |
| EMS 1654** Paramedic Field/Clinical Experience I       | 3         |
| EMS 2681C** Special Considerations in Prehospital Care | 2         |
| EMS 2627**†† Medical Emergencies                       | 4         |
| <b>Spring</b>  |           |
| EMS 1612C** Cardiovascular Emergencies                 | 3         |
| EMS 2628C** OB/GYN/Neonatal/Pediatric Emergencies      | 3         |
| EMS 2655** Paramedic Field/Clinical Experience II      | 3         |
| EMS 2682C** Advanced Prehospital Trauma Management     | 3         |
| <b>Summer</b>  |           |
| EMS 2656**† Paramedic Field/Clinical Internship        | 5         |
| DEP 2004 Human Growth and Development                  | 3         |
| EMS 2438C Advanced Clinical Practice                   | 1         |
| <b>Total Program Credits</b>                           | <b>73</b> |

### EMERGENCY MEDICAL TECHNICIAN

*Applied Technical Diploma (EMT-ATD)*

The program is designed to provide an opportunity for persons interested in pre-hospital emergency care to become skilled in basic emergency care to save lives and reduce injury. The Florida Department of Health, Bureau of EMS, has approved PJC as a training center for EMT and paramedic. Graduates are eligible to take the State EMT Certification examination. Health Program applications are available from the Admissions Specialist, Health Programs Office on the Warrington Campus or on the PJC website at [www.pjc.edu](http://www.pjc.edu), click on Warrington Campus, then Emergency Medical Technician program for specific details.

All application requirements must be completed by the established deadlines before a student will be considered eligible for admission to this program. Background and drug screen must be completed by the established deadlines.

Minimum requirements for eligibility to the program include high school diploma or GED. All applicants to the EMT program must provide a current, valid CPR (basic Life Support for healthcare provider or professional rescuer) course completion card at the time of application. Acceptable cards include American Heart Association, American Red Cross, and American Safety and Health Institute. This completion card must remain current through the program, once the applicant has been accepted. For questions regarding this requirement, please email the program director.

Admission is competitive among eligible applicants. Applicants who have submitted the application packet and met the minimum criteria for entrance into the program will be placed in the class according to when the applicant's completed packet is received. Fall and Spring classes are limited to 32 students and Summer classes are limited to 24 students. Once the current class is filled, the applicants will be placed in the next available class. Final admission to the program is contingent upon submission of satisfactory physical examination/immunization forms.

#### 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 2006, 2007 and 2008 is 100%, 100% and 94%, respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

| Required Courses                      | Credits   |
|---------------------------------------|-----------|
| EMS 1119 Emergency Medical Technician | 7         |
| EMS 1119L EMT Lab                     | 2         |
| EMS 1411L EMT Clinical Internship     | 2         |
| <b>Total Program Credits</b>          | <b>11</b> |

## PARAMEDIC

Technical Certificate

(PARAM-CT)

The one-year certificate program is designed to provide those responsible for pre-hospital emergency care the opportunity to become skilled in advanced life support measures. The Emergency Medical Services (EMS/AAS) degree and the paramedic program are accredited by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

### SPECIAL ADMISSION REQUIREMENTS

Admission to this program is limited by special accreditation requirements and/or the availability of clinical assignments; therefore, students seeking admission to the program must complete application to both the college and the program. Application packets are available from the Health Admissions Office on the Warrington campus or the PJC website at <http://pjc.edu/healthprograms/>. 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 in reading and math on the HOBET test, documentation of current Florida EMT Certification and a current American Heart or American Red Cross BLS for Health Care Card.

Admission to this program is based upon receipt date of completed application requirements. Once a particular class is full, the remaining qualified applicants are automatically listed as alternates for that class. If the applicant is not seated he/she is offered admission in the next available class.

### JOB PLACEMENT INFORMATION

The percent of Paramedic graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2006, 2007 and 2008 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

| Summer  |   |  | Credits   |
|---|---|--|-----------|
| BSC 1080**  | Essentials of Anatomy & Physiology            |  | 3         |
| (may take BSC1093/BSC1094 & labs if considering EMS-AAS degree) |   |  |           |
| BSC 1080L**   | Essentials of Anatomy & Physiology Lab        |  | 1         |
| EMS 2613C**   | Patient Assessment                            |  | 2         |
| EMS 2614C**   | Airway Management and Respiratory Emergencies |  | 5         |
| EMS 1601**  | Introduction to Advanced Prehospital Care     |  | 1         |
| Fall  |   |  |           |
| EMS 2680C**   | Behavioral Emergencies                        |  | 1         |
| EMS 1683C**   | Fundamentals of Advanced Prehospital Care     |  | 2         |
| EMS 1654**  | Paramedic Field/Clinical Experience I         |  | 3         |
| EMS 2681C**   | Special Considerations in Prehospital Care    |  | 2         |
| EMS 2627**  | Medical Emergencies                           |  | 4         |
| Spring  |   |  |           |
| EMS 1612C**   | Cardiovascular Emergencies                    |  | 3         |
| EMS 2628C**   | OB/GYN/Neonatal/Pediatric Emergencies         |  | 3         |
| EMS 2655**  | Paramedic Field/Clinical Experience II        |  | 3         |
| EMS 2682C**   | Advanced Prehospital Trauma Management        |  | 3         |
| Summer  |   |  |           |
| HSC 2460C   | Advanced Clinical Practice                    |  | 1         |
| EMS 2656**  | Paramedic Field/Clinical Internship           |  | 5         |
| <b>Total Program Credits</b>                                    |   |  | <b>42</b> |

## GRAPHIC DESIGN PROGRAM

|                         |                                 |                 |
|-------------------------|---------------------------------|-----------------|
| <b>Department Head:</b> | <b>Mr. Krist Lien</b>           | <b>484-2554</b> |
|                         | <b>klien@pjc.edu</b>            |                 |
| <b>Primary Faculty:</b> | <b>Mr. Mark Hopkins</b>         | <b>484-1087</b> |
|                         | <b>mhopkins@pjc.edu</b>         |                 |
|                         | <b>Ms. Patricia Reppenhagen</b> | <b>484-2553</b> |
|                         | <b>preppenhagen@pjc.edu</b>     |                 |
|                         | <b>Mr. William Clover</b>       | <b>484-2551</b> |
|                         | <b>bclover@pjc.edu</b>          |                 |
|                         | <b>Mr. Spiros Zachos</b>        | <b>484-2578</b> |
|                         | <b>szachos@pjc.edu</b>          |                 |

Contact the Visual Arts Department for assistance in planning your program of study.

## GRAPHIC DESIGN TECHNOLOGY (GRAPHICS TECHNOLOGY)

Associate in Applied Science

(GRPH-AAS)

A two-year program that prepares students for careers in graphic design upon graduation, or acts as a transfer degree for persons wishing to continue their education toward an advanced degree at a professional art school. Additional general education course work may be required for transfer to a four-year college. Contact the four-year school for information.

Courses cover practical and theoretical problems of visual communication from the inception of an idea to its final presentation to the printer or client. Concepts and execution are covered with strong emphasis on computer assistance, drawing skills and technical developments in the field. Some professional internships are available for advanced students.

### JOB PLACEMENT INFORMATION

The percent of Graphic Design Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2006, 2007 and 2008 is 100%, 86% and 92%, respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

| Foundation Courses           |  |  | Credits   |
|------------------------------|--|--|-----------|
| ART 1201C                    | Two-Dimensional Design                     |  | 3         |
| ART 1300C                    | Drawing I                                  |  | 3         |
| GRA 2151C†                   | Computer Graphics I                        |  | 3         |
| ENC 1101                     | English Composition I (Category I)         |  | 3         |
| PGY 2401C                    | Photography I                              |  | 3         |
| ARH 1050                     | Art History I (Category II)                |  | 3         |
| GRA 2770C                    | Creative Design and Communication          |  | 3         |
| Intermediate Courses         |  |  |           |
| ART 1301C                    | Drawing II                                 |  | 3         |
| GRA 2152C**                  | Computer Graphics II                       |  | 3         |
| _____*                       | Natural Sciences/Mathematics (Category IV) |  | 3         |
| SPC 1006C††                  | Basic Speaking and Listening Skills        |  | 1         |
| _____*                       | Social/Behavioral Sciences (Category III)  |  | 3         |
| GRA 2210C**                  | Electronic Prepress                        |  | 3         |
| GRA 2206C**                  | Typography                                 |  | 3         |
| GRA 2190C**                  | Graphic Design I                           |  | 3         |
| PGY 2220C**                  | Commercial Photography I                   |  | 3         |
| Advanced Courses             |  |  |           |
| ART 2602C**                  | Digital Imaging                            |  | 3         |
| GRA 2721C**                  | Creative Web                               |  | 3         |
| PGY 2221C**                  | Commercial Photography II                  |  | 3         |
| GRA 2191C**                  | Graphic Design II                          |  | 3         |
| ARH 1051                     | Art History II (Category V)                |  | 3         |
| ART 2905                     | Portfolio                                  |  | 3         |
| <b>Total Program Credits</b> |  |  | <b>64</b> |

NOTE: Majors should register in the Visual Arts Department and work out their personal schedules with the department head.

\* See General Education Course Requirements page for options

\*\* The course has pre- or co-requisites, check Course Descriptions Section

† Meets Computer Competence Requirement

†† Meets Oral Communications Requirements

## HEALTH INFORMATION PROGRAMS

**Department Head:** Dr. Steve Bannow 484-2321  
 sbannow@pjc.edu  
**Program Contact:** Ms. Donna Shumway 484-2213  
 dshumway@pjc.edu

We strongly encourage you to contact the Allied Health Department for assistance in planning your program of study.

### HEALTH INFORMATION MANAGEMENT

*Associate in Applied Science (HIM-AAS)*

The two-year degree provides a student with the technical skills necessary to prepare, analyze, and maintain health information required by the patient, health facility and public. The program is accredited by the Commission on the Accreditation for Health Informatics and Information Management (CAHIIM). Graduates of the program are eligible to sit for the national qualifying examination offered through AHIMA for certification as Registered Health Information Technician (RHIT).

#### SPECIAL REQUIREMENTS

Persons interested in the program should contact the Health Programs Admissions Office at the Warrington Campus. Applications must be returned to this office.

#### 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 2006, 2007 and 2008 is 95%, 86% and 100%, respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

|               |   | <b>Credits</b> |
|---------------|---|----------------|
| <b>Fall</b>   |   |                |
| HSC 1590      | AIDS/OSHA for Health Professionals                    | 1              |
| _____*        | Communications (Category I)                           | 3              |
| HIM 1000C**   | Introduction to Health Information Management         | 3              |
| HSC 1531      | Medical Terminology                                   | 3              |
| BSC 1080      | Essentials of Anatomy and Physiology (Category V)     | 3              |
| BSC 1080L     | Essentials of Anatomy and Physiology Laboratory       | 1              |
| <b>Spring</b> |   |                |
| HIM 2214C**   | Health Data Management                                | 2              |
| HSC 2641      | Health Care Law                                       | 3              |
| HSC 2550**    | Pathophysiology                                       | 4              |
| SPC 1006C††   | Basic Speaking and Listening Skills                   | 1              |
| CGS 1570†     | Computer Concepts and Applications                    | 3              |
| _____*        | Mathematics (Category IV)                             | 3              |
| <b>Summer</b> |   |                |
| _____*        | Humanities/Fine Arts (Category II)                    | 3              |
| _____*        | Social/Behavioral Sciences (Category III)             | 3              |
| <b>Fall</b>   |   |                |
| HIM 1800**    | Health Information Management Professional Practice I | 2              |
| HIM 2282C**   | Coding and Classification Systems                     | 3              |
| HIM 2620**    | Medical Statistics and Financial Applications         | 3              |
| HIM 2512      | Health Information Management and Supervision         | 3              |
| HIM 1442**    | Pharmacology  | 2              |

|                              |  | <b>Credits</b> |
|------------------------------|--|----------------|
| <b>Spring</b>                |  |                |
| HIM 2253**                   | Outpatient Reimbursement Methodologies and Third-Party Payer | 4              |
| HIM 2653C**                  | Computer Applications in Health Information Management       | 3              |
| HIM 2810**                   | Health Information Management Professional Practice II       | 2              |
| HIM 2500C**                  | Quality Improvement in Healthcare                            | 2              |
| HIM 2234C**                  | Advanced ICD-9-CM Coding                                     | 3              |
| HIM 2932**                   | Special Topics in Health Information Management              | 2              |
| <b>Summer</b>                |  |                |
| HIM 2934**                   | Health Information Management Professional Practice III      | 2              |
| <b>Total Program Credits</b> |  | <u>67</u>      |

### MEDICAL INFORMATION CODER/BILLER

*Technical Certificate (HIM-CT)*

The Medical Information Coder/Biller program provides the student with the technical skills necessary to code medical diagnosis, procedures and services provided for reimbursement in a wide variety of settings including hospital outpatient, ambulatory surgery centers, clinics and 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 in Applied Science (AAS) degree in Health Information Management to become a Registered Health Information Technician (RHIT).

Students enrolled in the Medical Information Coder/Biller Certificate program must provide documentation of a CPR Health Care Provider Card and/or certificate or letter stating attendance in an AIDS/OSHA/Domestic Violence Workshop or course to the HIM program director or Allied Health Department Head located at the Warrington Campus.

#### SPECIAL REQUIREMENTS

Persons interested in the program should contact the Health Programs Admission office at the Warrington campus. Applications must be returned to this office.

#### JOB PLACEMENT INFORMATION

The percent of Medical Information Coder/Biller graduates who have been reported as satisfying state and federal definitions of in-field job placement for the year 2006, 2007, and 2008 is 100%, 89% and 88%, respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

|                              |  | <b>Credits</b> |
|------------------------------|--|----------------|
| <b>Term I – Fall</b>         |  |                |
| 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              |
| HSC 1590                     | AIDS/OSHA for Health Professionals                           | 1              |
| <b>Term II – Spring</b>      |  |                |
| HSC 2550**                   | Pathophysiology  | 4              |
| HIM 2282C**                  | Coding and Classification Systems                            | 3              |
| HIM 1442**                   | Pharmacology   | 2              |
| HSC 2641                     | Health Care Law  | 3              |
| <b>Term III – Summer</b>     |  |                |
| CGS 1570                     | Computer Concepts and Applications                           | 3              |
| HIM 2234C**                  | Advanced ICD-9-CM Coding                                     | 3              |
| <b>Term IV – Fall</b>        |  |                |
| HIM 2253**                   | Outpatient Reimbursement Methodologies and Third-Party Payer | 4              |
| HIM 2931**                   | Special Topics in Health Information Management              | 1              |
| <b>Total Program Credits</b> |  | <u>34</u>      |

## HEALTH UNIT COORDINATOR PROGRAM

**Department Head:** Dr. Steve Bannow 484-2321  
 sbannow@pjc.edu  
**Program Contact:** Mr. Jim Kite 484-2224  
 jkite@pjc.edu

We strongly encourage you to contact the Allied Health Department for assistance in planning your program of study.

### HEALTH UNIT COORDINATOR

*Career and Technical Certificate (HUC-VC)*

This six-month program prepares the Health Unit Coordinator student to work in the nursing unit under the direction and guidance of a designated nursing unit staff member. Duties include clerical tasks, receptionist activities and transcription of physician's orders. Learning takes place in the classroom and in supervised practical experiences in a local hospital setting.

Enrollment in this program may be limited by available clinical assignments. Students should contact the Allied Health Department or the Admissions Specialist, Health Programs Office on the Warrington Campus for information on admissions procedures and criteria.

#### 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 2006, 2007 and 2008 is 75%, 100% and 88%, respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

| Required Courses                               | Credits   |
|--|-----------|
| VPI 0100+ Vocational Preparatory Reading       |           |
| VPI 0200+ Vocational Preparatory Mathematics   |           |
| VPI 0311+ Vocational Preparatory Language      |           |
| WCL 0050C** Health Unit Coordinator Functions  | 8         |
| HSC 0005** Orientation to the Health Sciences  | 1         |
| OTA 0101 Keyboarding                           | 1         |
| WCL 0055L** Health Unit Coordinator Clinical I | 6         |
| HSC 0591 AIDS/OSHA for Health Professionals    | 1         |
| <b>Total Program Credits</b>                   | <b>17</b> |

+ Students who have satisfactory TABE test scores are not required to take these courses.

## HOSPITALITY PROGRAMS

**Department Head:** Dr. Sue Halfhill 484-2522  
 shalfhill@pjc.edu  
**Program Contact:** Dr. Sue Halfhill 484-2522  
 shalfhill@pjc.edu  
**Primary Faculty:** Mr. Sandy Southerland

Contact the Professional Service Careers Department for assistance in planning your program of study.

### HOSPITALITY AND TOURISM MANAGEMENT

*Associate in Science (HOTEL-AS)*

The Hospitality and Tourism Management Program prepares graduates for careers in the many varied areas of the hospitality/tourism industry. The program is designed for individuals wanting to enter or advance in a professional career in lodging, restaurants, tourism, travel, food service, catering, and 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. The students completing the program will have gained in knowledge and competencies in three areas: first in the management of people and other business resources; second the administrative skills to operate a business in the hospitality/tourism industry; and third how to apply their administrative and management skills in any position in the industry.

Students may receive dual credit toward diploma and/or professional certificates with appropriate courses in the program. For information and assistance in selecting courses, please contact the hospitality and tourism management program coordinator.

Articulation agreements between this program and several Florida universities may be available for students desiring a bachelor's degree by earning a 64 credits hospitality and tourism management associates of science degree from PJC then transferring to a Florida university and completing 60 credits in hospitality management. Call or e-mail the program contact for details.

#### 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 2006, 2007, and 2008 is 100%, 100% and 83%, respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

| Foundation Courses  | Credits   |
|---|-----------|
| CGS 1570† Computer Concepts and Applications (Category V) | 3         |
| ___ ___* Natural Sciences/Mathematics (Category IV)       | 3         |
| ___ ___* Social/ Behavioral Sciences (Category III)       | 3         |
| HFT 1000† Introduction to the Hospitality Industry        | 3         |
| HFT 2212 Food Service Sanitation and Safety               | 2         |
| HFT 1313+ Hospitality Property Management                 | 3         |
| HFT 1410+ Hospitality Industry Accounting                 | 3         |
| HFT 1254 Lodging Operations                               |           |
| or  |           |
| ___ ___++ Approved Hospitality Management Elective        | 3         |
| HFT 2941 Hospitality Management Internship                |           |
| or  |           |
| HFT 2947 Hospitality Management Co-op                     | 1         |
| <b>Intermediate Courses</b>                               |           |
| ENC 1101 English Composition I (Category D)               | 3         |
| ___ ___* Humanities/Fine Arts (Category II)               | 3         |
| FSS 2284C+ Catering, Banquet and Event Management         | 3         |
| HFT 1860+ Bar and Beverage Management                     | 3         |
| FSS 1221C** Introduction to Culinary Production           | 3         |
| HFT 2850C Management of Dining                            | 3         |
| HFT 2211+ Hospitality Resource Management                 | 3         |
| HFT 2500+ Marketing in Hospitality Industry               |           |
| or  |           |
| MAR 2011 Marketing  | 3         |
| <b>Advanced Courses</b>                                   |           |
| ENC 1102 English Composition II                           | 3         |
| HFT 2451 Cost Control and Purchasing                      | 3         |
| HFT 2250 Lodging Systems and Procedures                   | 3         |
| HFT 2600+ Concepts of Hospitality Law                     |           |
| or  |           |
| BUL 2241 Business Law                                     | 3         |
| HFT 1867+ Wine Technology and Merchandising               |           |
| or  |           |
| HFT 2261+ Restaurant Management and Development           |           |
| or  |           |
| ___ ___++ Approved Hospitality Management Elective        | 3         |
| HFT 2941 Hospitality Management Internship                |           |
| or  |           |
| HFT 2947 Hospitality Management Co-op                     | 1         |
| <b>Total Program Credits</b>                              | <b>64</b> |

+ These courses have limited offerings. Students should check the course description in planning their course of study.

++ See Program Contact for approval of Hospitality Management electives.

\* See General Education Course Requirements page for options  
 \*\* The course has pre- or co-requisites, check Course Descriptions Section

† Meets Computer Competence Requirement  
 †† Meets Oral Communications Requirements



## HOSPITALITY AND TOURISM MANAGEMENT

Associate in Applied Science

(HOTL-AAS)

The Hospitality and Tourism Management Program prepares graduates for careers in the many varied areas of the hospitality/tourism industry. The program is designed for individuals wanting to enter or advance in a professional career in lodging, restaurants, tourism, travel, food service, catering, and beverage as well as many other management positions in the industry. Courses in the program prepare all students to work in any area of the hospitality industry. The students completing the program will have gained in knowledge and competencies in three areas: first in the management of people and other business resources; second the administrative skills to operate a business in the hospitality/tourism industry; and third how to apply their administrative and management skills in any position in the industry.

Students may receive dual credit toward diploma and/or professional certificates with appropriate courses in the program. For information and assistance in selecting courses, please contact the hospitality and tourism management program coordinator,

### 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 2005, 2006 and 2007 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

#### Foundation Courses

|     |        |   | Credits |
|-----|--------|---|---------|
| CGS | 1570†  | Computer Concepts and Applications (Category V) | 3       |
| —   | —*     | Natural Sciences/Mathematics (Category IV)      | 3       |
| —   | —*     | Social/Behavioral Sciences (Category III)       | 3       |
| HFT | 1000†† | Introduction to the Hospitality Industry        | 3       |
| HFT | 2212   | Food Service Sanitation and Safety              | 2       |
| HFT | 1313+  | Hospitality Property Management                 | 3       |
| HFT | 1410+  | Hospitality Industry Accounting                 | 3       |
| HFT | 1254   | Lodging Operations                              |         |
|     |        | or  |         |
| —   | —++    | Approved Hospitality Management Elective        | 3       |
| HFT | 2941   | Hospitality Management Internship               |         |
|     |        | or  |         |
| HFT | 2947   | Hospitality Management Co-op                    | 1       |

#### Intermediate Courses

|     |         |  |   |
|-----|---------|--|---|
| —   | —*      | Communications (Category I)            | 3 |
| —   | —*      | Humanities/Fine Arts (Category II)     | 3 |
| FSS | 2284C+  | Catering, Banquet and Event Management | 3 |
| HFT | 1860+   | Bar and Beverage Management            | 3 |
| FSS | 1221C** | Introduction to Culinary Production    | 3 |
| HFT | 2850C** | Management of Dining                   | 3 |
| HFT | 2211+   | Hospitality Resource Management        | 3 |
| HFT | 2500+   | Marketing in the Hospitality Industry  |   |
|     |         | or                                     |   |
| MAR | 2011    | Marketing                              | 3 |

#### Advanced Courses

|                              |       |  | Credits   |
|------------------------------|-------|--|-----------|
| —                            | —++   | Approved Hospitality Management Elective | 3         |
| HFT                          | 2451  | Cost Control and Purchasing              | 3         |
| HFT                          | 2250  | Lodging Systems and Procedures           | 3         |
| HFT                          | 2600+ | Concepts of Hospitality Law              |           |
|                              |       | or                                       |           |
| BUL                          | 2241  | Business Law                             | 3         |
| HFT                          | 1867+ | Wine Technology and Merchandising        |           |
|                              |       | or                                       |           |
| —                            | —++   | Approved Hospitality Management Elective | 3         |
| HFT                          | 2941  | Hospitality Management Internship        |           |
|                              |       | or                                       |           |
| HFT                          | 2947  | Hospitality Management Co-op             | 1         |
| <b>Total Program Credits</b> |       |  | <b>64</b> |

+ These Courses have limited offerings. Students should check the course descriptions in planning their course of study.

++ See Program Contact for approval of Hospitality Management electives.

## EVENT PLANNING MANAGEMENT

Technical Certificate

(EVENT-CT)

The purpose of this program is to prepare students for employment in hospitality and tourism related positions including: Event Planner, Event Planning Specialist, Event Coordinator, Convention Services Assistant Manager, Convention Services Assistant, Catering Coordinator, Assistant Sales Manager, Sales Coordinator, Catering & Sales Manager, Lodging Assistant Manager and Manager, Guest Services Specialist and Supervisor, Food Service Manager and Assistant Manager in the hospitality industry and/or to provide supplemental training for persons previously or currently employed in these occupations. This technical certificate is part of the Hospitality and Tourism A.S./A.A.S. degree.

### JOB PLACEMENT INFORMATION

As a new program, job placement information is not available. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

|                              |         |  | Credits   |
|------------------------------|---------|--|-----------|
| HFT                          | 1000    | Introduction to the Hospitality Industry | 3         |
| HFT                          | 1254    | Lodging Operations                       | 3         |
| HFT                          | 2211    | Managing Hospitality Resources           | 3         |
| HFT                          | 2250    | Lodging Systems and Procedures           | 3         |
| HFT                          | 2451    | Cost Control and Purchasing              | 3         |
| HFT                          | 2500    | Hospitality Marketing                    | 3         |
| HFT                          | 2600    | Hospitality Law                          | 3         |
| FSS                          | 2284C** | Catering, Banquet and Event Mgmt         | 3         |
| <b>Total Program Credits</b> |         |  | <b>24</b> |

## FOOD & BEVERAGES MANAGEMENT

Technical Certificate

(FBMGT-CT)

The purpose of this program is to prepare students for employment in hospitality and tourism related positions in the food and beverage management area. Possible job titles include Assistant Hospitality Manager, Catering/Sales Service Representative, Food and Beverage Specialist, and Hospitality Manager. Skills emphasized in this program include hotel staffing operations, legal issues affecting the hospitality industry, liability and risk management, set up and control maintenance, energy consumption management, planning and maintaining of purchasing and receiving procedures, customer service, and human relations. This technical certificate is part of the Hospitality and Tourism A.S./A.A.S. degree.

### JOB PLACEMENT INFORMATION

As a new program, job placement information is not available. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

|                              |          |  | Credits   |
|------------------------------|----------|--|-----------|
| HFT                          | 1000     | Introduction to the Hospitality Industry | 3         |
| HFT                          | 1254     | Lodging Operations                       | 3         |
| HFT                          | 1313     | Hospitality Property Management          | 3         |
| HFT                          | 1410     | Hospitality Industry Accounting          | 3         |
| HFT                          | 2211     | Managing Hospitality Resources           | 3         |
| HFT                          | 2451     | Cost Control and Purchasing              | 3         |
| HFT                          | 2600     | Concepts of Hospitality Law              | 3         |
| HFT                          | 2850C    | Management of Dining                     | 3         |
| FSS                          | 1221C*** | Introduction to Culinary Production      | 3         |
| HFT                          | 2212     | Food Service Sanitation and Safety       | 2         |
| HFT                          | 2947     | Coop                                     | 1         |
| <b>Total Program Credits</b> |          |  | <b>30</b> |

## GUEST SERVICES SPECIALIST

Technical Certificate

(GUEST-CT)

The purpose of this program is to prepare students for employment in guest services positions including: Guest Services Representative, Guest Services Specialist, Concierge, Front Office Representative, and Front Office Lead in the hospitality industry and/or to provide supplemental training for persons previously or currently employed in these occupations. The content includes, but is not limited to, customer service, hospitality attitude, guest experience, communications, human relations, security issues, and front office operations. This technical certificate is part of the Hospitality and Tourism A.S./A.A.S. degree.

### JOB PLACEMENT INFORMATION

As a new program, job placement information is not available. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

|   | <b>Credits</b> |
|---|----------------|
| HFT 1000 Introduction to the Hospitality Industry | 3              |
| HFT 1254 Lodging Operations                       | 3              |
| HFT 2211 Managing Hospitality Resources           | 3              |
| HFT 2250 Lodging Systems and Procedures           | 3              |
| HFT 2212 Food Service Sanitation and Safety       | 2              |
| HFT 2947 Coop                                     | 1              |
| <b>Total Program Credits</b>                      | <b>15</b>      |

## ROOMS DIVISION MANAGEMENT

Technical Certificate

(ROOMS-CT)

The purpose of this program is to prepare students for employment within the Hospitality industry in positions involving hotel management. Positions including: Guest Services Representative, Guest Services Specialist, Concierge, Front Office Representative, and Front Office Lead in the hospitality industry and/or to provide supplemental training for persons previously or currently employed in these occupations. The content includes, but is not limited to, identifying the organization and function of the hospitality industry, performing general hotel duties, managing the front office, demonstrating use of a property management system, identifying effective selling techniques, understanding marketing and business fundamentals, developing customer service skills as well as developing communication and human relations skills. This technical certificate is part of the Hospitality and Tourism A.S./A.A.S. degree.

### JOB PLACEMENT INFORMATION

As a new program, job placement information is not available. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

|   | <b>Credits</b> |
|---|----------------|
| HFT 1000 Introduction to the Hospitality Industry | 3              |
| HFT 1254 Lodging Operations                       | 3              |
| HFT 1410 Hospitality Industry Accounting          | 3              |
| HFT 2211 Managing Hospitality Resources           | 3              |
| HFT 2250 Lodging Systems and Procedures           | 3              |
| HFT 2451 Cost Control and Purchasing              | 3              |
| HFT 2500 Marketing in the Hospitality Industry    | 3              |
| HFT 2600 Hospitality Law                          | 3              |
| HFT 2850C Management of Dining                    | 3              |
| HFT 2212 Food Service Sanitation and Safety       | 2              |
| HFT 2947 Coop                                     | 1              |
| <b>Total Program Credits</b>                      | <b>30</b>      |

## INDUSTRIAL MANAGEMENT PROGRAM

|   |                 |
|---|-----------------|
| <b>Department Head:</b> Mr. Tim Bone    | 484-2164        |
|   | tbone@pjc.edu   |
| <b>Program Contact:</b> Mr. Mike Cannon | 484-2524        |
|   | mcannon@pjc.edu |

We strongly encourage you to contact the Engineering Technology Department for assistance in planning your program of study.

## INDUSTRIAL MANAGEMENT TECHNOLOGY

Associate in Applied Science

(IMT-AAS)

This program is designed to prepare the student for initial employment as a superintendent, supervisor, foreman, coordinator, etc. or to provide supplemental management training for a person previously or currently employed in technology occupations.

### JOB PLACEMENT INFORMATION

The percent of Industrial Management Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2006, 2007 and 2008 is 67%, 100% and 100%, respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

|                              | <b>Credits</b>                             |                |
|------------------------------|--|----------------|
| <b>Foundation Courses</b>    |  |                |
| — —*                         | Communications (Category I)                | 3              |
| — —*                         | Humanities/Fine Arts (Category II)         | 3              |
| ECO 2013                     | Economics I (Category III)                 | 3              |
| — —*                         | Natural Sciences/Mathematics (Category IV) | 3              |
| — —*                         | General (Category V)                       | 3              |
| CGS 1061C†††                 | Introduction to Computers in Technology    | 3              |
| — —+                         | Area Electives                             | 3-21           |
| <b>Intermediate Courses</b>  |  |                |
| ETI 1701                     | Industrial Safety                          | 3              |
| CGS 1584**                   | PowerPoint Presentations                   | 3              |
| — —+                         | Area Electives                             | 3-21           |
| <b>Advanced Courses</b>      |  |                |
|                              |  | <b>Credits</b> |
| MNA 2345                     | Applied Supervision                        | 3              |
| MAN 2021                     | Principles of Management                   | 3              |
| COM 2100**                   | Business Communications                    |                |
| or                           |  |                |
| ENC 1210**                   | Technical Writing I                        | 3              |
| GEB 2430                     | Business Ethics                            | 3              |
| MAR 2011                     | Marketing                                  | 3              |
| — —+                         | Area Electives                             | 3-21           |
| <b>Total Program Credits</b> |  | <b>60</b>      |

+ Area Elective: Any college credit course from one of the following prefix areas. (Some may have prerequisites. Check the course descriptions.)

|     |     |     |     |     |     |
|-----|-----|-----|-----|-----|-----|
| BCN | CCJ | CET | CGS | CIS | CJT |
| COP | CTE | EET | EGS | EST | ETC |
| ETD | ETI | ETM | EVS | FFP | FIN |
| FSS | GEB | MAN | MNA | OST | SUR |

\* See General Education Course Requirements page for options

\*\* The course has pre- or co-requisites, check Course Descriptions Section

† Meets Computer Competence Requirement

†† Meets Oral Communications Requirements

# INFORMATION TECHNOLOGY PROGRAMS

**Department Head:** Dr. Wayne Horn 484-2021  
 whorn@pjc.edu  
**Program Contact:** Dr. Wayne Horn 484-2021  
 whorn@opjc.edu  
**Primary Faculty:** Mr. James Drennen 484-2592  
 Mr. Robert Pratten

Contact the Information Technology Department for assistance in planning your program of study.

## COMPUTER INFORMATION TECHNOLOGY

Associate in Applied Science (CIT/AAS)

The Computer Information Technology program prepares students by giving them a basic understanding of voice and data networks in their foundation courses. Typical job titles include computer repair technician, system administrator, network engineer, network security specialist and telecommunications specialist. By special agreement with the University of West Florida, students with an AAS Degree can continue their studies in a Bachelor of Arts Degree program. If a student plans to do so, electives should be chosen carefully with the help of the department head. UWF will also require certain additional general education course work for transferees holding the AAS Degree.

### JOB PLACEMENT INFORMATION

The percent of Networking Administrator graduates who have been reported as satisfying state and federal definitions of in-field job placement for the year 2006, 2007 and 2008 is 95%, 100% and 100%, respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

### General Education Courses (15 credits required) Credits

(Students may take these courses at any time during their program of study. However, only one general education course is recommended per semester.)

|          |   |   |
|----------|---|---|
| ___ ___* | Communications (Category I)               | 3 |
| ___ ___* | Humanities/Fine Arts (Category II)        | 3 |
| ___ ___* | Social/Behavioral Sciences (Category III) | 3 |
| ___ ___* | Mathematics (Category IV)                 | 3 |
| ___ ___* | General (Category V)                      | 3 |

### Core Courses

|                              |   |           |
|------------------------------|---|-----------|
| CGS 1061C**                  | Introduction to Computers in Technology | 3         |
| CIS 1350                     | Principles of Information Security      | 3         |
| CTS 1155                     | Help Desk Technician                    | 3         |
| CTS 2149                     | Fundamentals of Project Management      | 3         |
| CET 2934                     | CIT Professional Project                | 3         |
| ___ ___+                     | Emphasis Courses                        | 3         |
| <b>Total Program Credits</b> |   | <b>63</b> |

### +EMPHASIS COURSES: (Total of 33 Credits)

#### GENERAL:

|             |                             |   |
|-------------|-----------------------------|---|
| ___ ___**   | Programming Language Course | 3 |
| CET 2854C** | Wireless LANs               | 3 |
| CTS 2106C** | LINUX+                      | 3 |
| CET 1588C** | Network +                   | 3 |

#### COMPUTER TECHNICIAN:

|             |   |   |
|-------------|---|---|
| CET 1178C** | PC Hardware A+                          | 3 |
| CET 1179C** | PC Operating Systems A+                 | 3 |
| CET 2172C** | PC Maintenance, Upgrade and Support     | 3 |
| CET 1634C   | Telecommunications Distribution Systems | 3 |
| EET 2084C** | Introduction to Electronics             | 3 |

### SYSTEMS ADMINISTRATOR:

#### MICROSOFT CERTIFIED SYSTEMS

|                                  |   |                |
|----------------------------------|---|----------------|
| <b>ADMINISTRATOR (M.C.S.A.):</b> |   | <b>Credits</b> |
| CTS 1300**                       | Administering Microsoft Windows Workstation | 3              |
| CTS 1334**                       | Administering Microsoft Windows Server      | 3              |
| CTS 2304**                       | Administering Network Infrastructure        | 3              |
| CTS 2310**                       | Microsoft Windows Security                  | 3              |

#### NETWORK ADMINISTRATOR:

#### CISCO CERTIFIED NETWORK ASSOCIATE (C.C.N.A.):

|             |   |   |
|-------------|---|---|
| CET 1112C   | Digital Fundamentals                    | 3 |
| CET 1600C   | Network Fundamentals                    | 3 |
| CET 1610C** | Router Protocols and Concepts           | 3 |
| CET 2615C** | LAN Switching and Wireless              | 3 |
| CET 2620C** | Accessing the WAN                       | 3 |
| CET 1634C   | Telecommunications Distribution Systems | 3 |
| EET 2084C** | Introduction to Electronics             | 3 |

#### SECURITY ADMINISTRATOR

|             |                                 |   |
|-------------|---------------------------------|---|
| CTS 2318**  | Information Security Management | 3 |
| CTS 2120C** | Security +                      | 4 |

#### TELECOMMUNICATIONS:

##### NCTI/VoIP/Cabling

|  |  |   |
|--|--|---|
| CET 1071   | Introduction to Telecommunications (VVD)         | 3 |
| CET 1634C  | Telecommunications Distribution Systems          | 3 |
| EET 2084C**                                      | Introductions to Electronics                     | 3 |
| —NCTI Master Cable Technician—(Closed Admission) |  |   |
| CET 1630C  | Network Cable Installation                       | 2 |
| CET 1632C  | Fiber Optic Installation and Activation          | 2 |
| EET 1033C  | DC/AC Installer Technician                       | 2 |
| EET 1324C  | Communications Systems Technician                | 2 |
| EET 1325C  | Communications Systems Advanced Technician       | 2 |
| EET 1330C  | Transmission Lines Service Technician            | 2 |
| EET 1371C  | Telecommunications Fiber Testing and Maintenance | 2 |

#### ++COOPERATIVE EDUCATION:

|            |                                     |   |
|------------|-------------------------------------|---|
| CET 2947** | Networking/Telecommunications Co-op | 1 |
| CET 2948** | Networking/Telecommunications Co-op | 2 |
| CET 2949** | Networking/Telecommunications Co-op | 3 |

## CABLE TECHNICIAN (VOICE AND DATA CABLING)

Technical Certificate (CABLE-CT)

The Cable Installation technical certificate provides students with the practical skills necessary for employment as a cable installer, cable tester, cable technician, or to provide supplemental training to persons currently employed in the field. The program is composed of selected college-credit courses offered within the Telecommunications Technology Associate in Applied Science degree. If desired, successfully completed coursework within the technical certificate can be transferred into an appropriate AAS program. The program prepares the student with a basic knowledge of voice and data cabling and prepares them for BICISI Level I Installer Certification.

This certificate assumes the student has a basic knowledge of computer operating systems, hardware and software.

These credits may be applied towards the Electronics Engineering Technology or Computer Information Technology AAS degree programs.

### JOB PLACEMENT INFORMATION

The percent of Cable Technician graduates who have been reported as satisfying state and federal definitions of in-field job placement for the year 2006 and 2007 is 100% and 100% respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

### Required Courses Credits

|                              |   |           |
|------------------------------|---|-----------|
| CET 1071                     | Introduction to Telecommunications      | 3         |
| CET 1600C**                  | Networking Fundamentals                 | 3         |
| or                           |   |           |
| CET 1588C**                  | Network +                               | 3         |
| EET 2084C**                  | Electronics for Technology              | 3         |
| CET 1634C                    | Telecommunications Distribution Systems | 3         |
| <b>Total Program Credits</b> |   | <b>12</b> |

## NETWORKING COMMUNICATIONS (LAN)

Technical Certificate

(LAN-CT)

Network Communications (LAN) program is an 18 college credit hour certificate designed to provide students with a basic knowledge of local area networks (LAN) and prepare them for the Cisco Certified Network Associate (CCNA) certification. These credits may be applied towards the Electronics Engineering Technology, or Computer Information Technology A.A.S. degree programs.

### JOB PLACEMENT INFORMATION

The percent of Networking Communications (LAN) graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2006, 2007 and 2008 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

| Required Courses                                  | Credits   |
|---|-----------|
| CET 1600C** Network Fundamentals                  | 3         |
| CET 1610C** Router Protocols & Concepts           | 3         |
| CET 1634C Telecommunications Distribution Systems | 3         |
| EET 2084C** Introduction to Electronics           | 3         |
| CET 2615C** LAN Switching & Wireless              | 3         |
| CET 2620C** Accessing the WAN                     | 3         |
| <b>Total Program Credits</b>                      | <b>18</b> |

\*This certificate assumes the student has a basic knowledge of computer operating systems, hardware and software.

## WIRELESS COMMUNICATIONS

Technical Certificate

(WIFI-CT)

This program is an 18 college credit hour certificate designed to provide students with a basic knowledge of wireless networking and to prepare students to work in this field. These Credits may be applied towards the Electronics Engineering Technology or Computer Information Technology A.A.S. degree programs.

### JOB PLACEMENT INFORMATION

The percent of Wireless Communications graduates who have been reported as satisfying state and federal definitions of in-field job placement for the year 2006 and 2007 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Offices.

| Foundation Courses                               | Credits   |
|--|-----------|
| CET1071 Introduction to Telecommunications       | 3         |
| CET1600C** Networking Fundamentals               | 3         |
| Intermediate Courses                             |           |
| CET1634C Telecommunications Distribution Systems | 3         |
| EET2084C** Introduction to Electronics           | 3         |
| CET2854C** Wireless LANs                         | 3         |
| EET___ Technical Elective                        | 3         |
| <b>Total Program Credits</b>                     | <b>18</b> |

This certificate assumes the student has a basic knowledge of computer operating systems, hardware and software.

## INTERNET SERVICES PROGRAMS

Department Head: **Dr. Wayne Horn** 484-2021  
 whorn@pjcc.edu  
 Primary Faculty: **Mr. Richard Kirk**  
**Mr. Randy Rose**

We strongly encourage you to contact the Computer Science Department for assistance in planning your program of study.

## INTERNET SERVICES TECHNOLOGY

Associate in Applied Science

(INSTAAS)

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.

### JOB PLACEMENT INFORMATION

The percent of Internet Services Technology graduates who have been reported as satisfying state and federal definitions of in-field job-placement for the years 2005, 2006, 2007 and 2008 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

| Foundation Courses                           | Credits |
|--|---------|
| CGS 1570† Computer Concepts and Applications | 3       |
| GEB 1011 Introduction to Business            | 3       |
| MAC 1105 College Algebra (Category IV)       | 3       |
| GRA 2151C Computer Graphics I                | 3       |
| ACG 2021 Financial Accounting Principles     | 3       |
| ECO 2013 Economics I (Category III)          | 3       |
| ___ ___* Communications (Category I)         | 3       |
| ___ ___*+ General (Category V)               | 3       |
| ___ ___* Humanities/Fine Arts (Category II)  | 3       |

| Intermediate Courses                           | Credits |
|--|---------|
| COP 1510** Programming Concepts I              | 3       |
| CGS 2069** Fundamentals of Electronic Commerce | 3       |
| CET 1588** Network +                           | 3       |
| CGS 2874** Web Design with Adobe Software      | 3       |
| CGS 1700** Introduction to Operating Systems   | 3       |
| CTS 2433** Database Development and Management | 3       |

| Advanced Courses                       | Credits   |
|--|-----------|
| COP 2800** Java Programming            | 3         |
| CGS 2822** Scripting for the Web       | 3         |
| CGS 2821** Web Site Theory and Project | 3         |
| ___ ___++ Technical Elective           | 6         |
| ___ ___+ Elective                      | 3         |
| <b>Total Program Credits</b>           | <b>63</b> |

+ Choose SLS 1353 Generations at Work unless oral communication requirement is being satisfied by the elective.

++ Choose any course with CGS, COP, CET, GRA or CTS prefix or GEB2139

\* See General Education Course Requirements page for options

\*\* The course has pre- or co-requisites, check Course Descriptions Section

† Meets Computer Competence Requirement

†† Meets Oral Communications Requirements

## WEB DEVELOPMENT SPECIALIST

*Technical Certificate*

(WEB-CT)

This program provides an opportunity to establish a basic foundation in the field of web design and programming for employment in business, industrial and governmental institutions. Graduates are prepared for entry level positions as web technician, web development specialist trainee and web developer trainee. All courses in this program apply to the Internet Services Technology AAS program except that the AAS program requires MAC 1105, College Algebra.

### JOB PLACEMENT INFORMATION

The percent of Web Development Specialist graduates who have been reported as satisfying state and federal definitions of in-field job-placement for the years 2007 and 2008 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

| Foundation Courses                             | Credits   |
|--|-----------|
| CGS 1570 Computer Concepts and Applications    | 3         |
| GEB 1011 Introduction to Business              | 3         |
| MAT 1033 Intermediate Algebra or higher Math   | 3         |
| GRA 2151C Computer Graphics I                  | 3         |
| Intermediate Courses                           |           |
| COP 1510** Programming Concepts I              | 3         |
| CGS 2069** Fundamentals of Electronic Commerce | 3         |
| CGS 2874** Web Design with Adobe Software      | 3         |
| Advanced Courses                               |           |
| CGS 2822** Scripting for the Web               | 3         |
| CGS 2821** Web Site Theory and Project         | 3         |
| ___ ___+ Technical Electives                   | 3         |
| ___ ___ Electives                              | 5         |
| <b>Total Program Credits</b>                   | <b>35</b> |

+ Choose any course with CGS, COP, CET, GRA or GEB 2139.

## LANDSCAPING AND HORTICULTURE PROGRAMS

**Department:** Biology 484-1168  
**Primary Faculty:** Ms. Amy Compton 484-4433  
 acompton@pjc.edu

We strongly encourage you to contact the Biological Sciences Department for assistance in planning your program of study.

## LANDSCAPE AND HORTICULTURE MANAGEMENT

*Associate in Applied Science (LAWN-AAS)*

This program is designed to provide the basic skills needed by the Landscape Maintenance Industry. Students will learn plant identification, disease management, landscape installation, equipment operation, cultural practices, basic landscape design, equipment safety and management and economic skills. Periodic professional development courses will be offered to enhance the skill levels of individuals working in the industry.

### JOB PLACEMENT INFORMATION

The percent of Landscape Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2006 and 2008 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

| General Education Courses   | Credits |
|---|---------|
| (Students may take these courses at any time during their program.) |         |
| ___ ___* Communications (Category I)                                | 3       |
| ___ ___* Humanities/Fine Arts (Category II)                         | 3       |
| ___ ___* Social/Behavioral Sciences (Category III)                  | 3       |
| MAT 1033 Intermediate Algebra (Category IV)                         | 3       |
| BOT 1010** General Botany (Category V)                              | 3       |
| BOT 1010L** General Botany Laboratory                               | 1       |

| Foundation Courses   | Credits   |
|--|-----------|
| HOS 1010 Introduction to Horticultural Science                     | 3         |
| ORH 2220** Turfgrass Management                                    | 2         |
| ORH 2220I** Turfgrass Management Laboratory                        | 1         |
| ORH 1511** Plant Materials for Landscape Use                       | 2         |
| ORH 1511I** Plant Materials for Landscape Use Laboratory           | 1         |
| IPM 1011** Pests and Pest Control                                  | 2         |
| IPM 1011L** Pests and Pest Control Laboratory                      | 1         |
| Intermediate Courses   |           |
| LDE 2000C Landscape Design   | 3         |
| GEB 1011 Introduction to Business                                  | 3         |
| ORH 2862 Landscape Project Management                              | 3         |
| CGS 1050† Electronic Access to Information                         | 1         |
| Advanced Courses   |           |
| FOR 2720** Equipment Operation, Safety and Maintenance             | 3         |
| FOR 2720L** Equipment Operation, Safety and Maintenance Laboratory | 1         |
| ORH 2820C Landscape Irrigation                                     | 3         |
| SWS 2006 Introduction to Soil Science                              | 4         |
| ORH 1260** Greenhouse Crop Management                              | 3         |
| ORH 1260I** Greenhouse Crop Management Laboratory                  | 1         |
| SPC 1006C†† Basic Speaking and Listening Skills                    | 1         |
| ORH 2859** Landscape Management                                    | 3         |
| ORH 2859L** Landscape Management Laboratory                        | 1         |
| BUL 2241 Business Law  | 3         |
| PCB 2030 Intro to Environmental Science                            | 3         |
| HOS 1014 Introduction to Organic Production Systems and Farming    | 1         |
| AEB 2949 Agriculture Co-op   | 3         |
| <b>Total Program Credits</b>                                       | <b>68</b> |

## LANDSCAPE AND HORTICULTURE SPECIALIST

*Technical Certificate*

(LSPEC-CT)

This program is designed to provide an opportunity for persons interested in the landscape and horticulture industry (landscape maintenance, golf course maintenance, nursery and greenhouse production and garden center management) to become skilled in basic horticultural practices. The Landscape Horticulture Specialist College Credit Certificate Program is 12 college credits approximately 75 hours are practical exercise and 115 hours are classroom instruction. Topics include: plant physiology and growth, classification of plants, maintaining landscape plants and employability skills.

All courses and credits earned can be applied towards the Landscape and Horticulture Technology A.A.S. (LAWN-A.A.S.) degree.

For additional information call the Landscape Technology Program contact on the Milton Campus at 484-4433 or visit our website at www.pjc.edu, and search "Landscape and Horticulture Management".

### JOB PLACEMENT INFORMATION

The percent of Landscape and Horticulture Specialist graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2006, 2007 and 2008 is 100%. For additional information about job opportunities in this field, contact appropriate department or the Student Job Services Office.

| Foundation Courses                                       | Credits   |
|--|-----------|
| IPM 1011** Pests and Pest Control                        | 2         |
| IPM 1011L** Pests and Pest Control Laboratory            | 1         |
| HOS 1010 Introduction to Horticultural Science           | 3         |
| ORH 1511** Plant Materials for Landscape Use             | 2         |
| ORH 1511I** Plant Materials for Landscape Use Laboratory | 1         |
| ORH 2220** Turfgrass Management                          | 2         |
| ORH 2220L** Turfgrass Management Laboratory              | 1         |
| <b>Total Program Credits</b>                             | <b>12</b> |

## LANDSCAPE AND HORTICULTURE PROFESSIONAL

*Technical Certificate*

(LPROF-CT)

This program is designed to provide an opportunity for persons interested in the landscape and horticulture industry (landscape maintenance, golf course maintenance, nursery and greenhouse production and garden center management) to become skilled in basic horticultural practices. The Landscape and Horticulture Professional College Credit Certificate Program is 18 college credits, approximately 75 hours are practical exercises and 190 hours are classroom instruction. Topics include: plant physiology and growth, classification of plants, maintaining landscape plants, fertilizing plants, managing a pest control program, pruning and shaping plants and employability skills. All courses and credits earned can be applied towards the Landscape and Horticulture Technology A.A.S. (LAWN-A.A.S.) Degree.

For additional information call the Landscape Program contact on the Milton Campus at 484-4433 or visit our website at [www.pjc.edu](http://www.pjc.edu), and search "Landscape and Horticulture Management".

### JOB PLACEMENT INFORMATION

The percent of Landscape and Horticulture Professional graduates who have been reported as satisfying state and federal definitions of in-field job placement for the year 2006 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Offices.

| Foundation Courses                                       | Credits   |
|--|-----------|
| IPM 1011** Pest and Pest Control                         | 2         |
| IPM 1011L** Pest and Pest Control Laboratory             | 1         |
| HOS 1010 Introduction to Horticultural Sciences          | 3         |
| ORH 1511** Plant Materials for Landscape Use             | 2         |
| ORH 1511L** Plant Materials for Landscape Use Laboratory | 1         |
| ORH 2220** Turfgrass Management                          | 2         |
| ORH 2220L** Turfgrass Management Laboratory              | 1         |
| <b>Advanced Courses</b>                                  |           |
| ORH 2862 Landscape Project Management                    | 3         |
| LDE 2000C Landscape Design                               | 3         |
| <b>Total Program Credits</b>                             | <b>18</b> |

## LANDSCAPE AND HORTICULTURE TECHNICIAN

*Technical Certificate*

(LTECH-CT)

This program is designed to provide an opportunity for persons interested in the landscape and horticulture industry (landscape maintenance, golf course maintenance, nursery and greenhouse production and garden center management) to become skilled in basic horticultural practices. The Landscape and Horticulture Technician College Credit Certificate Program is 30 college credits, approximately 215 hours are practical exercise and 275 hours are classroom instruction. Topics include: plant physiology and growth, classification of plants, maintaining landscape plants, fertilizing plants, managing a pest control program, pruning and shaping plants, plan, install, and employability skills. Topics for the Landscape Specialization include: planning, installing and maintaining landscape irrigation systems, analyzing and organizing landscape projects and laying out and installing landscapes.

All courses and credits earned can be applied towards the Landscape and Horticulture Technology A.A.S. (LAWN-A.A.S.) degree. For additional information call the Landscape Technology Program Contact on the Milton Campus, 484-4433 or visit our website at [www.pjc.edu](http://www.pjc.edu), and search "Landscape and Horticulture Management".

### JOB PLACEMENT INFORMATION

The percent of Landscape and Horticulture Technician graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2006, 2007 and 2008 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

| Foundation Courses                                       | Credits |
|--|---------|
| IPM 1011** Pests and Pest Control                        | 2       |
| IPM 1011L** Pests and Pest Control Laboratory            | 1       |
| HOS 1010 Introduction to Horticultural Science           | 3       |
| ORH 1511** Plant Materials for Landscape Use             | 2       |
| ORH 1511L** Plant Materials for Landscape Use Laboratory | 1       |
| ORH 2220** Turfgrass Management                          | 2       |
| ORH 2220L** Turfgrass Management Laboratory              | 1       |

### Advanced Courses

|                              |           |
|------------------------------|-----------|
| ___ ___+ Emphasis Courses    | 18        |
| <b>Total Program Credits</b> | <b>30</b> |

### +EMPHASIS COURSES

#### LANDSCAPE EMPHASIS:

|  |   |
|--|---|
| ORH 2862 Landscape Project Management                              | 3 |
| LDE 2000C Landscape Design   | 3 |
| ORH 2820C Landscape Irrigation                                     | 3 |
| ORH 2859** Landscape Management                                    | 3 |
| ORH 2859L** Landscape Management Laboratory                        | 1 |
| FOR 2720** Equipment Operation, Safety and Maintenance             | 3 |
| FOR 2720L** Equipment Operation, Safety and Maintenance Laboratory | 1 |
| AEB 2947 Agriculture Co-op   | 1 |

#### HORTICULTURE EMPHASIS:

|   |   |
|---|---|
| ORH 2862 Landscape Project Management           | 3 |
| LDE 2000C Landscape Design                      | 3 |
| ORH 1260 Greenhouse Crop Management             | 3 |
| ORH 1260L Greenhouse Crop Management Laboratory | 1 |
| ORH 2859 Landscape Management                   | 3 |
| ORH 2859L Landscape Management Laboratory       | 1 |
| AEB 2949 Co-op Education in Agriculture         | 3 |
| CGS 1050 Electronic Access to Information       | 1 |

## MANUFACTURING PROGRAM

SEE MECHANICAL DESIGN AND FABRICATION PROGRAMS

## MASSAGE THERAPY PROGRAM

|  |  |
|--|--|
| <b>Department Head:</b> Dr. Sue Halfhill | 484-2522   |
|  | <a href="mailto:shalfhill@pjc.edu">shalfhill@pjc.edu</a> |
| <b>Program Contact:</b> Ms. Sonja McCall | 484-1642   |
|  | <a href="mailto:smccall@pjc.edu">smccall@pjc.edu</a>     |

Contact the Professional Service Careers Department for assistance in planning your program of study.

## MASSAGE THERAPY

*Career and Technical Certificate*

(MTVC)

The professional Massage Therapy Program teaches the art and science of massage therapy, while also teaching sound business practices, which prepare students for success in the marketplace. You learn more than massage techniques. You learn how to tap into your compassion so you can put those techniques into practice for the greater good. That's the highest education standard of all. This program has an eight-month day vocational certificate program and a twelve-month night 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.

\* See General Education Course Requirements page for options

\*\* The course has pre- or co-requisites, check Course Descriptions Section

† Meets Computer Competence Requirement

†† Meets Oral Communications Requirements

## MECHANICAL DESIGN & FABRICATION PROGRAMS

**Department Head:** Mr. Tim Bone 484-2164  
 tbone@pjc.edu  
**Program Contact:** Mr. Mike Cannon 484-2524  
 mcannon@pjc.edu

**We strongly encourage you to contact the Engineering Technology Department for assistance in planning your program of study.**

### MECHANICAL DESIGN & FABRICATION (ENGINEERING TECHNOLOGY)

*Associate in Applied Science (MECH-AAS)*

The Mechanical Design & Fabrication degree prepares a student for a career in the computerized machining and fabrication industry. The core courses provide a basis for employment in a variety of manufacturing areas some of which include Computer Aided Design (CAD), Computer Aided Manufacturing (CAM), Computerized Machining, Production Welding, Metal Fabrication, computerized millwright in wood, plastics and composite materials. Specific software used in this technical program include AutoCAD, PlasmaCAM, MasterCAM-X Mill, Lathe, Router and SolidWorks. In this high demand industry our objective is to teach students proficiency in the set-up and operation of state of the art CNC machining and turning centers. The students will use a Haas VF-2 CNC Mill, Haas TL-1 CNC Lathe, a CNC plasma cutter and a CNC gantry table router. The Mechanical Design & Fabrication program provides students with unique skills and opportunities for employment in local and regional industries. A student can also acquire practical working experience by participating in our Co-op opportunities with local manufacturers.

#### JOB PLACEMENT INFORMATION

The percent of Mechanical Design and Fabrication (previously titled Manufacturing Technology) graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2006 and 2007 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

| General Education (15 credits)                 | Credits |
|--|---------|
| — —* Communications (Category I)               | 3       |
| — —* Humanities/Fine Arts (Category II)        | 3       |
| — —* Social/Behavioral Sciences (Category III) | 3       |
| MAT 1033 Intermediate Algebra (Category IV)    | 3       |
| — —* General (Category V)                      | 3       |

#### Engineering Technology Core (12 credits)

|  |   |
|--|---|
| CGS 1061C††† Introduction to Computers in Technology | 3 |
| EGS 1111 Engineering Graphics                        | 3 |
| EET 2084C** Introduction to Electronics              | 3 |
| GEB 2112 Entrepreneurship                            | 3 |

#### Technical Core (33 credits)

| Technical Core (33 credits)                                      | Credits |
|--|---------|
| ETI 2415 Computerized Woodworking Processes                      | 4       |
| ETI 2416 Metal Working Processes (Welding & Fabrication)         | 4       |
| ETI 2411** Manufacturing Processes (CNC Machining)               | 4       |
| ETI 2412** Manufacturing Processes (Mastercam Router)            | 4       |
| ETI 2414** Computer-Aided Manufacturing (Mastercam Mill & Lathe) | 4       |
| ETD 2364 Computer-Aided Design 3-D (SolidWorks)                  | 4       |
| ETI 1933 Special Topics in Manufacturing                         | 3       |
| — — Electives***   | 6       |

**Total Program Credits** **60**

#### \*\*\*Suggested Electives

|   |   |
|---|---|
| GEB 1011 Introduction to Business       | 3 |
| ETI 2949 Manufacturing Technology Co-op | 3 |
| ETI 2947 Manufacturing Technology Co-op | 1 |
| ETI 1701 Industrial Safety              | 3 |

††† Meets oral communication and computer competence requirement.

\*\*\* Contact Program Coordinator for approval of additional electives.

In the professional Massage Therapy Program, students learn light-energy work as well as deep-tissue modalities, spa therapies, infant massage, Shiatsu, and how to treat specific pain and dysfunction such as carpal tunnel syndrome, low back pain, and headaches. Massage Therapists also provide services to special needs populations such as athletes, the elderly and pregnant women, as well as a holistic approach to health and healing.

This Therapeutic Massage Program combines the student's knowledge of massage with specific training in the treatment of sports injuries, pathology, medical terminology, and documentation as well as anatomy and physiology and massage interventions. It also highlights spa therapy training in spa treatments and spa operations. Students will learn body treatments which will include body exfoliations, body masks, hydrotherapy, and body wraps. Bodywork techniques will include stone massage, lymphatic drainage, Shiatsu, reflexology, and deep tissue. Upon completion of this program, graduates will be maketable to resort, destination, day, medical and cruise ship spas.

Admission to this program is based upon receipt date of completed application requirements. Once a particular class is full, the remaining qualified applicants are automatically listed as alternates for that class. If the applicant is not seated, he/she is offered admission in the next available class.

#### JOB PLACEMENT INFORMATION

The percent of Massage Therapy graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2006, 2007 and 2008 is 45%, 73% and 79%, respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

| Foundation Courses                                       | Credits   |
|--|-----------|
| VPI 0100+ Vocational Preparatory Reading                 |           |
| VPI 0200+ Vocational Preparatory Mathematics             |           |
| VPI 0311+ Vocational Preparatory Language                |           |
| MSS 0001 Introduction to Massage Therapy                 | 2         |
| MSS 0253C Massage Therapy I                              | 3         |
| MSS 0215 Legal and Ethical Compliance to Florida Law     | 1         |
| MSS 0602 Massage Therapy Entrepreneurship                | 1         |
| <b>Intermediate Courses</b>                              |           |
| MSS 0254C Massage Therapy II                             | 2         |
| MSS 0160C Massage Therapy Muscle Anatomy and Kinesiology | 3         |
| <b>Advanced Courses</b>                                  |           |
| HSC 0591 AIDS/OSHA for Health Professionals              | 1         |
| MSS 0260 Massage Therapy III                             | 4         |
| MSS 0260L Massage Therapy III Clinic                     | 4         |
| MSS 0156 Anatomy & Physiology                            | 2         |
| MSS 0272 Medical Massage                                 | 1         |
| MSS 0300 Hydrotherapy, Spa Theory & Techniques           | 1         |
| MSS 0960L National Board Prep                            | 1         |
| <b>Total Program Credits</b>                             | <b>25</b> |

+ Students who have satisfactory TABE test scores are not required to take these courses.

## CNC MACHINIST

*Technical Certificate*

(CNC-CT)

This technical certificate utilizes four essential core courses used in the Mechanical Design & Fabrication A.A.S. degree. The CNC machinist certificate reflects the culmination of those learned skills and proficiencies that allow a student to set-up and operate CNC machinery and turning centers at the entry level. The core courses provide training on a Haas VF-2 Mill, a Haas TL-1 Lathe, and on a CNC plasma cutter. Complete the requirements for this certificate to get a head start in the field as a CNC Machinist. There are many employment opportunities in the local and regional area in this field of study. While working on your classes you may choose to co-op to gain valuable working experiences as you learn. In addition you are building a solid foundation for the companion two-year A.A.S. degree in Mechanical Design & Fabrication. In short, this technical certificate can be completed in one semester allowing you to start a new career within a short amount of time. All the courses used in the CNC Machinist Technical Certificate are also applicable to the Mechanical Design & Fabrication A.A.S. degree. Additional skills you will learn to enable you are aircraft sheet metal riveting; metal fabrication; manual machining and production; and MIG, TIG, and gas welding. The goal of this certificate program is to certify current technology entry level skills in the machining and fabrication industry.

### JOB PLACEMENT INFORMATION

The percent of Mechanical Design & Fabrication graduates who have been reported as satisfying state and federal definitions of in-field job placement for the year 2008 is 100%. For additional information about job opportunities in this field, contact the Student Job Services Office.

|                              |   | Credits   |
|------------------------------|---|-----------|
| EGS 1111                     | Engineering Graphics                            | 3         |
| ETI 2416                     | Metal Working Processes (Welding & Fabrication) | 4         |
| ETI 2411**                   | Manufacturing Processes (CNC Machining)         | 4         |
| ETI 1931                     | Special Topics in Manufacturing                 | 1         |
| <b>Total Program Credits</b> |   | <b>12</b> |

## COMPUTERIZED WOODWORKING

*Technical Certificate*

(CNCWCT)

This technical certificate encompasses four essential core courses in the Mechanical Design & Fabrication A.A.S. degree. The Computerized Woodworking Certificate reflects the culmination of those learned skills and proficiencies for a student to set-up and operate the CNC machinery used in non-metal fabrication at the entry level. The core courses provide training on various woodworking equipments and on a CNC gantry mill router. Completion of the requirements for this certificate provides a head start in this technical field as a CNC operator. There are many employment opportunities in the local and regional area in this field. While working on these core courses, an individual may also choose to co-op to gain valuable working experiences while learning. Additionally, a solid foundation for the companion two-year A.A.S. degree in Mechanical Design & Fabrication is being built. In short, this technical certificate can be completed in one semester allowing one to start a new career rapidly. The four courses that comprise the Computerized Woodworking Technical Certificate are all applicable to the Mechanical Design & Fabrication two year A.A.S. degree. Other skills learned in this certificate program are graphic arts as applied to sign making, MasterCam Art to generate 3-D designs for the CNC router and computer drafting with AutoCAD. The goal of this certificate program is to certify current technology entry level skills in the machining and fabrication industry in non-metal fabrications.

## JOB PLACEMENT INFORMATION

As a new program, job placement information is not available. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

|                              |  | Credits   |
|------------------------------|--|-----------|
| EGS 1111                     | Engineering Graphics                       | 3         |
| ETI 2415                     | Computerized Woodworking Processes         | 4         |
| ETI 2412**                   | Manufacturing Processes (Mastercam Router) | 4         |
| ETI 1931                     | Special Topics in Manufacturing            | 1         |
| <b>Total Program Credits</b> |  | <b>12</b> |

## MEDICAL OFFICE PROGRAMS

|                         |   |          |
|-------------------------|---|----------|
| <b>Department Head:</b> | <b>Dr. Steve Bannow</b><br>sbannow@pjc.edu  | 484-2321 |
| <b>Program Contact:</b> | <b>Mr. Dale Brewer</b><br>(Medical Assisting)<br>dbrewer@pjc.edu  | 484-2221 |
|                         | <b>Ms. Donna Flynn</b><br>dflynn@pjc.edu<br>(Health Services Management)<br>(Medical Office Administration)<br>(Medical Records Transcribing) | 484-2223 |

Contact the Allied Health Department for assistance in planning your program of study.

## HEALTH SERVICES MANAGEMENT

*Associate in Applied Science*

(HSM-AAS)

Health Services Management graduates work in the administrative support areas of the health field. Positions include professional duties in hospitals, clinics, insurance companies, pharmaceutical firms and doctor's offices. Health Services Management professionals have little or no direct patient contact, but provide business and administrative services "behind the scenes" by managing insurance, payroll, patient admissions, billings, regulatory reports, marketing, auxiliary services and other similar administrative functions.

### JOB PLACEMENT INFORMATION

The percent of Health Services Management graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2006, 2007 and 2008 is 93%, 88% and 100%, respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

#### Term I – Fall

|           |   | Credits |
|-----------|---|---------|
| CGS 1570† | Computer Concepts and Applications              | 3       |
| HIM 1442  | Pharmacology                                    | 2       |
| HSC 1531  | Medical Terminology                             | 3       |
| BSC 1080  | Essentials of Anatomy & Physiology (Category V) | 3       |
| BSC 1080L | Essentials of Anatomy & Physiology Lab          | 1       |
| HSC 1590  | AIDS/OSHA for Health Professionals              | 1       |

#### Term II – Spring

|              |                                   |   |
|--------------|-----------------------------------|---|
| ACG 2021     | Financial Accounting              | 3 |
| _____        | Communications (Category I)       | 3 |
| COM 2100**†† | Business Communications           | 3 |
| HSC 2550**   | Pathophysiology                   | 4 |
| LIS 1004     | Introduction to Internet Research | 1 |

#### Term III – Summer

|        |                                    |   |
|--------|------------------------------------|---|
| _____* | Humanities/Fine Arts (Category II) | 3 |
| _____* | Mathematics (Category IV)          | 3 |

\* See General Education Course Requirements page for options

\*\* The course has pre- or co-requisites, check Course Descriptions Section

† Meets Computer Competence Requirement

†† Meets Oral Communications Requirements



|                       |   |                |
|-----------------------|---|----------------|
| <b>Term IV – Fall</b> |   | <b>Credits</b> |
| OST 1464              | Computerized Medical Office Systems           | 2              |
| HIM 2282C**           | Coding and Classification Systems             | 3              |
| HIM 2620**            | Medical Statistics and Financial Applications | 3              |
| HIM 2512              | Health Information Management & Supervision   | 3              |
| HSC 2641              | Health Care Law                               | 3              |

|                              |  |           |
|------------------------------|--|-----------|
| <b>Term V – Spring</b>       |  |           |
| HIM 2500C                    | Quality Improvement in Healthcare                            | 2         |
| OST 1461**                   | Medical Office Practice                                      | 3         |
| HIM 2253**                   | Outpatient Reimbursement Methodologies and Third-Party Payer | 4         |
| ACO 1806**                   | Payroll Accounting   | 3         |
| ECO 2023                     | Economics II (Category III)                                  | 3         |
| <b>Total Program Credits</b> |  | <b>62</b> |

## MEDICAL ASSISTING

*Career and Technical Certificate (MEDAS-VC)*

This one-year certificate program prepares students for employment as medical assistants and is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB). CAAHEP may be contacted by writing or calling: Commission on Accreditation of Allied Health Education programs, 1361 Park Street, Clearwater, FL 33756. Telephone 727-210-2350.

### 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 2006 2007, and 2008 is 100%, 100% and 88%, respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

|           |                                    |
|-----------|------------------------------------|
| VPI 0100+ | Vocational Preparatory Reading     |
| VPI 0200+ | Vocational Preparatory Mathematics |
| VPI 0311+ | Vocational Preparatory Language    |

|                              |   |                |
|------------------------------|---|----------------|
| <b>Term I – Fall</b>         |   | <b>Credits</b> |
| MEA 0322                     | Computers in the Medical Office                 | 3              |
| MEA 0230                     | Medical Terminology with Anatomy and Physiology | 3              |
| BSC 0070                     | Structure and Function                          | 2              |
| MEA 0222C                    | Medical Assisting Theory and Practice I         | 3              |
| MEA 0270C                    | Medical Office Procedures I                     | 4              |
| <b>Term II – Spring</b>      |   |                |
| MEA 0200C                    | Medical Assisting Theory and Practice II        | 3              |
| MEA 0232**                   | Pharmacology Terminology                        | 3              |
| MEA 0334**                   | Medical Insurance and Coding                    | 2              |
| MEA 0234**                   | Basic Pathophysiology                           | 3              |
| MEA 0271C                    | Medical Office Procedures II                    | 4              |
| <b>Term III – Summer</b>     |   |                |
| MEA 0201C**                  | Medical Assisting Theory and Practice III       | 3              |
| MEA 0801L**                  | Medical Assisting Preceptorship                 | 8              |
| MEA 0960                     | Medical Assisting Exam Review                   | 3              |
| <b>Total Program Credits</b> |   | <b>44</b>      |

+ Students who have satisfactory TABE test scores are not required to take these courses.

## MEDICAL OFFICE ADMINISTRATION

*Associate in Applied Science (MDSC-AAS)*

The medical office assistant works in the administrative support area of the healthcare field. Job responsibilities include greeting patients, scheduling appointments, managing medical records, transcribing dictation, preparing correspondence and assisting physicians with reports, speeches, articles and conference proceedings. They also record simple medical histories, arrange for patients to be hospitalized and order supplies. Most medical office assistants need to be familiar with insurance rules, billing practices and hospital or laboratory procedures.

### JOB PLACEMENT INFORMATION

The percent of Medical Office Administration graduates who have been reported as satisfying state and federal definitions of in-field job placement for the year 2008 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

### FIRST YEAR

|                      |  |                |
|----------------------|--|----------------|
| <b>Term I – Fall</b> |  | <b>Credits</b> |
| LIN 1670C            | Traditional English Grammar (Category I) | 3              |
| CGS 1570†            | Computer Concepts and Applications       | 3              |
| OST 1100             | Keyboarding I                            | 3              |
| HIM 1442             | Pharmacology                             | 2              |
| HSC 1531             | Medical Terminology                      | 3              |
| <b>Total</b>         |  | <b>14</b>      |

|                         |  |           |
|-------------------------|--|-----------|
| <b>Term II – Spring</b> |  |           |
| COM 2100††              | Business Communications                  | 3         |
| HSC 2641                | Health Care Law                          | 3         |
| OST 1713**              | Word Processing I                        | 3         |
| BSC 1080                | Essentials of Anatomy and Physiology     | 3         |
| BSC 1080L               | Essentials of Anatomy and Physiology Lab | 1         |
| <b>Total</b>            |  | <b>13</b> |

|                          |                          |          |
|--------------------------|--------------------------|----------|
| <b>Term III – Summer</b> |                          |          |
| — —*                     | Humanities (Category II) | 3        |
| <b>Total</b>             |                          | <b>3</b> |

### SECOND YEAR

|                      |   |           |
|----------------------|---|-----------|
| <b>Term I – Fall</b> |   |           |
| HIM 2253             | Outpatient Reimbursement and Methodologies      | 4         |
| ACG 2021             | Financial Accounting                            | 3         |
| HSC 1590             | AIDS/OSHA/Domestic Violence/Medical Errors      | 1         |
| OST 1464             | Computerized Medical Office Systems (Fall only) | 2         |
| SLS 1353             | Generations at Work (Category V)                | 3         |
| <b>Total</b>         |   | <b>13</b> |

|                         |                                       |           |
|-------------------------|---------------------------------------|-----------|
| <b>Term II – Spring</b> |                                       |           |
| OST 1461                | Medical Office Practice (Spring only) | 3         |
| ECO 2023                | Economics II (Category III)           | 3         |
| — —*                    | Natural Science/Math (Category IV)    | 3         |
| OST 1611                | Medical Transcription I (Spring only) | 3         |
| <b>Total</b>            |                                       | <b>12</b> |

|                          |   |          |
|--------------------------|---|----------|
| <b>Term III – Summer</b> |   |          |
| OST 1612**               | Medical Transcription II (Term B only)    | 3        |
| OST 1613**               | Medical Transcription III (Term D only)   | 3        |
| OST 2942                 | Office Systems Internship (Term D & Fall) | 2        |
| <b>Total</b>             |   | <b>8</b> |

|                              |  |           |
|------------------------------|--|-----------|
| <b>Total Program Credits</b> |  | <b>63</b> |
|------------------------------|--|-----------|

## MEDICAL RECORDS TRANSCRIBING

Applied Technical Diploma

(MDTR-ATD)

This certificate, college-credit program is designed to prepare students for employment as medical transcriptionists. Positions include opportunities with hospitals, outpatient clinics, physician's offices, independent transcription services, as well as ancillary facilities such as nursing homes. Students wishing to continue their education may take additional courses to earn a two-year Associates in Applied Science (AAS) degree.

### SPECIAL REQUIREMENTS

Persons interested in the program should contact the Health Programs Admission office at the Warrington campus. Applications must be returned to this office.

### JOB PLACEMENT INFORMATION

The percent of Medical Records Transcribing graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2006, 2007 and 2008 is 63%, 100% and 80%, respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

|     |       |                                    |
|-----|-------|------------------------------------|
| VPI | 0100+ | Vocational Preparatory Reading     |
| VPI | 0200+ | Vocational Preparatory Mathematics |
| VPI | 0311+ | Vocational Preparatory Language    |

#### Term I – Fall

|     |       |                                       | Credits |
|-----|-------|---------------------------------------|---------|
| LIN | 1670C | Traditional English Grammar or higher | 3       |
| CGS | 1570  | Computer Concepts and Applications or |         |
| OST | 1713  | Word Processing I                     | 3       |
| OST | 1464  | Computerized Medical Office Systems   | 2       |
| HSC | 1531  | Medical Terminology                   | 3       |
| HIM | 1442  | Pharmacology                          | 2       |

#### Term II – Spring

|     |        |  |   |
|-----|--------|--|---|
| OST | 1611** | Medical Transcription I                | 3 |
| OST | 1461** | Medical Office Practice                | 3 |
| HSC | 1590   | AIDS/OSHA for Health Professionals     | 1 |
| BSC | 1080   | Essentials of Anatomy & Physiology     | 3 |
| BSC | 1080L  | Essentials of Anatomy & Physiology Lab | 1 |

#### Term III – Summer

|                              |        |                           |           |
|------------------------------|--------|---------------------------|-----------|
| OST                          | 1612** | Medical Transcription II  | 3         |
| OST                          | 1613** | Medical Transcription III | 3         |
| OST                          | 2943** | Office Systems Internship | 3         |
| <b>Total Program Credits</b> |        |                           | <b>33</b> |

+ Students who have satisfactory TABE test scores are not required to take these courses.

## MULTIMEDIA PROGRAM

|                  |                   |          |
|------------------|-------------------|----------|
| Department Head: | Mr. Krist Lien    | 484-2554 |
|                  | klien@pj.edu      |          |
| Primary Faculty: | Dr. Cynthia App   | 484-1462 |
|                  | capp@pj.edu       |          |
|                  | Mr. Spiros Zachos | 484-2578 |
|                  | szachos@pj.edu    |          |

Contact the Visual Arts Department for assistance in planning your program of study.

## MULTIMEDIA TECHNOLOGY (DIGITAL MEDIA/MULTIMEDIA TECHNOLOGY)

Associate in Applied Science

(MDIA-AAS)

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, web development, video production, 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, web publishing, audio, video and professional application of those integrated skills.

### JOB PLACEMENT INFORMATION

The percent of Multimedia Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2006, 2007 and 2008 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

| Foundation Courses |          | Credits                                    |   |
|--------------------|----------|--|---|
| ART                | 1201C    | Two-Dimensional Design                     | 3 |
| GRA                | 2151C†   | Computer Graphics I                        | 3 |
| ART                | 1300C    | Drawing I                                  | 3 |
| ARH                | 2000     | Humanities Art (Category II)               | 3 |
| PGY                | 2401C    | Photography I                              | 3 |
| RTV                | 2241C**  | Introduction to Digital Video and Sound    | 3 |
| ENC                | 1101     | English Composition I (Category I)         | 3 |
| SPC                | 1608**†† | Public Speaking (Category V)               | 3 |
| GRA                | 2931     | Multimedia Seminar                         | 1 |
| _____*             |          | Natural Sciences/Mathematics (Category IV) | 3 |
| _____*             |          | Social/Behavioral Sciences (Category III)  | 3 |

### Intermediate Courses

|     |         |                                 |   |
|-----|---------|---------------------------------|---|
| GRA | 1140C** | Beginning Multimedia Production | 3 |
| DIG | 2151C** | Multimedia Writing              | 3 |
| GRA | 2152C   | Computer Graphics II            | 3 |
| GRA | 2770C   | Creative Design & Communication | 3 |
| GRA | 2158C   | Multimedia 3D                   | 3 |
| GRA | 2190C** | Graphic Design I                | 3 |
| MMC | 2212    | Media Law                       | 3 |

### Advanced Courses

|                              |         |                                      |           |
|------------------------------|---------|--------------------------------------|-----------|
| GRA                          | 2141C** | Advanced Multimedia Production       | 3         |
| ART                          | 2905    | Portfolio                            | 3         |
| GRA                          | 2721C** | Creative Web Design                  | 3         |
| RTV                          | 2216C** | Advanced Video/Commercial Production | 3         |
| <b>Total Program Credits</b> |         |                                      | <b>64</b> |

\* See General Education Course Requirements page for options

\*\* The course has pre- or co-requisites, check Course Descriptions Section

† Meets Computer Competence Requirement

†† Meets Oral Communications Requirements

## NURSING PROGRAMS

|                          |  |  |
|--------------------------|--|--|
| <b>Department Head:</b>  | Ms. Patricia Jones<br>pjones@pjc.edu   | 484-2253   |
| <b>Program Director:</b> | Ms. Carol Stinson<br>cstinson@pjc.edu (Registered Nursing)<br>Ms. Mary Turner<br>mtturner@pjc.edu (Practical Nursing)  | 484-2207<br>484-2360   |
| <b>Faculty:</b>          | Ms. Ann Brooker<br>Ms. Judith Evans<br>Dr. Shirley Holt-Hill<br>Ms. Lynette Kortness<br>Ms. Anna Mae Maano<br>Ms. Angela Sanders<br>Ms. Suzanne Taylor<br>Ms. Karen Youn | Ms. Rhonda Cowan<br>Ms. Erica Foshee<br>Ms. Uletha Jones<br>Ms. Jana Lyner<br>Ms. Johnnie Mae Mixon<br>Ms. Cynthia Smith-Peters<br>Ms. Dusti Whitley |

We strongly encourage you to contact the Nursing Department for assistance in planning your program of study.

### NURSING (ASSOCIATE DEGREE) R.N.

Associate in Science

(RN-AS)

The Nursing faculty believes that associate in science degree nursing graduates contribute necessary, unique and skilled competencies to the health care system. The Department of Nursing's mission is to provide quality educational opportunities for students seeking to enter the healthcare arena and to meet the healthcare needs of the community. Classes and clinical are offered day, evenings and/or weekends so graduates will be eligible to apply to the National Council Licensure Examination for Registered Nurses. The Associate Degree program is accredited by the National League for Nursing Accrediting Commission.

#### SPECIAL ADMISSION REQUIREMENTS:

Students seeking admission to the program must complete application to the college and the program. Admission to this program is limited by student/faculty ratios and availability of clinical resources. All application requirements must be completed before a student will be considered for admission to the nursing program. Admission is based on first qualified, first accepted. Students are required to pass a criminal background check and a urine drug screen prior to clinical experiences. Applicants who have an arrest record (other than a minor traffic violation) should be aware that they may not be permitted to sit for the licensing examination NCLEX-RN after graduation. The Florida Board of Nursing determines eligibility for NCLEX after receiving an individual's application to take NCLEX. Refer to [http://www.doh.state.fl.us/mqa/nursing/nur\\_faq.html](http://www.doh.state.fl.us/mqa/nursing/nur_faq.html) for questions.

Progression to the clinical component of the program is contingent upon submission of satisfactory physical examination/immunization forms and current CPR certification at the Health Care provider level.

#### ELIGIBILITY FOR ADMISSION REQUIREMENTS:

- Minimum 2.5 cumulative grade point average
- Minimum score of 75th percentile on the on the Math and the verbal portions which will include Reading comprehension, Vocabulary and general knowledge, and grammar on the Hesi-A2 and Critical Thinking Test

#### REQUIREMENTS FOR PROGRESSION:

- Progression through the ADN program requires:
- "C" or higher in courses in the curriculum;
  - "C" or higher in all corequisites and prerequisites;
  - Current CPR certification at the Health Care Provider level (American Heart Association)
  - Minimum score of 90% within two attempts on a dosage calculation examination semester 1 and 3 of nursing courses prior to clinical rotations.
  - Satisfactory level of mental and physical health, including current immunizations, Hepatitis B vaccinations; yearly TB testing and ability to meet Performance Standards

Students who do not meet progression requirements must withdraw from the ADN program and apply for readmission.

#### REQUIREMENTS FOR READMISSION:

Students who interrupt the specified progression through the program of study must apply for readmission to the program.

Readmission requires:

1. Completion of "Request to Reenter Form"
2. Space availability in the program
3. Academic eligibility;
  - a. a 2.0 cumulative grade point average
  - b. No more than one grade of "D" or "F" in a nursing course (whether the course is the repeated course or a different course). For reentry purposes only, if a student withdraws failing, it will be considered as a course failure. If a student has been dismissed from clinical and/or the ADN program for unethical, immoral, illegal, or unsafe clinical practice, readmission will be determined on an individual basis.
  - c. Successful completion of a nursing course with a clinical component within the past 12 months.
  - d. No longer than 36 months elapse from initial admission term to date of graduation.
4. Completion of a learning contract which will require:
  - a. Minimum score of 90% on the first attempt of a drug calculation exam(s); no second attempts allowed.
  - b. Minimum score of 75% on the first attempt of final exams from all previous nursing courses; no second attempts allowed.
  - c. Successful demonstration of practicum skills from all previous courses.
5. Ability to meet and comply with standards and policies in the current College Catalog and Nursing Student Handbook.
6. Completion of a urine drug screen and background check; the cost of both are the responsibility of the student.

All students who are on the current applicant list who qualify as candidates by January 1, 2011 would be admitted under the admission criteria in the 2009-2010 catalog.

Anyone on the current applicant list who does not complete the current admission requirements and become a candidate by January 1, 2011 (2011-2) would be required to meet the new criteria to become a candidate. All new applicants would be under the new criteria starting whenever they become an applicant.

#### 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 2006, 2007 and 2008 is 99%, 98% and 99%, respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

**The following courses must be completed prior to enrolling in any core course of the Registered Nursing Program and completed with a grade requirement of a minimum of "C" in each course and a cumulative grade of 2.75 for the seven courses:**

|     |       |  | Credits |
|-----|-------|--|---------|
| ENC | 1101  | English Composition I (Category I)   | 3       |
| DEP | 2004  | Human Growth and Development   | 3       |
| 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       |
| MAC | 1105  | College Algebra  |         |
|     |       | or   |         |
| STA | 2023  | Elementary Statistics (Category IV)<br>(STA 2023 is recommended for anyone who may be interested in pursuing a Bachelor of Science in Nursing) | 3       |

**It is recommended that we require that BSC 1093 and BSC 1094 and labs have been completed within the last five years.**

| Semester I |       | Credits                            |   |
|------------|-------|------------------------------------|---|
| NUR        | 1020C | Introduction to Nursing            | 8 |
| NUR        | 1511  | Mental Health Nursing I            | 1 |
| HUN        | 1201  | Elements of Nutrition (Category V) | 3 |

| <b>Semester II</b>                                | <b>Credits</b> | <b>Required Prerequisites:</b>  | <b>Credits</b> |
|---|----------------|---|----------------|
| NUR 1211C Adult Health Nursing I                  | 8              | HSC 1590 AIDS/OSHA for Health Professionals   | 1              |
| MCB 1000 Applied Microbiology                     | 3              | DEP 2004 Human Growth and Development   | 3              |
| MCB 1000L Applied Microbiology Laboratory         | 1              | BSC 1093** Anatomy and Physiology I   | 3              |
| <b>Semester III</b>                               |                | BSC 1093L** Anatomy and Physiology I Laboratory   | 1              |
| NUR 2212C Adult Health Nursing II                 |                | BSC 1094** Anatomy & Physiology II  | 3              |
| or  |                | BSC 1094L** Anatomy & Physiology I Laboratory   | 1              |
| NUR 2440C Maternal-Child Health Nursing           | 6              | MAC 1105 College Algebra  |                |
| <b>Semester IV</b>                                |                | or  |                |
| NUR 2212C Adult Health Nursing II                 |                | STA 2023 Elementary Statistics (Category IV)  | 3              |
| or  |                | (STA 2023 is recommended for anyone who may be interested in pursuing a Bachelor of Science in Nursing) |                |
| NUR 2440C Maternal-Child Health Nursing           | 6              | ENC 1101 English Composition (Category 1)   | 3              |
| NUR 2213C Adult Health Nursing III                | 6              |   | <u>25</u>      |
| <b>Semester V</b>                                 |                |   |                |
| NUR 2523C Mental Health II                        | 3              | <b>Term I</b>   |                |
| SYG 2000 Introduction to Sociology (Category III) | 3              | NUR 2003C** Career Mobility Nursing Concepts  | 3              |
| _____ Humanities (Category II)                    | 3              | NUR 1511** Mental Health Nursing I  | 1              |
| NUR 2811L Transitional Practice/Preceptorship     | 4              | MCB 1000 Applied Microbiology   | 3              |
| <b>Total Program Credits</b>                      | <u>72</u>      | MCB 1000L Applied Microbiology Laboratory   | 1              |
|   |                | HUN 1201 Elements of Nutrition (Category V)   | <u>3</u>       |
|   |                |   | <u>11</u>      |

## CAREER MOBILITY OPTION

*Associate in Science* (RNCM-AS)  
and

## PARAMEDIC TO RN

*Associate in Science* (RNP-AS)

The Career Mobility Option is designed to give the licensed practical nurse (LPN) and the certified paramedic the opportunity to complete the associate degree nursing program in three semesters of nursing.

### SPECIAL ADMISSION REQUIREMENTS

Admission to this program is limited by student/faculty ratios and availability of clinical resources; therefore, students seeking admission to this program option must complete application to both the college and the program. All application requirements must be completed before a student will be considered for admission to this program option. Admission is based on first qualified, first accepted. Students are required to pass a Florida Criminal Background check and a urine drug screen prior to clinical experiences.

Eligibility for admission requires:

- Minimum 2.5 cumulative grade point average
- Minimum score of 75th percentile on the on the Math and the verbal portions which will include Reading comprehension, Vocabulary and general knowledge, and grammar on the Hesi-A2 and Critical Thinking Test
- Current unencumbered Florida licensure as a Practical Nurse or current unencumbered Florida certification as a Paramedic. Paramedics in Florida get certified, not licensed, and we want them to have Florida credentials
- Completion of all prerequisites with a "C" or higher

Progression to the clinical component of the program is contingent upon submission of satisfactory physical examination/immunization forms and current CPR certification at the Health Care Provider level (American Heart Association).

**(For information on the requirements for Progression, Readmission and Academic Eligibility, see Nursing (Associate Degree) RN program.)**

**The following courses must be completed prior to enrolling in any core course of the Registered Nursing Program and completed with a grade requirement of a minimum of "C" in each course and a cumulative grade of 2.75 for the required courses:**

|   |  |  |           |
|---|--|--|-----------|
| <b>Term II</b>                                    |  |  |           |
| NUR 2212C Adult Health Nursing II                 |  |  | 6         |
| _____ Humanities/Fine Arts (Category II)          |  |  | 3         |
| SYG 2000 Introduction to Sociology (Category III) |  |  | <u>3</u>  |
|   |  |  | <u>12</u> |
| <b>Term III</b>                                   |  |  |           |
| NUR 2213C Adult Health Nursing III                |  |  | 6         |
| NUR 2440C** Maternal-Child Health Nursing         |  |  | <u>6</u>  |
|   |  |  | <u>12</u> |
| <b>Term IV</b>                                    |  |  |           |
| NUR 2811L** Transitional Practice/Preceptorship   |  |  | 4         |
| NUR 2523C Mental Health II                        |  |  | <u>3</u>  |
|   |  |  | <u>7</u>  |

+ Upon completion of the Career Mobility Option, an additional 13 semester hours are granted. Thus, the student graduating from the Mobility Option earns 72 semester credits for the Associate in Applied Science Degree.

\* See General Education Course Requirements page for options

\*\* The course has pre- or co-requisites, check Course Descriptions Section

† Meets Computer Competence Requirement

†† Meets Oral Communications Requirements

## PERIOPERATIVE NURSING

*Advanced Technical Certificate*

(PERI-ATC)

This advanced certificate is designed for the registered nurse who has had no previous experience in the Operating Room. At the completion of this course, it is expected that the nurse will be able to practice independently at the beginning level in a perioperative position. Course content includes knowledge and skills required to provide care to patients having surgical intervention during the preoperative, intraoperative and postoperative period. Emphasis will be placed on performing those functions directly related to scrubbing and circulating for selected surgical procedures.

NSP2290C Perioperative Nursing 9

### JOB PLACEMENT INFORMATION

The percent of Perioperative Nursing (ATC) graduates who have been reported as satisfying state and federal definitions of in-field job placement for the year 2007 is 75%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

## PRACTICAL NURSING

*Career and Technical Certificate*

(LPN-VC)

This program prepares the student to perform safe nursing care as a practical nurse under the direction of a registered nurse or a licensed physician. Entry-level skills are acquired through classroom instruction and supervised experience in the laboratory and hospital. The program completers are eligible to take the National Council Licensure Examination for Practical Nurses. The Practical Nursing program is a candidate for accreditation by the National League for Nursing Accrediting Commission.

### SPECIAL ADMISSION REQUIREMENTS:

Admission to this program is limited by student/faculty ratios and availability of clinical resources; therefore, students seeking admission to the program must complete application to both the college and the program. All application requirements must be completed before a student will be considered for admission to the nursing program. Admission is based on first qualified, first accepted. Students are required to pass a Florida Criminal Background check and a urine drug screen prior to clinical experiences.

### ELIGIBILITY FOR ADMISSION REQUIRES:

- Minimum 2.0 cumulative grade point average;
- Minimum raw scores of 24 on Judgment and Comprehension (reading), 36 on Academic Aptitude and 42 on Natural Science on the Practical Nursing Entrance Exam and;
- Minimum score of 23 on the Health Related Math Exam.

Progression to the clinical component of the program is contingent upon submission of satisfactory physical examination/immunization forms and current CPR certification at the Health Care Provider level. (American Heart Association)

### Requirements for Progression:

Progression through the Practical Nursing Program requires:

1. 2.0 cumulative GPA;
2. minimum grade of "C" in all courses required in the curriculum;
3. fulfillment of all course prerequisites and corequisites;
4. satisfactory level of mental and physical health, including current immunizations, Hepatitis B vaccinations, yearly TB testing and ability to meet Technical Standards/Physical Abilities.
5. current CPR certification at the Health Care Provider (American Heart Association)
6. satisfactory urine drug screen and criminal background check.

Students who do not meet progression requirements must withdraw from the Practical Nursing Program and apply for readmission.

### Requirements for Readmission:

Students who interrupt the specific progression through the Program of study must apply for readmission to the Program.

Readmission requires:

1. Letter addressed to program director requesting readmission. The letter should include reason for leaving the program, what the individual has done to maintain knowledge and skills, and an action plan for success of the readmission.
2. Space availability in the nursing program.
3. Academic eligibility;
  - a. A 2.0 cumulative grade point average
  - b. No more than one grade of "D", "F", or "W" in a nursing course. (For reentry purposes only, a "W" received when failing a course is considered a course failure.) If a student has been dismissed from clinical and /or the PN program for unethical, immoral, illegal, or unsafe clinical practice, readmission will be determined on an individual basis.
4. Completion of a reentry contract which will require:
  - a. Minimum score of 90% on the first attempt of a drug calculation exam; no second attempts
  - b. Minimum score of 75% on the first attempt of content mastery exam, testing knowledge of previously passed courses.
  - c. Successful demonstration of practicum skills from previously passed courses.
5. Ability to meet and comply with standards and policies in the current College Catalog and Nursing Student Handbook.
6. Completion of a urine drug screen and background check: the cost of both are the responsibility of the student.

### 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 2006, 2007 and 2008 is 97%, 93% and 100%, respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

| <b>Term I – Summer</b>       |  | <b>Credits</b> |
|------------------------------|--|----------------|
| VPI 0100+                    | Vocational Preparatory Reading         |                |
| VPI 0200+                    | Vocational Preparatory Mathematics     |                |
| VPI 0311+                    | Vocational Preparatory Language        |                |
| PRN 0001C                    | Practical Nursing Foundations I        | 4              |
| HSC 0591                     | AIDS/OSHA for Health Professionals     | 1              |
| PRN 0030                     | Pharmacology I/Medical Terminology     | 1              |
| <b>Term II – Fall</b>        |  |                |
| BSC 0070                     | Structure and Function                 | 2              |
| PRN 0015                     | Interpersonal Relationships for Nurses | 1              |
| PRN 0002C                    | Practical Nursing Foundations II       | 7              |
| PRN 0200C                    | Practical Nursing I                    | 7              |
| <b>Term III – Spring</b>     |  |                |
| PRN 0201C                    | Practical Nursing II                   | 8              |
| PRN 0202C                    | Practical Nursing III                  | 8              |
| <b>Term IV – Summer</b>      |  |                |
| PRN 0100C                    | Practical Nursing IV                   | 5              |
| PRN 0904                     | Practical Nursing Seminar              | 1              |
| <b>Total Program Credits</b> |  | <b>45</b>      |

+ Students who have satisfactory TABE test scores are not required to take these courses.

# SURGICAL TECHNOLOGY

Career and Technical Certificate

(SURG-VC)

Credits

The Surgical Technology program prepares the student to perform as a member of the surgical team who works closely with surgeons, anesthesiologist, registered nurses and other surgical personnel in delivering patient care and assuming appropriate responsibilities before, during and after surgery.

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

## SPECIAL ADMISSION REQUIREMENTS:

Admission to this program is limited by special accreditation requirements, student/faculty ratios and availability of clinical resources; therefore, students seeking admission to the program must complete application to both the college and the program. All application requirements must be completed before a student will be considered for admission to the Surgical Technology program. Admission is based on first qualified, first accepted.

## ELIGIBILITY FOR ADMISSION REQUIRES:

- Acceptable score on the Nelson Denny Reading Test (composite score of 11.0 is required); and
- Completion of the Test of Adult Basic Education (TABE).
- 2.0 grade point average

Progression to the clinical component of the program is contingent upon submission of satisfactory physical examination/immunization forms and current CPR certification at the Health Care Provider (American Heart Association).

## REQUIREMENTS FOR PROGRESSION:

Progression through the ST program requires:

- "C" or higher in all courses in the curriculum;
- Satisfactory completion of all corequisites and prerequisites;
- Current CPR certification at the Health Care Provider (American Heart Association).
- Satisfactory level of mental and physical health, including current immunizations, Hepatitis B vaccinations, yearly TB testing, and ability to meet Performance Standards.

Students who do not meet progression requirements must withdraw from the ST program and apply for readmission.

## REQUIREMENTS FOR READMISSION

Students who interrupt the specified progression through the program of study must apply for readmission to the program.

Readmission requires:

- Receipt of completed "Request for Re-Entry to the ST program" form, a minimum of three months prior to the expected date of reentry;
- Space availability in the program;
- Academic eligibility;
- a minimum 2.0 cumulative grade point average;
- no more than one grade of "D" or "F" in a clinical course; if a student has withdrawn from or failed clinical and/or the ST program for unethical, immoral, illegal, or unsafe clinical practice, readmission will be determined on an individual basis.
- no longer than 24 months elapse from initial admission term to date of graduation.
- Ability to meet and comply with standards and policies in the current College Catalog and Student Handbook.
- Satisfactory urine drug screen and criminal background check. \*The cost of both are the responsibility of the student.

## JOB PLACEMENT INFORMATION

The percent of Surgical Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2006, 2007 and 2008 is 88%, 83% and 92%, respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office

## Term I

|             |                                     |   |
|-------------|-------------------------------------|---|
| VPI 0100+   | Vocational Preparatory Reading      |   |
| VPI 0200+   | Vocational Preparatory Mathematics  |   |
| VPI 0311+   | Vocational Preparatory Language     |   |
| HSC 0005    | Orientation to the Health Sciences  | 1 |
| BSC 0070    | Structure and Function              | 2 |
| STS 0804    | Basic Microbiology                  | 2 |
| STS 0003C** | Introduction to Surgical Technology | 6 |
| MEA 0230    | Medical Terminology with A & P      | 3 |
| HSC 0591    | AIDS/OSHA for Health Professionals  | 1 |

## Term II

|             |                                |   |
|-------------|--------------------------------|---|
| STS 0120**  | Surgical Specialties I         | 4 |
| STS 0255L** | Surgical Procedures Clinical I | 9 |
| STS 0803C** | Pharmacology and Anesthesia    | 2 |

## Term III

|             |                                  |   |
|-------------|----------------------------------|---|
| STS 0121**  | Surgical Specialties II          | 1 |
| STS 0256L** | Surgical Procedures Clinical II  | 6 |
| STS 0122**  | Surgical Specialties III         | 1 |
| STS 0257L** | Surgical Procedures Clinical III | 6 |

**Total Program Credits** 44

+ Students who have satisfactory TABE test scores are not required to take these courses.

# OFFICE PROGRAMS

|                         |                        |                 |
|-------------------------|------------------------|-----------------|
| <b>Department Head:</b> | <b>Dr. Linda Bloom</b> | <b>484-2504</b> |
|                         | <b>lbloom@pjc.edu</b>  |                 |
|                         | <b>(Pensacola)</b>     |                 |
| <b>Program Contact:</b> | <b>Dr. Linda Bloom</b> | <b>484-2504</b> |
|                         | <b>lbloom@pjc.edu</b>  |                 |

**We strongly encourage you to contact the Business Department for assistance in planning your program of study.**

# OFFICE ADMINISTRATION

Associate in Applied Science

(OFIS-AAS)

The Office Administration program is designed to prepare students for employment as administrative assistants, secretaries, executive secretaries, legal secretaries, medical secretaries, or employment in positions in office automation.

## JOB PLACEMENT INFORMATION

The percent of Office Administration graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2006, 2007 and 2008 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

| Foundation Courses |  | Credits |
|--------------------|--|---------|
| CGS 1570†          | Computer Concepts and Application (Category V) | 3       |
| OST 1100**         | Keyboarding I                                  | 3       |
| — —*               | Humanities/Fine Arts (Category II)             | 3       |
| — —*               | Communications (Category I)                    | 3       |
| — —*               | Natural Sciences/Mathematics (Category IV)     | 3       |
| SLS 1353           | Generations at Work                            | 3       |

\* See General Education Course Requirements page for options

\*\* The course has pre- or co-requisites, check Course Descriptions Section

† Meets Computer Competence Requirement

†† Meets Oral Communications Requirements

| Intermediate Courses               |                            | Credits |
|------------------------------------|----------------------------|---------|
| OST 1110**                         | Keyboarding II             | 3       |
| COM 2100††                         | Business Communications    | 3       |
| OST 1713**                         | Word Processing I          | 3       |
| ECO 2013                           | Economics I (Category III) | 3       |
| ACG 2001                           | Accounting I               | 3       |
| CGS 2510**                         | Spreadsheet                | 3       |
| OST 1355                           | Records Management         | 3       |
| CTS 2101*                          | Windows                    | 3       |
| MAN 2021                           | Principles of Management   | 3       |
| — —                                | Business Elective          | 3       |
| (select OST or CGS prefix courses) |                            |         |

| Advanced Courses             |  | Credits   |
|------------------------------|--|-----------|
| OST 2717**                   | Word Processing II                           | 3         |
| OST 2402**                   | Office Procedures                            | 3         |
| OST 1821                     | Business Applications for Desktop Publishing | 3         |
| CGS 1584**                   | PowerPoint Presentations for Business        | 3         |
| OST 2943                     | Office Systems Internship                    |           |
|                              | or   |           |
| OST 2949                     | Office Systems Co-op                         | 3         |
| <b>Total Program Credits</b> |  | <b>63</b> |

## OFFICE MANAGEMENT

*Technical Certificate (CLERK-CT)*

The purpose of this one-year certificate college credit program is to prepare students for employment in a clerical position. The content prepares individuals to use computers in a variety of activities including correspondence and compiling and keying reports, application forms and other data from clerical records. It includes instruction in filing, posting information to records, sorting and distributing mail, answering telephones and an introduction to computer concepts as an integral part of modern business.

### SPECIAL REQUIREMENTS

After completing college testing requirements, students should consult a business counselor or the Business Department head. (All students must be able to key at a speed of 35 wpm or successfully complete OST 1100 before taking OST 1110.)

### JOB PLACEMENT INFORMATION

The percent of Office Management graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2006, 2007 and 2008 is 75%, 100% and 100%, respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

| Foundation Courses |                                    | Credits |
|--------------------|------------------------------------|---------|
| CGS 1570           | Computer Concepts and Applications | 3       |
| ENC 1101           | English Composition I              |         |
|                    | or                                 |         |
| LIN 1670C          | Traditional English Grammar        | 3       |
| OST 1100           | Keyboarding I                      | 3       |

| Intermediate Courses |                                | Credits |
|----------------------|--------------------------------|---------|
| COM 2100             | Business Communications        | 3       |
| OST 1713             | Word Processing I              | 3       |
| OST 1110**           | Keyboarding II                 | 3       |
| CGS 2510**           | Spreadsheet                    | 3       |
| OST 1355             | Records Management             |         |
|                      | or                             |         |
| CTS 1401**           | Database with Microsoft Access | 3       |

| Advanced Courses             |  | Credits   |
|------------------------------|--|-----------|
| OST 1821                     | Business Applications for Desktop Publishing | 3         |
| OST 2402                     | Office Procedures                            | 3         |
| <b>Total Program Credits</b> |  | <b>30</b> |

## PARALEGAL/LEGAL PROGRAMS

Department Head: Dr. Linda Bloom 484-2504  
 lbloom@pjc.edu  
 Program Contact: Dr. James Hightower 484-1367  
 jhightower@pjc.edu  
 Primary Faculty: Dr. Natasha Simpson-Robinson 484-1370

We strongly encourage you to contact the Business Department for assistance in planning your program of study. (For information on Legal Office Administration see Office Programs.)

## PARALEGAL STUDIES (LEGAL ASSISTING)

*Associate in Science (LEGAL-AS)*

The legal assistant—also referred to as a “paralegal”—has become, in less than two decades, an integral part of the legal profession. This program equips its graduates to function both as an attorney’s general assistant and as a highly competent specialist in a particular area of law.

In addition to 16 hours of general education courses, all students must complete 48 hours of core courses.

Courses are structured and scheduled so that a student should be able to enter the program on either a full or part-time basis in any day or night term.

### JOB PLACEMENT INFORMATION

The percent of Legal Assisting graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2006, 2007 and 2008 is 87%, 87% and 100%, respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

| Foundation Courses |  | Credits |
|--------------------|--|---------|
| ENC 1101           | English Composition I (Category I)         | 3       |
| PLA 1003           | The Legal Profession                       | 3       |
| — —*               | Social/Behavioral Sciences (Category III)  | 3       |
| — —*               | Natural Sciences/Mathematics (Category IV) | 3       |
| — —*               | Humanities/Fine Arts (Category II)         | 3       |
| — —*               | General (Category V)                       | 3       |
| SPC 1006C††        | Basic Speaking and Listening Skills        | 1       |
| PLA 1104**         | Legal Research and Writing I               | 3       |
| PLA 1273**         | Torts I                                    | 3       |

| Intermediate Courses |  | Credits |
|----------------------|--|---------|
| PLA 1303**           | Criminal Law and Procedure               | 3       |
| PLA 2423**           | Contracts                                | 3       |
| PLA 2433**           | Business Organization                    | 3       |
| PLA 2601**           | Probate                                  | 3       |
| PLA 2610**           | Real Estate Law                          | 3       |
| PLA 2880**           | Constitutional Law                       | 3       |
| PLA 1203**           | Civil Litigation I                       | 3       |
| PLA 2730**†          | Computers in Legal Drafting and Research | 3       |

| Advanced Courses             |                               | Credits   |
|------------------------------|-------------------------------|-----------|
| PLA 2114A**                  | Legal Research and Writing II | 3         |
| PLA 2800**                   | Domestic Relations            | 3         |
| PLA — —                      | Electives                     | 9         |
| <b>Total Program Credits</b> |                               | <b>64</b> |

| Electives:  |                                | Credits |
|-------------|--------------------------------|---------|
| CJJ 2002    | Juvenile Justice               | 3       |
| PLA 2223    | Civil Litigation II            | 3       |
| PLA 2276    | Torts II                       | 3       |
| PLA 2260    | Evidence                       | 3       |
| PLA 2364    | Forensic Science Survey        | 3       |
| PLA 2630    | Real Estate Sales and Closings | 3       |
| PLA 2943*** | Law Office Internship          |         |
|             | or                             |         |
| PLA 2949*** | Legal Assisting Co-op          | 3       |

\*\*\* Permission Required

## PHLEBOTOMY PROGRAM

Department Head: Dr. Steve Bannow 484-2321  
 sbannow@pjc.edu  
 Program Contact: Ms. Wilma Duncans-Burnett 484-2216  
 wduncans-burnett@pjc.edu

We strongly encourage you to contact the Allied Health Department for assistance in planning your program of study.

### PHLEBOTOMY

*Career and Technical Certificate (PHLEB-VC)*

This Career and Technical Certificate program is designed to train participants in the basic and supporting skills of the phlebotomist. Skills will include: specimen collection by venipuncture and capillary puncture, basic anatomy and physiology, infection control, safety and patient relations.

Admission to this program is based upon receipt date of completed application requirements. Once a particular class is full, the remaining qualified applicants are automatically listed as alternates for that class.

If the applicant is not seated he/she is offered admission in the next available class.

#### JOB PLACEMENT INFORMATION

The percent of Phlebotomy graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2006, 2007, and 2008 is 91%, 83%, and 67%, respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

| Required Courses              | Credits  |
|-------------------------------|----------|
| MLT 0042C Phlebotomy          | 2        |
| MLT 0042L Phlebotomy Clinical | 4        |
| <b>Total Program Credits</b>  | <b>6</b> |

## PHOTOGRAPHIC PROGRAM

Department Head: Mr. Krist Lien 484-2554  
 klien@pjc.edu  
 Primary Faculty: Ms. Kristen Regan  
 kregan@pjc.edu  
 Mr. Mark Francis  
 mfrancis@pjc.edu

Contact the Visual Arts Department for assistance in planning your program of study.

### PHOTOGRAPHIC TECHNOLOGY

*Associate in Applied Science (PHOTAAS)*

This program is meant to train students for careers in the current and emerging fields of commercial/artistic photography in all its forms, from wet-chemistry to digital procedures in both color and black/white. Emphasis is placed on technical competence, aesthetics and creative approach.

#### JOB PLACEMENT INFORMATION

The percent of Photographic Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2006, 2007 and 2008 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

| Foundation Courses                              | Credits   |
|---|-----------|
| ART 1201C Two Dimensional Design                | 3         |
| ENC 1101 English Composition I (Category I)     | 3         |
| PGY 2401C Photography I                         | 3         |
| GRA 2151C† Computer Graphics I                  | 3         |
| ART 1300C Drawing I                             | 3         |
| — —* General (Category V)                       | 3         |
| Intermediate Courses                            |           |
| PGY 1000 History of Photography (Category II)   | 3         |
| PGY 1110C** Color, Materials and Methods        | 3         |
| PGY 2404C** Photography II                      | 3         |
| PGY 2220C** Commercial Photography I            | 3         |
| PGY 2801C** Digital Photography I               | 3         |
| — —* Social/Behavioral Sciences (Category III)  | 3         |
| — —* Natural Sciences/Mathematics (Category IV) | 3         |
| GRA 2770C Creative Design and Communication     | 3         |
| PGY 2600C** Techniques of Photojournalism       | 3         |
| SPC 1608†† Public Speaking                      |           |
| or  |           |
| SPC 2300 Interpersonal Communication            | 3         |
| Advanced Courses                                |           |
| PGY 2802C** Digital Photography II              | 3         |
| PGY 2107C** Large Format Camera                 | 3         |
| PGY 2221C** Commercial Photography II           | 3         |
| PGY 2272C** Photography Seminar                 | 3         |
| ART 2905 Portfolio                              | 3         |
| — — Art Electives (PGY, ART, GRA)               | 1         |
| <b>Total Program Credits</b>                    | <b>64</b> |

\* See General Education Course Requirements page for options

\*\* The course has pre- or co-requisites, check Course Descriptions Section

† Meets Computer Competence Requirement

†† Meets Oral Communications Requirements



## PHYSICAL THERAPIST ASSISTANT PROGRAM

Department Head: Ms. Sandra Hartley 484-2301  
 shartley@pjc.edu  
 Program Contact: Dr. Cena Harmon 484-2303  
 charmon@pjc.edu

We strongly encourage you to contact the Health Sciences Department for assistance in planning your program of study.

### PHYSICAL THERAPIST ASSISTANT

Associate in Applied Science (PTA-AAS)

The physical therapist assistant is a skilled technical health care worker, who under the supervision of a registered physical therapist carries out a planned patient care program. Duties of the physical therapist assistant include: training patients in exercise and activities of daily living; conducting treatments utilizing special equipment; assisting in performing tests, evaluations and treatment procedures; and observing the patient's responses and reporting to the supervising physical therapist. This program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association.

#### SPECIAL ADMISSIONS REQUIREMENTS

Student enrollment in the program is limited. The number of students in each class shall be determined by the availability of space, equipment, qualified faculty and hospital and clinical facilities necessary for a meaningful education. Only one class per year is accepted. Program acceptance is based on selection from all qualified applicants meeting the minimum criteria on a first-qualified/first served basis. After the allotted seats for each class are filled, the applicants meeting the minimum criteria will be guaranteed a seat in the next starting class. All applicants who meet the established criteria will be accepted into the program. However, not all will be guaranteed seats in the class of their choice if the application is not completed in a timely fashion. Minimum requirements for eligibility to the program include high school diploma or GED. Applications for both the college and program must be complete and the appropriate transcripts must be on file. Applicants must have a GPA of 2.5 or higher. Finally, applicants must provide documentation of 48 hours of observation of physical therapy in three different venues. Final admission to the program is contingent upon submission of satisfactory physical examination/immunization forms, a federal background check and a drug screen. Admissions information packets are available on the PJC website. Contact the PTA program director, Dr. Cena Harmon, at (850) 484-2303 or the Admissions Office for details at (850) 484-2210.

#### 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 2007, 2008 and 2009 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

**Note: S00758 CPR for Health Care Providers must be taken prior to starting clinicals.**

**All courses must be completed with a minimum "C" or higher grade.**

**The following courses must be completed with a minimum "C" or higher grade prior to any core courses of the Physical Therapist Assistant Program:**

|                              |          |   | Credits   |
|------------------------------|----------|---|-----------|
| BSC                          | 1093**   | Anatomy and Physiology I (Category V)                 | 3         |
| BSC                          | 1093L**  | Anatomy and Physiology I Laboratory                   | 1         |
| ENC                          | 1101     | English Composition I (Category I)                    | 3         |
| MAT                          | 1033     | Intermediate Algebra (Category IV)                    | 3         |
| HLP                          | 1081     | Concepts of Life Fitness                              | 3         |
| _____                        | _____*   | Humanities/Fine Arts (Category II)                    | 3         |
| <b>Term I</b>                |          |   |           |
| DEP                          | 2004     | Human Growth and Development (Category III)           | 3         |
| PHT                          | 1000**   | Introduction to Physical Therapy                      | 2         |
| PHT                          | 1120**   | Functional Anatomy and Kinesiology                    | 3         |
| PHT                          | 1120L**  | Functional Anatomy and Kinesiology Laboratory         | 2         |
| PHT                          | 1251**   | Basic Skills in Patient Care                          | 2         |
| PHT                          | 1251L**  | Basic Skills in Patient Care Laboratory               | 2         |
| LIS                          | 1004†    | Introduction to Internet Research                     | 1         |
| <b>Term II</b>               |          |   |           |
| BSC                          | 1094**   | Anatomy and Physiology II                             | 3         |
| BSC                          | 1094L**  | Anatomy and Physiology II Laboratory                  | 1         |
| PHT                          | 1210**   | Therapeutic Modalities I                              | 3         |
| PHT                          | 1210L**  | Therapeutic Modalities I Laboratory                   | 2         |
| PHT                          | 1224**   | Therapeutic Techniques and Disabilities I             | 3         |
| PHT                          | 1224L**  | Therapeutic Techniques and Disabilities I Laboratory  | 2         |
| HSC                          | 1590     | AIDS/OSHA for Health Professionals                    | 1         |
| PHT                          | 1801**   | PTA Clinic I  | 1         |
| <b>Term III</b>              |          |   |           |
| PHT                          | 2162**†† | Therapeutic Techniques and Disabilities II            | 2         |
| PHT                          | 2162L**  | Therapeutic Techniques and Disabilities II Laboratory | 2         |
| PHT                          | 2703C**  | Special Topics in Rehabilitation                      | 4         |
| PHT                          | 1351**   | Pharmacology for Physical Therapist Assistants        | 1         |
| PHT                          | 2401**   | Psychosocial Issues of the Disabled                   | 2         |
| PHT                          | 2810**   | PTA Clinic II   | 4         |
| <b>Term IV</b>               |          |   |           |
| PHT                          | 2932**   | Transition Seminar                                    | 2         |
| PHT                          | 2820**   | PTA Clinic III  | 5         |
| PHT                          | 2830**   | PTA Clinic IV   | 5         |
| <b>Total Program Credits</b> |          |   | <b>74</b> |

## RADIOGRAPHY PROGRAM

**Department Head:** Dr. Steve Bannow 484-2321  
 sbannow@pjc.edu  
**Program Contact:** Dr. Marilyn Coseo 484-2305  
 mcoseo@pjc.edu  
**Primary Faculty:** Ms. Margaret Ward  
 Mrs. Marie Hattabaugh

We strongly encourage you to contact the Allied Health Department for assistance in planning your program of study.

### RADIOGRAPHY

Associate in Applied Science (XRAY-AAS)

The 23 month full-time curriculum has been designed to assist students in developing and mastering basic clinical competencies and theoretical concepts of current radiography practice. Graduates receive an AAS Degree in Radiologic Technology and are eligible to sit for the national examination given by the American Registry of Radiologic Technologists. The American Registry of Radiologic Technologists certification is recognized throughout the country. The Radiography program is fully accredited by the Joint Review Committee on Education in Radiologic Technology.

#### SPECIAL ADMISSIONS REQUIREMENTS

Admission to this program is limited by special accreditation requirements and/or the availability of clinical assignments; therefore, students seeking admission to the program must complete application to both the college and the program. Application packets are available from the Health Programs Admissions Office (484-2210) on the Warrington Campus or the PJC website at www.pjc.edu/healthprograms/then scroll to Radiography Information Packet.

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 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, drug screen and background check.

Core courses with an RTE prefix may not be taken on a Pass/Fail option.

#### Requirements for the Associate in Applied Science Degree for Hospital Based Radiographer 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 Allied Health Department. The applicant must also submit an official transcript to the college and hold a current RT registration. Once the applicant has completed the required general education courses, he or she would receive 62 credits and would be awarded the Associate in Applied Science degree. Please contact the Allied Health Department for advising.

#### JOB PLACEMENT INFORMATION

The percent of Radiography graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2006, 2007 and 2008 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

**Note: S 00758 CPR for Health Care Providers must be taken during first term of program prior to starting any clinicals.**

#### General Education Courses

(all except math and communications, may be taken any term) Credits

|          |   |   |
|----------|---|---|
| MAT 1033 | Intermediate Algebra (or higher math) (Category IV)(should be taken during first summer term) | 3 |
| PSY 2012 | General Psychology (Category III)   | 3 |
| — —*     | Communications (Category I)   | 3 |
| — —*     | (should be taken during first summer term)  | 3 |
| — —*     | Natural Sciences Course (Category V)  | 3 |
| — —*     | (BSC 1005 preferred)  | 3 |
| — —*     | Humanities/Fine Arts (Category II)  | 3 |

#### FIRST YEAR

##### Summer

|          |                                    |   |
|----------|------------------------------------|---|
| S00758   | CPR for Health Care Providers      |   |
| MAT 1033 | Intermediate Algebra               | 3 |
| — —*     | Communications-(Category 1)        | 3 |
| HSC 1590 | AIDS/OSHA for Health Professionals | 1 |

##### Fall

|            |                                       |   |
|------------|---------------------------------------|---|
| RTE 1111C  | Radiographic Nursing Procedures       | 3 |
| RTE 1000   | Introduction to Radiologic Technology | 1 |
| RTE 1613   | Radiographic Physics                  | 1 |
| RTE 1503** | Radiographic Positioning I            | 2 |
| RTE 1702** | Radiographic Anatomy and Physiology I | 2 |
| RTE 1804   | Radiography Clinic I                  | 5 |

##### Spring

|            |  |   |
|------------|--|---|
| RTE 1513   | Radiographic Positioning II            | 2 |
| RTE 1712** | Radiographic Anatomy and Physiology II | 2 |
| RTE 1418C  | Principles of Radiographic Exposure    | 3 |
| RTE 2212†  | Computer Applications in Radiology     | 1 |
| RTE 1814** | Radiography Clinic II                  | 5 |

##### Summer

|            |                                 |   |
|------------|---------------------------------|---|
| RTE 1562   | Radiographic Special Procedures | 2 |
| RTE 1824** | Radiography Clinic III          | 2 |
| RTE 1834** | Radiography Clinic IV           | 3 |

#### SECOND YEAR

##### Fall

|            |   |   |
|------------|---|---|
| RTE 2931†† | Radiographic Critique I                 | 2 |
| RTE 2722   | Radiographic Anatomy and Physiology III | 2 |
| RTE 2523   | Radiographic Positioning III            | 2 |
| RTE 2563   | Advanced Radiographic Procedures II     | 3 |
| RTE 2601** | Radiographic Imaging I                  | 2 |
| RTE 2844** | Radiography Clinic V                    | 4 |

##### Spring

|            |  |   |
|------------|--|---|
| RTE 2572   | Advanced Radiographic Procedures I                     | 2 |
| RTE 2473   | Introduction to Radiation Safety and Quality Assurance | 1 |
| RTE 2602** | Radiographic Imaging II                                | 2 |
| RTE 2782   | Applied Radiographic Pathophysiology                   | 2 |
| RTE 2385   | Radiation Biology                                      | 1 |
| RTE 2854   | Radiography Clinic VI                                  | 4 |

**Total Program Credits** 77

## RECREATION PROGRAM

**Department Head:** Ms. Susan Morgan 484-2137  
 smorgan@pjc.edu  
**Program Contact:** Mr. Doug Rogers 484-1317  
 drogers@pjc.edu

We strongly encourage you to contact the History/Languages/Social Sciences Department for assistance in planning your program of study.

### RECREATION TECHNOLOGY

Associate in Science (REC-AS)

This degree prepares students for employment as recreation leaders, activity directors, group recreation workers, or recreation facility staff. The degree program would also be beneficial to persons who might desire to obtain a bachelor's degree in a human performance or a recreational major at a later date.

\* See General Education Course Requirements page for options

\*\* The course has pre- or co-requisites, check Course Descriptions Section

† Meets Computer Competence Requirement

†† Meets Oral Communications Requirements

## 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 2005, 2006 and 2007 is 100%. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

| Foundation Courses |  | 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       |
| HLP 1081           | Concepts of Life Fitness   | 3       |
| PEO 1031           | Individual Sports  | 3       |
| PEO 2013C          | Sports Officiating   | 3       |
| — —                | Recreation Technology Electives<br>(select from HLP, PEL, PEM, PEN, PEQ, PET, SLS) | 3       |

| Intermediate Courses |  | Credits |
|----------------------|--|---------|
| — —*                 | Social/Behavioral Sciences (Category III)  | 3       |
| — —*                 | General (Category V)   | 3       |
| — —*†                | Oral Communication Requirement   | 1       |
| HSC 2400             | First Aid and Injuries   | 3       |
| LEI 1541             | Outdoor Recreation Management  | 3       |
| — —                  | Recreation Technology Electives<br>(select from HLP, PEL, PEM, PEN, PEQ, PET, SLS) | 8       |

| Advanced Courses |   | Credits |
|------------------|---|---------|
| PET 2622         | Care and Prevention of Athletic Injuries  | 3       |
| LEI 2730         | Adaptive/Therapeutic Recreation   | 3       |
| — —              | or  |         |
| PEQ 2105C        | Management of Aquatic Programs  | 3       |
| — —+             | Recreational Technology Elective<br>(select from HSC 2100, HUN, 1201, HUS 2400, MAR 2011, MNA 1161, OST 1821) | 9       |

**Total Program Credits** **64**

+Recreation Technology Electives:

|          |          |          |          |           |
|----------|----------|----------|----------|-----------|
| HLP 2947 | PEL 1121 | PEM 1102 | PEN 1114 | PEQ 2105C |
| HLP 2948 | PEL 2122 | PEM 1131 | PEN 1121 | HLP 2949  |
| PEL 2341 | PEM 1132 | PEN 1122 | PET 2941 | HUN 1201  |
| PEL 2342 | PEM 1171 | PET 2942 | HSC 2100 | MAR 2011  |
| PEM 1181 | SLS 1101 | HUS 2400 | MNA1161  |           |

**Note:** In addition to the Recreation Technology Electives listed above, other courses may be approved as electives. Students should consult program contact regarding elective choices.

## SONOGRAPHY PROGRAM

|                         |                         |                 |
|-------------------------|-------------------------|-----------------|
| <b>Department Head:</b> | <b>Dr. Steve Bannow</b> | <b>484-2321</b> |
|                         | <b>sbannow@pjc.edu</b>  |                 |
| <b>Program Contact:</b> | <b>Ms. Liesa Bromet</b> | <b>484-2251</b> |
|                         | <b>lbromet@pjc.edu</b>  |                 |

We strongly encourage you to contact the Allied Health Department for assistance in planning your program of study.

## SONOGRAPHY (DIAGNOSTIC MEDICAL SONOGRAPHY)

*Associate in Applied Science (SON-AAS)*

The Diagnostic Medical Sonography A.A.S. two-year curriculum is designed to prepare graduates to exercise initiative and independent judgment in the performance of sonographic examinations.

Graduates are encouraged to pursue registry with the American Registry of Diagnostic Medical Sonography (ARDMS). Information regarding the registry can be found at [www.ardms.org](http://www.ardms.org). The program is actively seeking accreditation by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Instruction is consistent with Curriculum Frameworks as administered by the Florida Department of Education.

## SPECIAL REQUIREMENTS

Admission to this program is limited by special accreditation requirements and/or the availability of clinical assignments. All program requirements must be met before a student is eligible for admission. One class per year is accepted. Seats are allotted to qualified students on a first qualified/first served basis. All qualified students will be accepted into the program, but their seats may not be available in the year of their choice.

Details of the program requirements and all forms needed are available from the Health Programs Admission Office on the Warrington Campus or on the PJC website, [www.pjc.edu](http://www.pjc.edu). The minimum requirements include: application to both the college and program, high school diploma or GED, appropriate transcripts on file, minimum score of 55 on both the reading and math segments of the Health Occupations Basic Entrance Test (HOBET), information sheet, completion of all pre-requisite courses with a minimum grade of "C", and a minimum composite college level GPA of 2.5.

Applicants who have completed a program in an allied health care field that is patient care related at an associates level or higher may qualify for special admission requirements. The information packet details this articulation agreement.

Immediately prior to the clinical portion of the program all students must satisfactorily pass a federal background check, drug screen and physical examination/immunization record. There is a technical standard for the clinical portion of the program and other clinical restrictions may apply.

The program information packet is available on the college website for answers to frequently asked questions, program schedule and more specific details.

## JOB PLACEMENT INFORMATION

The percent of Diagnostic Medical Sonography Technology graduates who have been reported as satisfying state and federal definitions of in-field job placement for the years 2006, 2007, and 2008 is 100%, 90%, and 78%, respectively. For additional information about job opportunities in this field, contact the appropriate department or the Student Job Services Office.

### The following courses must be completed with a minimum "C" or higher grade prior to assignment of a seat in the Sonography Program:

|             |   |   |
|-------------|---|---|
| BSC 1093**  | Anatomy and Physiology I                      | 3 |
| BSC 1093L** | Anatomy and Physiology I Laboratory           | 1 |
| MAC 1105    | College Algebra (Category IV)                 | 3 |
| PHY 1025**  | Intro to Fundamentals of Physics (Category V) | 3 |
| ENC 1101    | English Composition I (Category I)            | 3 |

### Term I

|             |   |   |
|-------------|---|---|
| BSC 1094**  | Anatomy and Physiology II                 | 3 |
| BSC 1094L** | Anatomy and Physiology II Laboratory      | 1 |
| HSC 1590    | AIDS/OSHA for Health Professionals        | 1 |
| — —*        | Humanities/Fine Arts (Category II)        | 3 |
| — —*        | Social/Behavioral Sciences (Category III) | 3 |
| SON 1004C** | Basic Procedures                          | 4 |

### Term II

|             |  |   |
|-------------|--|---|
| SON 1100C** | Principles and Protocols of Sonography | 4 |
| SON 1170**  | Sonography of the Circulatory System   | 3 |

### Term III

|             |                                   |   |
|-------------|-----------------------------------|---|
| 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 |

### Term IV

|             |                                    |   |
|-------------|------------------------------------|---|
| 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 |

### Term V

|             |                        |   |
|-------------|------------------------|---|
| SON 1144**  | Superficial Structures | 3 |
| SON 1824C** | Sonography Clinic III  | 4 |

**Total Program Credits** **72**

# ACADEMIC PROGRAM ENHANCEMENTS

## DISTANCE LEARNING (eLearning)

PJC recognizes that the population served by the College is changing. Students are older, have work and family responsibilities, and are finding it increasingly difficult to conform to the traditional time and place bound model of higher education. The College is also aware of the impact new technologies are having on the ways students learn, communicate, and go about their daily lives. The College is committed to providing all students with a consistent, comprehensive, and user friendly eLearning environment to maximize scheduling flexibility and reduce travel time.

The extent to which students may engage eLearning is described in the following course models:

- **Distance Learning Courses:** All course work can be completed at a distance. No campus visits are required. Please note that all distance learning courses carry a Distance Learning Fee charged in addition to tuition.
- **Hybrid Courses:** On-campus course work is reduced and substituted with online instruction. The number of on-campus visits versus off-campus instruction varies from course to course. (Hybrid courses do not carry a distance learning course fee.)
- **Traditional Courses:** The vast majority of college credit courses now incorporate some degree of eLearning methods and technology. Although traditional courses meet on campus, instructors often include supplemental course materials via the internet.

### Notes Regarding Distance Learning Courses

PJC distance learning courses may be suitable for you if:

- your schedule does not allow you to take traditional college classes.
- you have excellent time management skills.
- you are self-motivated.
- you have a working knowledge of computer technology and the internet.
- you have routine access to a computer off-campus with a reliable internet connection (broadband access recommended, i.e., cable or DSL).

All PJC distance learning courses:

- are fully accredited college courses.
- offer the same credits as on-campus classes.
- are fully transferable.
- can be applied toward graduation requirements.
- are the same as courses taught on-campus in terms of academic rigor.
- are delivered completely online.

### Things to do Prior to Registration:

- Visit the PJC eLearning website: <https://www.pjc.edu/elearning>.
- Note the distance learning fee charged for distance learning courses (\$8.33 per credit hour).
- Check the hardware and software requirements for each distance learning course you intend to take.
- For questions regarding eLearning at PJC call (850) 484-1238 or email, [elarning@pjc.edu](mailto:elarning@pjc.edu).

## DUAL ENROLLMENT/EARLY COLLEGE

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

**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/Early College:** This category allows for high school students to enroll in college courses, at any PJC location. Students wishing to participate in the On-campus Dual Enrollment/Early College category should check with their high school guidance counselor to determine whether coursework completed will meet high school graduation requirements or elective requirements. Fees for registration and labs are not charged for Escambia or Santa Rosa public school students, private school students, or home-educated students.

Additional information about the Dual Enrollment/Early College Program may be obtained from the Dual Enrollment Office by phone at 850-484-1406 or by e-mail at [dualenrollment@pjc.edu](mailto:dualenrollment@pjc.edu).

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## CAREER AND TECHNICAL EDUCATION (CTE) STUDENT RESOURCES

Career and Technical Education (CTE) Student Resources provides free services to students enrolled in CTE programs — AS, AAS, and Certificates. Services include use of student resource/study room, access to internet-based academic support/study halls.

Students who meet additional eligibility requirements may be considered for additional services which include use of required textbooks, scholarships, short-term child care, and mentoring and support.

Interested students are encouraged to visit the website: [www.pjc.edu/cte](http://www.pjc.edu/cte), or contact the office at 850-484-2161 or e-mail [askcte@pjc.edu](mailto:askcte@pjc.edu).

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## EDUCATOR PREPARATION INSTITUTE (EPI)

The Educator Preparation Institute (EPI) is a competency based set of nine courses designed to prepare persons with bachelor's degrees for teacher certification. The twenty-one credit hours are taken over three semesters and are one of four components for the full professional teacher certification. The other three components are state certification exams in General Knowledge, Professional Education, and in a particular subject area. The student can complete all four of the requirements in a year.

The EPI model was adopted by the Florida Community Colleges and several universities as a means to train more K-12 teachers for Florida's 67 county school districts in a shorter period of time. The combination of the class size amendment, Florida's continuing population increase, No Child Left Behind requirements for highly qualified teachers, and the retirement of many Baby Boomer aged teachers has left Florida with more classroom teaching positions than teachers. The addition of 28 Community Colleges to help prepare teachers should increase the number of certificated teachers available in a year or less.

PJC has been preparing teachers through the EPI since August 2005. EPI trained teachers are now employed in Santa Rosa and Escambia district schools in a variety of subject areas.

The course work is focused and intense, but well within the capacity of a committed learner. The training schedule is designed for people who have to maintain their full-time employment while attending classes. Classes are two nights a week for 2.5 hours each and 3 hours on Saturdays.

|                              |  |  | Credits   |
|------------------------------|--|--|-----------|
| EPI 0001                     | Classroom Management                               |  | 3         |
| EPI 0002                     | Instructional Strategies                           |  | 3         |
| EPI 0003                     | Educational Technology                             |  | 3         |
| EPI 0004                     | The Teaching and Learning Process                  |  | 3         |
| EPI 0010                     | Foundations of Research-Based Practices in Reading |  | 3         |
| EPI 0020                     | Professional Foundations                           |  | 2         |
| EPI 0030                     | Diversity  |  | 2         |
| EPI 0940                     | Module 3 Field Experience                          |  | 1         |
| EPI 0945                     | Module 4 Field Experience                          |  | 1         |
| <b>Total Program Credits</b> |  |  | <b>21</b> |

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## 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.

This is accomplished via several different approaches. The first is by attending scheduled Lyceum events and other similar educational opportunities. After each event the honors students will meet and discuss the lecture, performance or exhibition. The students will also have a chance to travel to regional sites of historic and cultural importance. Lectures will be given to the students before and during these field trips.

The final and perhaps most unique among Florida colleges and universities is the Robinson Honors summer abroad programs of study. Each summer PJC Robinson Honors students will either study at Cambridge University in England or travel to Italy and Switzerland for studies at Naples, Rome, Florence, Venice and Lucerne. These study abroad opportunities are significantly funded by the program.

Students must be freshman status when applying to the program and meet the program requirements which are explained on the application form. An application form may be obtained by calling or emailing Dr. Charlie Schuler at 850-484-2543 or [cschuler@pjc.edu](mailto:cschuler@pjc.edu) or Sherrill Halftown at 850-484-1425 or [shalftown@pjc.edu](mailto:shalftown@pjc.edu).

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## PJC PLANETARIUM AND SPACE THEATRE

The PJC Planetarium and Space Theatre is a unique college resource used to support courses in astronomy and other subject areas. Located on the southwest corner of the Pensacola Campus (Building 21) the planetarium also provides educational opportunities for K-12 students across northwest Florida and Alabama. The facility is equipped with a Discovery Dome, High Definition, projection system that renders the nighttime sky and full-motion video in realistic detail. The viewable dome measures 40 feet in diameter and the facility has a seating capacity of 100. For more information please visit the website (<http://planetarium.pjc.edu>), call the Information Line at 850-484-1377, or email [bjackson@pjc.edu](mailto:bjackson@pjc.edu).

# DEVELOPMENTAL STUDIES

The Developmental Studies Department provides college preparatory classes in English, reading, and math and college credit classes in English, reading, and college success. According to the Florida Administrative Code, all entering students must take the CPT (College Placement Test). Those students whose CPT scores in math, reading, and/or English fall below the minimum in these areas must take college preparatory classes. In addition, we offer Vocational Preparatory courses in reading, math, and language for students in career and technical certificate programs. This department also provides individualized academic support for all PJC students in the Learning Enrichment Center (math lab), the S.A.I.L. Program, the Reading Lab, the Writing Lab, and the Computer Learning Lab.

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

College preparatory courses do not satisfy any requirements for graduation. Each college preparatory course is designated in the course descriptions to indicate the number of college preparatory (c.p.) credits awarded. For assistance in college credit course selection, or for additional information about this state requirement, contact a counselor or the department head for Developmental Studies.

In accordance with Florida law, students may use Adult Basic Education, Adult Secondary Education, or private provider instruction as an alternative to traditional college preparatory instruction. For information on these options, contact the Developmental Studies Department on the Pensacola campus or the Student Affairs Office on either the Milton or Warrington campus.

**Department Head:** Dr. Brenda Kelly 484-1185

bkelly@pjc.edu

**Primary Faculty:** Ms. Jennifer Brahier

Mr. Greg Hardin

Mr. Clarence Manns

Mr. Peter Nash

Ms. Frances Robinson

Mr. Morris Buchanan

Ms. Deedra Herington

Ms. Kathryn Merritt

Ms. Patty Northup

Ms. Joan Burkhardt

Ms. Pat Horacek

Ms. Elaine Miller

Dr. Tracy Peyton

Ms. Diane Cole

Dr. Paula Ingram

Ms. Bethany Mueller

Dr. Jean Roberts

## COLLEGE PREPARATORY INSTRUCTION

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

### Required Enrollment in College Preparatory Courses

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

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

### College Preparatory Exit Examination

Florida Statutes require that a student successfully complete a college preparatory exit examination at the close of each college preparatory course sequence in which he/she is required to enroll. Accordingly, an exit examination will be administered in each preparatory subject area in coordination with the final course in the college preparatory English, mathematics, and reading sequences (i.e., ENC 0002C, MAT 0024C, REA 0002C). Since Florida Statutes require that a student pass both the course and the exit examination, a student who is not passing the course at the end of the semester will not be allowed to sit for the exit examination.

### Alternatives for Traditional College Preparatory Instruction

Florida law requires that all students whose placement test scores indicate the need for remediation be given the opportunity to satisfy the remediation requirement through traditional college preparatory instruction or through alternate instructional options. Examples of alternate options include independent study, non-credit courses, and instruction through other colleges and/or private providers.

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

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

## COLLEGE PREPARATORY

College preparatory courses are designed to develop the student's communication and computation skills to enhance the opportunity for success in regular college courses. College preparatory courses may be required for students not achieving minimum scores on PJC placement tests. Students should contact the Developmental Studies Department for additional information.

### EAP 0384C English for Academic Purposes I. 4 hours, 3 c.p.

This course is designed for students whose primary language is not American English and whose placement scores indicate the need for instruction in composing grammatically correct sentences and fully developed paragraphs. Emphasis will be on grammatical challenges specific to students of a second language.

### EAP 0484C English for Academic Purposes II. 4 hours, 3 c.p.

This course is designed for students whose primary language is not American English and whose placement scores indicate the need for instruction in writing coherent, unified paragraphs and using them to build effective essays. Students will pass both parts of the Florida Basic Skills Exit Test (a paragraph or short essay and an objective test) with a 70 or higher in order to pass the course.

### ENC 0001C College Preparatory Writing I. 4 hours, 3 c.p.

**Prerequisite:** Appropriate score on Florida Entry-Level Placement Exam. Designed for students whose basic language skills need improvement, this course includes a review of basic grammar rules, sentence structure, punctuation, and capitalization. The writing component of the course focuses on effective paragraph composition.

### ENC 0002C College Preparatory Writing II. 4 hours, 3 c.p.

**Prerequisite:** Appropriate score on Florida Entry-Level Placement Exam or ENC 0001C. Designed for students who need to improve their language skills, this course offers a review of grammar rules, language usage, sentence structure, punctuation, and composition of effective paragraphs and short essays. Students will pass both parts of the Florida Basic Skills Exit Test (a paragraph or short essay and an objective test) with a 70 or higher in order to pass the course.

### MAT 0002C Basic Mathematics. 4 hours, 3 c.p.

**Prerequisite:** Appropriate score on Florida Entry-Level Placement Exam. This course is designed for students who lack the basic arithmetic skills necessary for success in MAT0012C. The major topics in the course are operations with whole numbers, fractions, and decimals, as well as ratios and proportions, percents, and geometry. Students must earn a grade of "C" or higher in order to advance to the next higher mathematics course which is MAT0012C.

### MAT 0012C Prealgebra. 4 hours, 3 c.p.

**Prerequisite:** Appropriate score on Florida Entry Level Placement Exam or MAT 0002C. This course is designed for students who have little or no algebra background. The major topics in the course are operations with signed numbers, fractions, decimals, ratios and proportions, percents, and geometric figures. The prealgebra topics will include properties of signed numbers, simplifying polynomials, and equation solving. Students must earn a grade of "C" or higher in order to advance to the next higher mathematics course which is MAT0024C.

### MAT 0024C Beginning Algebra. 4 hours, 3 c.p.

**Prerequisite:** Appropriate score on Florida Entry-Level Placement Exam or MAT 0012C. This course is designed for students who have had some previous algebra instruction and it will provide the algebra skills needed for success in MAT1033. The major topics in the course are signed numbers, algebraic expressions, exponents, polynomials, factoring polynomials, linear and quadratic equations, rational and radical expressions, and an introduction to graphing. Students must earn a grade of "C" or higher and pass the Florida Basic Skills Exit Test in order to advance to the next higher mathematics course which is MAT1033.

### 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 and reading comprehension. Students will pass the Florida Basic Skills Exit Test with a 70 or higher in order to pass this course.

## VOCATIONAL PREPARATORY

### VPI 0100 Vocational Preparatory Reading. 2 hours, 1 v.p.

**Prerequisite:** A student must apply for a Vocational Certificate Program. The course is designed to develop reading skills, basic study skills and comprehension. Development of these skills is through individual lab activities, computer-assisted instruction, lab and home assignments, and pre/post evaluation. Two repeats are allowed.

### VPI 0200 Vocational Preparatory Mathematics. 2 hours, 1 v.p.

**Prerequisite:** A student must apply for a Vocational Certificate Program. The course is designed for the student who needs to develop basic arithmetic skills focusing on relating math to the specific vocational training area. Emphasis is on individualized learning including lab activities, computer-assisted instruction, lab and home assignments and pre/post evaluation. Two repeats are allowed.

### VPI 0311 Vocational Preparatory Language. 2 hours, 1 v.p.

**Prerequisite:** A student must apply for a Vocational Certificate Program. The course is designed for the student who needs to develop basic writing skills and language skills, including language mechanics, punctuation, and sentence and paragraph development. Individualized approaches include lab activities, computer-assisted instruction, lab and home assignments, and pre/post evaluation. Two repeats are allowed.

## COLLEGE CREDIT

### LIN 1670C Traditional English Grammar and Composition. 3 c.c.

**FA, SP, SU – Prerequisite:** Appropriate score on Florida Entry-Level Placement Exam or ENC 0002C. A comprehensive course including grammar, usage, and mechanics; basic sentence structure; and effective writing strategies. Course satisfies A.A.S. general education requirement for Category I. LIN 1670C is useful as a college elective.

### REA 1105C Reading. 3 c.c.

**FA, SP, SU – Prerequisite:** Appropriate score on Florida Entry-Level Placement Exam or REA 0002C. This course is designed to improve reading comprehension and vocabulary skills. Reading skills appropriate for college assignments are emphasized. The course can also be used as an elective for anyone wishing to improve the above skills.

### SLS 1101 College Success. 3 c.c.

**FA, SP, SU –** College Success is designed to assist students in developing effective college survival skills, life management skills, and career achievement skills that will enable them to succeed in college, in the workplace, and in becoming productive members of society. The student has the opportunity to explore career opportunities and to develop good time management skills, positive social skills, an awareness of and appreciation for diversity, critical and creative thinking skills, effective reading techniques, test-taking and note-taking strategies, and goal setting techniques.

### SLS 1101L College Lab. 1 c.c.

**FA, SP – Lab Fee. Corequisite:** SLS 1101. This course is designed to assist Target Group (first generation) students attain and utilize strategies of learning to learn learning for life. This course will assist students in developing computer skills and competencies to support their learning styles, motivation, locus of control, personal responsibility and thinking and learning strategies which are essential to academic pursuits and life. Using various computer assessment tools, students will operate and manage technology assignments.

# ADULT BASIC EDUCATION

The Adult Basic Education Department offers classes for adults who want to improve their basic academic skills, prepare for the GED Examinations, and/or learn English. The program offers:

- Non-credit classes for adults who are at least 18 years of age.
- Individuals who are 16 or 17 years old may be admitted with a letter of permission or an age waiver from the school district in the county in which they reside.
- Free classes to qualifying Florida residents.
- Convenient class locations throughout the community and on all PJC campuses.
- Open entry classes: enroll at any time!
- Morning, afternoon and evening classes.

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

1. **Adult Basic Education (ABE)** classes are provided for adults whose academic skills are below ninth grade level. The program covers basic reading, math and language skills. Pre-GED review, family literacy, workforce readiness and life-coping skills may also be addressed.
2. **General Education Development (GED)** classes are offered for students who do not have a high school diploma and whose academic skills are at or above ninth grade level. Classes prepare students for all areas of the GED Examinations.
3. **English for Speakers of Other Languages (ESOL)** classes are available primarily for foreign born U.S. citizens or adults with resident alien status who wish to improve their English language skills. Everyday survival skills and a basic knowledge of the English language are covered.
4. **Adult Basic Education for Adults with Disabilities** classes are provided for clients at Pollak Training Center and at United Cerebral Palsy of Northwest Florida. For information about Pollak Training Center, 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) 484-1656.

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

**Department Head:** Ms. Carolyn Formsma 484-2128  
cformsma@pjc.edu  
**Primary Faculty:** Ms. Phyllis Hardaway  
Ms. Margaret Sowa  
Ms. Cheryl Sexton

## ABE

### A 099AC ABE Comprehensive.

Comprehensive Adult Basic Education is a non-credit course designed to develop literacy skills necessary to be a successful worker, citizen and family member. Comprehensive Adult Basic Education prepares students to enroll in GED preparation 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

### 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 Language Arts 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 Language Arts Reading.

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

### 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 Foundation.

### A 099EB ESOL Low Beginner.

### A 099EC ESOL High Beginner.

ESOL Foundation, Low Beginner and High Beginner are non-credit courses designed to help students develop and build on vocabulary, pronunciation, spelling, and reading skills. In addition, students are exposed to communication and writing skills necessary for citizenship and job enhancement.

### A 099ED ESOL Low Intermediate.

### A 099EE ESOL High Intermediate.

### A 099EF ESOL Advanced.

ESOL Low Intermediate, High Intermediate and Advanced non-credit courses designed to fine tune student skills in grammar, contextual reading, and paragraph writing. Science, health, social studies, and consumer education help prepare the student for a high school or college diploma. Written and oral communication is strengthened to help the student achieve goals in the workplace and/or academic arena.

## COLLEGIATE HIGH SCHOOL

The Collegiate High School is located in the Raymond B. and Lelia Hobbs Center for Teaching Excellence.

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 the same as those offered in a regular high school program, but the emphasis is placed on the unique needs of the individual 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.

|                                       |  |                               |                             |
|---------------------------------------|--|-------------------------------|-----------------------------|
| <b>Department Head:</b>               | <b>Mr. Tom Leonard</b><br>tleonard@pjc.edu | 484-2132                      |                             |
| <b>Coordinator, Evening</b>           | <b>Mr. Sidney Kuhn</b>                     |                               |                             |
| <b>Coordinator, Student Services:</b> | <b>Mr. Joseph V. Kyle</b>                  |                               |                             |
| <b>Counselor:</b>                     | <b>Ms. Karen Harris</b>                    |                               |                             |
| <b>Primary Faculty:</b>               | <b>Ms. Paige Anderson</b>                  | <b>Ms. Joyce Daniels</b>      | <b>Ms. Deborah Friedman</b> |
|                                       | <b>Dr. Joyce Longmire</b>                  | <b>Ms. Deborah McClintock</b> | <b>Ms. Shirl Shaw</b>       |
|                                       | <b>Ms. Kathleen Shelton</b>                | <b>Mr. Kevin Slattery</b>     | <b>Mr. Charles Voltz</b>    |
|                                       | <b>Ms. Shirlaura Bremer</b>                | <b>Ms. Carla Williams</b>     |                             |
| <b>School Resource Officer:</b>       | <b>Officer Hank Shirah</b>                 |                               |                             |

## 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 Collegiate 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 Collegiate High School are as following:

### High School Diploma Requirements:

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

- 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 .....               | 4 credits  |
| American History .....          | 1 credit   |
| World History .....             | 1 credit   |
| American Government .....       | 1/2 credit |
| Economics .....                 | 1/2 credit |
| Performing/Practical Arts ..... | 1 credit   |
| Physical Education/Health ..... | 1 credit   |
| Electives .....                 | 8 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.

**Note:** Students are required to purchase textbooks used in the Collegiate High program.

**Note:** Students are required to wear PJC ID's in the Collegiate High School.

## HIGH SCHOOL ART

### 0104300 Advanced Placement Art–Drawing Portfolio. 1/2 credit.

**Prerequisite:** 0104340 or 0104370. The purpose of this course is to give advanced students the opportunity to develop quality, concentration, discipline, and breadth in drawing.

### 0104340 Drawing I. 1/2 credit.

This course includes the techniques of pictorial art. Most work will be done in charcoal, pencil, and pen and ink.

### 0104350 Drawing II. 1/2 credit.

**Prerequisite:** 0104340. The purpose of this course is to provide an opportunity for students to expand their drawing abilities, use new media and challenging techniques, complete requirements for portfolios for higher education institutions, or simply to acquire new skills.

### 0104370 Painting I. 1/2 credit.

The fundamentals of art are now put to use in actual painting and design.

### 0104380 Painting II. 1/2 credit.

**Prerequisite:** 0104370. The purpose of this course is to enable students to develop intermediate-level perceptual, observational, compositional skills necessary to communicate a range of subject matter, symbols, ideas, and concepts using knowledge of painting media, processes, and techniques.

### 0111310 Sculpture I. 1 credit.

The purpose of this course gives the student an understanding of expression in sculpture.

### 111310 Sculpture I. 1 credit.

This course gives the student an understanding of three-dimensional expression in sculpture.

## HIGH SCHOOL COUNSELING

### 1400300 Peer Counseling I. 1/2 credit.

The purpose of this course is to provide students with an understanding of the elements of communications and group processes.

### 1400310 Peer Counseling II. 1/2 credit.

The purpose of this course is to provide an understanding of the components of personal development and to facilitate personal and group growth and fulfillment through individual and group processes.

### 8300310 Workplace Essentials. 1/2 credit.

The purpose of this course is to provide students with the essential abilities known as employability skills. The content of this program includes the following: how to obtain personal and occupational information necessary in choosing a career; how to prepare for the job hunt, get leads on jobs, make contact with employers; how to write resumes, fill out application forms, check payroll deductions; how to handle promotions, resignation, losses and career changes.

## HIGH SCHOOL ENGLISH

### 0400300 Introduction to Drama. 1/2 credit.

The purpose of this course is to provide a broad overview of the study and practice of dramatic arts.

### 1000400 Intensive Language Arts. 1 credit.

The purpose of this course is to enable students to develop language arts skills through remedial instruction and practice. This course may be repeated for elective credit. (counselor approval)

### 1000410 Intensive Reading. 1 credit.

The purpose of this course is to enable students to build comprehensive reading knowledge, develop independent reading endurance, and increase comprehension through intensive instruction and practice. This course may be repeated for elective credit. (counselor approval)

### 1000410A Intensive Reading. 1/2 credit.

This course is designed for certificate high school students who need to pass the FCAT for the high school diploma.

### 1001310 English I. 1 credit.

The purpose of this course is to provide instruction in English language skills including reading, writing, speaking, and listening in the content areas of literature and language.

### 1001340 English II. 1 credit.

**Prerequisite:** 1001310. This course will provide instruction in English language skills and in the study of world literature.

### 1001340A English II. 1/2 credit.

### 1001370 English III. 1 credit.

**Prerequisite:** 1001340. An introduction to American literature and English language skills.

### 1001370A English III. 1/2 credit.

### 1001400 English IV. 1 credit.

**Prerequisite:** 1001370. The purpose of this course is to provide instruction in English language skills and the study of British literature.

### 1001400A English IV. 1/2 credit.

**Prerequisite:** 1001370. The purpose of this course is to provide integrated educational experiences in the language arts strands of reading, writing, listening, viewing, speaking, language, and literature.

### 1001400B English IV. 1/2 credit.

### 1007300 Speech I. 1/2 credit.

This course provides instruction in the fundamentals of formal and informal oral communication.

### 1007310 Speech II. 1/2 credit.

**Prerequisite:** 1007300. This course offers further instruction in intermediate skills of formal and informal oral communication.

### 1008300 Reading I. 1 credit.

Reading I helps students with serious reading problems develop reading skills. (counselor approval)

### 1008310 Reading II. 1 credit.

### 1008320 Advanced Reading. 1/2 credit.

Develops advanced reading skills in students who plan to continue their formal education after high school.

### 1009300 Writing I. 1/2 credit.

The purpose of this course is to provide an organized study of the structure of sentences, paragraphs, and larger discursive patterns culminating in written assignments which are based upon personal experience, observations and literature.

### 1009320 Creative Writing I. 1/2 credit.

The purpose of this course is to develop writing and language skills needed for individual expression in literary forms.

### 1009310 Writing II. 1/2 credit.

This course will extend the writing skills introduced in Writing I by focusing on refining exposition and introducing analysis and persuasion. There will be a variety of reading samples that will serve as modules of effective writing styles.

## HIGH SCHOOL FOREIGN LANGUAGES

### 0701320 French I. 1 credit.

This course will introduce students to French and French culture and to develop communication skills and cross-cultural understanding.

### 0701330 French II. 1 credit.

**Prerequisite:** 0701320. French II reinforces previously acquired fundamental skills and will develop increased listening, speaking, reading, and writing skills, as well as cultural awareness.

### 0708340 Spanish I. 1 credit.

This course is an introduction to Spanish and Hispanic culture. Students will develop communication skills and cross-cultural understanding.

### 0708350 Spanish II. 1 credit.

**Prerequisite:** 0708340. The purpose of this course is to reinforce previously acquired fundamental skills. This course develops increased listening, speaking, reading, and writing skills, as well as cultural awareness.

## HIGH SCHOOL FAMILY AND CONSUMER SCIENCES

### 8500120 Personal and Family Finance. 1/2 credit.

The purpose of this course is to give students an overview of personal family finance concepts including the American economic system, personal and family management of resources including income, money management, bookkeeping, saving and investing, spending and credit, the role of financial institutions and the consumer, consumer information and taxation and financial planning.

### 8500300 Parenting Skills. 1/2 credit.

The purpose of this course is to prepare students for the multiple roles essential to becoming a model parent and to understand the dual roles of males and females as parents and wage earners. This course will also enhance their abilities to assist children to become effective citizens in a multi-cultural and technological society.

### 8500310 Child Development and Parenting. 1/2 credit.

This course will prepare students to understand the nature of child development from prenatal care through age six and the function and significance of the parenting experience.

### 8500345 Family Dynamics. 1/2 credit.

The purpose of this course is to prepare students for the roles, responsibilities, and relationships essential to functional families. To understand the nature, function, and significance of human relationships within the family/individual units.

### 8500355 Nutrition and Wellness. 1/2 credit.

The purpose of this course is to prepare students to understand the relationship between nutrition and wellness. The program also provides for selection, preparation, service, and storage of foods. It allows students to use technology to practice meal management techniques directed toward nutritional food choices based on the life cycle. This course will provide an awareness of consumer issues relating to health and wellness.

### 8500375 Blueprint for Professional Success. 1 credit.

This course is designed to prepare students for the workplace in the twenty-first century. Emphasis will include using current technology resources to investigate the broad range of occupations and careers in family and consumer sciences.

### 8502000 Life Management Skills. 1/2 credit.

The purpose of this course is to assist students with the development of essential life management skills to enhance the quality of personal and family life.

## HIGH SCHOOL HEALTH

### 0800300 Health I - Life Management Skills. 1/2 credit.

The purpose of this course is to develop and enhance critical life management skills necessary to make sound decisions and take positive actions for healthy and effective living.

### 0800310 Health II - Personal Health. 1/2 credit.

The purpose of this course is to provide students with knowledge and skills related to health topics, which will enhance their ability to make wise health decisions for themselves, their families, and communities.

### 0800320 First Aid and Safety. 1/2 credit.

The purpose of this course is to enable students to acquire skills in first aid, emergency care, and personal safety.

## HIGH SCHOOL MATHEMATICS

### 0800300 Health I - Life Management Skills. 1/2 credit.

The purpose of this course is to develop and enhance critical life management skills necessary to make sound decisions and take positive actions for healthy and effective living.

### 0800310 Health II - Personal Health. 1/2 credit.

The purpose of this course is to provide students with knowledge and skills related to health topics, which will enhance their ability to make wise health decisions for themselves, their families, and communities.

### 0800320 First Aid and Safety. 1/2 credit.

The purpose of this course is to enable students to acquire skills in first aid, emergency care, and personal safety.

### 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.

### 1200310A Algebra I. 1/2 credit.

### 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.

### 1200330A Algebra II. 1/2 credit.

**Prerequisite:** 1200310 or 1200370 or 1200380. The purpose of this course is to continue the study of algebra and to provide the foundation for applying algebraic skills to other mathematical and scientific fields. This is a 0.5 credit course consisting of the first half of the full credit course.

### 1200370 Algebra IA. 1 credit.

The purpose of this course is to develop the algebraic concepts and processes that can be used to solve a variety of real world and mathematical problems. This is the first of a two-year sequence of courses, Algebra Ia and Algebra Ib. Together, the two courses have the same requirements as 1200310 Algebra I.

### 1200380 Algebra IB. 1 credit.

**Prerequisite:** 1200370. The purpose of this course is to develop the algebraic concepts and processes that can be used to solve a variety of real world and mathematical problems. This is the second of a two-year sequence of courses, Algebra Ia and Algebra Ib. Together, the two courses have the same requirements as 1200310 Algebra I.

### 1200400 Intensive Mathematics. 1 credit.

The purpose of this course is to provide remedial instruction and practice in mathematics skills and concepts. The content may be identified by diagnosis of each student's needs for remedial instruction and/or, designed to assist the student in passing the HSTC or FCATA student may repeat this course for multiple elective credits if, on subsequent offerings, the required level of student proficiency increases. This course may not be used to meet the graduation requirement for mathematics. (counselor approval)

### 1200400A Intensive Mathematics. 1/2 credit.

This course is designed to prepare certificate high school students for the FCAT which will allow them to receive a high school diploma.

### 1202340 Pre-Calculus. 1 credit.

**Prerequisite:** 1200330. The purpose of this course is to enable students to develop concepts and skills in advanced algebra, analytic geometry, and trigonometry.

### 1206300 Informal Geometry. 1 credit.

**Prerequisite:** 1200310. This course emphasizes the use of basic geometric skills as tools in solving real-world problems. No formal proofs are required.

### 1206310 Geometry. 1 credit.

**Prerequisite:** 1200310. The purpose of this course is to develop the geometric relationship and deductive strategies that can be used to solve a variety of real world and mathematical problems. Formal proofs are required.

### 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.

### **8207110 Web Design I. 1 credit.**

**Prerequisite:** 8200330 or 8209020. The purpose of this course is designed to provide a basic overview of the Internet, Intranet, and World Wide Web. The student will be able to plan, develop, and publish well-designed web sites that combine effective navigation with appropriate use of graphics, text, color, and sound. The content includes operating systems; basic HTML commands; navigation of the Internet, Intranet, and Web; and Web page design.

### **8207120 Web Design II. 1 credit.**

**Prerequisite:** 8207110. This course provides advanced concepts for Internet, Intranet, and Web design. The content includes Internet/Intranet tools, Web site promotion, advanced HTML commands, advanced page design, and multimedia applications.

### **8209010 Keyboarding and Document Processing. 1 credit.**

**Prerequisite:** 8200320 or 8200330. This course is designed to provide a foundation for all business technology education programs and includes the following areas: keyboarding, math, communication and technology applications.

### **8209020 Business Systems and Technology. 1 credit.**

**Prerequisite:** 8200320 or 8200330. This course is designed to provide a basic overview of current business and information systems and trends and to introduce students to the basics and foundations required for today's business environments. Emphasis is placed on applications, so that they may be used as communication tools for enhancing personal and work place proficiency in an information-based society. This also includes proficiency with computers using databases, spreadsheets, presentation applications, and the integration of these programs using software that meets industry standards.

### **8212010 Word Processing I. 1 credit.**

**Prerequisite:** 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.

### **2002400 Integrated Science. 1 credit.**

The purpose of this course is to provide opportunities to investigate the theories and ideas associated with the biological, earth, and physical sciences.

### **2002500 Marine Science I. 1 credit.**

This course provides students with an overview of the marine environment. The content includes the origins of the ocean, the nature of the marine habitat including chemical, physical, and geological aspects, ecology of the sea zonation, marine communities, classification, taxonomy, characteristics of major phyla/divisions, and man's interrelationship with the oceans. State Code 2002500

### **2003310 Physical Science. 1 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.

### **2100310A American History. 1/2 credit.**

**Prerequisite:** 2109310. The purpose of this course is to enable students to understand the development of the United States within the context of history with a major focus on the post-Reconstruction period. Students will use knowledge pertaining to history, geography, economics, political processes, religion, ethics, diverse cultures, and humanities to solve problems in academic, civic, social, and employment settings.

### **2100310B American History. 1/2 credit.**

### **2100340 African-American History. 1/2 credit.**

The purpose of this course is to give students an understanding of the development of African-American heritage within the context of a broad historical focus. Students examine connections to the past to prepare for the future as participating members of a democratic society.

### **2102310 Economics. 1/2 credit.**

An understanding of the way in which society organizes its limited resources to satisfy unlimited wants. Students will be introduced to the major characteristics of the mixed market economic system in the United States and how the basic economic questions are answered. The intent is to provide the students with an understanding of the forces of the marketplace by examining the effect of their roles as producers, consumers, savers, investors, resource owners, voters, and taxpayers on the system.

### **2103300 World Geography. 1 credit.**

This course introduces students to an understanding of the inter-relationships between people and their environment.

### **2103300A World Geography. 1/2 credit.**

A course which provides students with an understanding of regional geography and its impact on political, social and economic issues.

### **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.

### **2106370 Comprehensive Law Studies. 1 credit.**

This course provides students with an in-depth approach to examining the workings of our criminal and civil justice system. This is a full credit elective course.

### **2100340 African American History. 1/2 credit.**

This course provides students opportunities to acquire an understanding of African-American history.

### **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.

### **2109430 Holocaust. 1/2 credit.**

The purpose of this course is to examine the events of the Holocaust. A further purpose of this course is to enable students to understand their connection to the development of civilization by examining the past to prepare for their future as participating members of a global society.

## 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 lifestyles through leisure time activities. Classes are offered at times that meet the scheduling demands of the students.

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

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

A unique program provided by the college is PJC Kids' College, which is a non-credit educational opportunity for young people ages 6-12, conducted during the summer months. PJC Kids' College Honors Academy is an elevated academic enrichment component of the traditional Kids' College designed for bright and motivated middle school aged youth (grades 6-8) who show an aptitude for predominantly science and mathematics as well as an above average interest and knowledge in additional areas such as writing, literature, the arts and communications. The Honors Academy will encourage increased skill-building in reasoning, analyzing, writing, problem-solving and research. Courses will provide challenging learning environments and promote academic inquiry, encourage critical and independent thinking and foster a creative spirit. A number of state-regulated/court-mandated courses/programs are coordinated through continuing education which include TransParenting, Guardianship Education, Driver Improvement School, Motorcycle Safety Foundation Basic Rider, and Tobacco and Consequences for Teens. For additional information concerning these courses/programs and others, please contact Continuing Education at 484-1797.

|                     |                           |                 |
|---------------------|---------------------------|-----------------|
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## WORKFORCE AND ECONOMIC DEVELOPMENT/PJC INSTITUTE

Workforce and Economic Development serves several important functions within the college and the Pensacola Bay Area business community. The PJC Institute for Corporate and Professional Development is an active education partner with many local organizations, delivering responsive and updated training at any location. Based out of its downtown Pensacola office, the PJC Institute provides education and training intent upon skill enhancement, certification and/or licensure. A wide range of courses deliver continuing professional education for those in the insurance, real estate, health, construction, and computer industries, as well as training in Leadership Development, Customer Service, Project Management. In addition, the PJC Institute can create training to meet any need.

Workforce and Economic Development is also responsible for creating economic development opportunities and partnerships in the Pensacola Bay area and throughout the state of Florida. This department targets the creation and growth of a quality jobs market for PJC students, the incubation of enterprise activities, and the development of a highly responsive and skilled workforce capable of meeting the demands of a rapid growth economy. Working in partnership with local organizations, Workforce and Economic Development is focused on creating the future.

PJC supports new business growth and development. In partnership with the Pensacola Area Chamber of Commerce and several other organizations, the downtown center now houses a community small business incubator.

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# **COURSE DESCRIPTIONS**

|  |            |
|--|------------|
| <b>FLORIDA'S STATEWIDE<br/>COURSE NUMBERING SYSTEM .....</b> | <b>128</b> |
| <b>COLLEGE AND VOCATIONAL<br/>CREDIT COURSES .....</b>       | <b>130</b> |

# FLORIDA'S STATEWIDE COURSE NUMBERING SYSTEM

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and 26 participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online Statewide Course Numbering System to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at <http://scns.fldoe.org>.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the 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 "statewide course profiles."

## Example of Course Identifier

| Prefix                 | Level Code<br>(first digit)                   | Century Digit<br>(second digit) | Decade Digit<br>(third digit)  | Unit digit<br>(fourth digit)   | Lab Code                                     |
|------------------------|---|---------------------------------|--------------------------------|--------------------------------|--|
| ENC                    | 1   | 1                               | 1                              | 0                              |  |
| English<br>Composition | Lower (Freshman)<br>Level at this institution | Freshman<br>Composition         | Freshman<br>Composition Skills | Freshman<br>Composition Skills | No laboratory<br>component in<br>this course |

## General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions. (Exceptions are listed below.)

For example, a freshman composition skills course is offered by 58 different postsecondary institutions. Each institution uses "ENC\_101" to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "ENC" means "English Composition," the century digit "1" represents "Freshman Composition," the decade digit "0" represents "Freshman Composition Skills," and the unit digit "1" represents "Freshman Composition Skills I."

In the sciences and certain other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at the community college is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent. NOTE: Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on semester-term systems. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

## The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.



### Authority for Acceptance of Equivalent Courses

Section 1007.24(7), Florida Statutes, states:

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

### Exceptions to the General Rule for Equivalency

The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution:

- A. Courses not offered by the receiving institution.
- B. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.
- C. Courses in the \_900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Practica, Study Abroad, Thesis and Dissertations.
- D. College preparatory and vocational preparatory courses.
- E. Graduate courses.
- F. Internships, practica, clinical experiences and study abroad courses with numbers other than those ranging from 900-999.
- G. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice are not guaranteed as transferable.

### Courses at Nonregionally Accredited Institutions

The Statewide Course Numbering System makes available on its home page (<http://scns.fldoe.org>) a report entitled "Courses at Nonregionally Accredited Institutions" that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course's transfer level and transfer effective date. This report is updated monthly.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to (Name of Statewide Course Numbering System Institution Contact) in the (Office where Institution Contact may be located) or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the Statewide Course Numbering System office at (850) 245-0427 or via the internet at <http://scns.fldoe.org>.

# COLLEGE AND VOCATIONAL CREDIT COURSES

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 iCollege and Vocational Credit Courses finding a particular course description. Courses are either college credit, vocational credit, preparatory credit or institutional credit.

Courses with numbers which begin with "0", such as COM 0101, are vocational credit (v.c.). Courses with numbers which begin with a "1" or a "2," such as APA 1111 and COP 2220, are college credit (c.c.). In general, vocational credit courses are not transferable to an upper division university; college credit courses, except those marked "A.A.S. Only," are usually transferable. College credit courses with the "A.A.S. Only" designation may be transferable to upper division schools with which 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 previous page.

Selected courses may be offered by means of distance learning such as Internet courses. These courses may be located in the current course schedule booklet. Internet courses are identified with a "W" suffix following the course number. Not all courses are offered at all campuses or during all terms. Students should consult the current course schedule booklet to determine which courses are available.

**Course Section Term Schedule:** Courses are designated as listed below indicating which terms sections will be offered. Course sections may be added or canceled based on enrollment. The designation of course offerings as (even years) or (odd years) is based on a calendar year.

**FA = Fall Term**

**SP = Spring Term**

**SU = Summer Term**

**TBA = To be announced (check with appropriate department)**

## **ACG 2001 Accounting I. 3 c.c.**

**FA, SP, SU** – The study of accounting terminology, concepts, techniques, methods, principles, practices and procedures as applied to sole proprietorship. Typical financial transactions are analyzed in relation to the basic accounting equation and recorded in the books of the business. Business financial statements are prepared and interpreted by the student.

## **ACG 2002 Computerized Accounting. 3 c.c.**

**FA, SP – A.A.S. only. Lab fee. Prerequisites:** ACG 2001 or ACG 2021. **Corequisite:** CGS 1570. This course is an introduction to computerized integrated accounting procedures found in microcomputer office environments. The popular Quickbooks accounting program is used to record financial transactions. Major topics include managing revenue and expenses, payroll setup and processing, bank reconciliation, reports, and graphs, inventory, adjustments and year-end procedures, and company file setup and maintenance.

## **ACG 2011 Accounting II. 3 c.c.**

**FA, SP, SU – Prerequisite:** ACG 2001. Continuation of Accounting I including long-term assets, partnerships, corporations, long-term liabilities, the statement of cash flows, and financial statement analysis.

## **ACG 2021 Financial Accounting Principles. 3 c.c.**

**FA, SP, SU** – This course approaches accounting as an information or decision support system. Emphasis is placed on the analysis of business transactions and the evaluation of their effect on the operation of the enterprise. The method of instruction is shifted from "how to do it" to "why it is done and what it means." The basic logic and principles associated with preparation and/or critical evaluation of accounting information will also be addressed.

## **ACG 2030 Capstone Review of Accounting Principles. 3 c.c.**

**TBA – Prerequisite:** Permission of department head. Will guide the student in dealing with ethics, internal control, fraud and financial statement analysis in the accounting environment. Will require students to confront and resolve accounting problems by integrating and applying skills and techniques acquired from previous courses. Will aid students in developing a personal code of ethics by exploring ethical dilemmas and pressures they will face as accountants. Will help the student understand financial statement analysis and its relationship to fraud and fraud detection. Will prepare the student for the ACAT Comprehensive Examination for Accreditation in Accountancy.

## **ACG 2071 Introduction to Managerial Accounting. 3 c.c.**

**FA, SP, SU – Prerequisite:** ACG 2011 or ACG 2021. Using accounting information for planning, control, and decision making. Includes principles of product costing, budgeting techniques, and capital decisions.

## **ACG 2947, 2948, 2949 Accounting Co-op. 1 c.c., 2 c.c., 3 c.c.**

**FA, SP, SU** – Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

## **ACO 1806 Payroll Accounting. 3 c.c.**

**FA, SP – A.A.S. only. Prerequisite:** ACG 2001 or ACG 2021 or permission of instructor. The purpose of this course is to train the student to complete all payroll activities of any business. Topics covered are payroll and personnel records, federal payroll laws, payroll accounting systems, payroll operations, and preparation of payroll records such as payroll registers, individual earnings records and federal, state, and local payroll tax forms.

## **ACO 2941, 2942, 2943 Accounting Internship. 1 c.c., 2 c.c., 3 c.c.**

**FA, SP, SU – A.A.S. only. Prerequisite:** Permission of the department head. The student gains accounting related work experience in the offices of various employers in the Pensacola area. This course should be taken the last semester of enrollment.

## **ACR 0001C Air Conditioning and Refrigeration I. 5 v.c.**

**TBA – Lab fee.. Prerequisite:** Permission of instructor. This course is designed to teach entry-level job skills in the air conditioning and refrigeration industry. Topics include the refrigeration cycle, heat and its measurement and types, application of latent heat, temperature and its measurement, heat transfer and control, temperature conversion formulas, temperature BTU chart and piping techniques.

## **ACR 0002C Air Conditioning and Refrigeration II. 5 v.c.**

**TBA – Lab fee. Prerequisite:** ACR 0001C and permission of instructor. This course is a continuation of Air Conditioning and Refrigeration I and is designed to teach entry-level job skills. Topics include refrigeration cycle, accessories, piping, dehydration, charging, discharging, shop safety, installation procedures, multiple system, troubleshooting, compressors, control wiring, and personal and industrial safety.

## **ACR 0074 Employability Skills. 3 v.c.**

**TBA – Prerequisite:** ACR 0125C, ACR 0548C and permission of instructor. This course is designed to train students in job skills as well as customer service skills. The completing of employment applications and interviewing skills will be stressed. Techniques for successful interaction with customers will be covered. Also included will be training in customer service. The examination for Environmental Protection Agency (EPA) certification in proper refrigerant practices will be administered in this class.

- ACR 0100C Basic Electricity and Schematics I.** 5 v.c.  
**TBA – Lab fee. Prerequisite:** ACR0001C and permission of instructor. This course is designed to teach entry-level job skills. Topics include wiring diagram symbols, schematic wiring diagram circuits, schematic wiring diagram exercises, electric meter, alternating current fundamentals, single phase motor theory, single motor testing, motor protection, troubleshooting, electrical wiring and electrical components.
- ACR 0102C Basic Electricity and Schematics II.** 5 v.c.  
**TBA – Lab fee. Prerequisite:** ACR 0100C and permission of instructor. This course is a continuation of ACR 0100C and is designed to teach entry-level job skills. This course covers the 3 basic types of electrical devices, electric motors, relays, solenoids, heat strips, capacitors, thermostats, solid state controls, and service management.
- ACR 0125C Advanced Air Conditioning.** 6 v.c.  
**TBA – Lab fee. Prerequisite:** ACR 0002C, ACR 0102C and permission of instructor. This course is designed to train the student in advanced applications of air conditioning technology. Topics include heat gain and heat loss of buildings, heat load calculations, and design of air distribution systems.
- ACR 0548C Advanced Refrigeration.** 6 v.c.  
**TBA – Lab fee. Prerequisite:** ACR 0002C, ACR 0102C and permission of the instructor. This course is designed to train the student to understand the relationship between the component parts in a refrigeration system and its electrical controls. Compressor and electric motor testing and troubleshooting techniques are taught. Electro-mechanical and solid state controls will be studied.
- ACR 0613C Applied Heating I.** 5 v.c.  
**TBA – Lab fee. Prerequisite:** ACR 0102C and permission of instructor. This course is designed to introduce gas furnaces, gas controls, properties of gas, gas piping, gas combustion, gas burners, ventilation and combustion air, gas troubleshooting, electric heat, heat pumps and gas efficiency checkout.
- ACR 0614C Applied Heating II.** 5 v.c.  
**TBA – Lab fee. Prerequisite:** ACR 0613C and permission of instructor. This course is a continuation of applied heating topics include oil efficiency, oil heating, electric heat, heat pumps, troubleshooting, compressor failure and clean up after burn out.
- ACR 0930 HVAC Co-op.** 5 v.c.  
**TBA – Prerequisite:** Permission of instructor. Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's vocational field of study. Each student must meet certain Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.
- AEB 2947, 2948, 2949 Agriculture Co-op.** 1 c.c., 2 c.c., 3 c.c.  
**FA, SP, SU – Cooperative Education (Co-op)** is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.
- 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 2010 American Literature to 1870.** 3 c.c.  
**FA, SP – Prerequisite:** ENC 1102 with a grade of "C" or better. Selected American literature from its beginnings to the mid-nineteenth century. **Meets A.A. general education Category II. A writing emphasis course.**
- AML 2020 American Literature from 1870.** 3 c.c.  
**FA, SP, SU – Prerequisite:** ENC 1102 with a grade of "C" or better. Selected American literature from the mid-nineteenth century to the present. **Meets A.A. general education Category II. A writing emphasis course.**
- AML 2600 Introduction to African-American Literature.** 3 c.c.  
**FA, SP - Prerequisite:** ENC 1102 with a grade of "C" or better. Selected African-American and related literature from its beginning in the colonial period to the present. The course considers both African and European influences, covers a variety of literary genres, and relates African-American literary works to historical and present-day concerns. **Meets A.A. general education Category II. A writing emphasis course.**
- ANT 2000 Introduction to Anthropology.** 3 c.c.  
**FA, SP, SU – Prerequisite:** Test score requirement the same as ENC 1101. This course is an introduction to anthropology and anthropological thought. Course offers basic treatment of human evolution, the origins of world civilization, world archaeology, and modern world cultures, stressing the continuities of human nature. **Meets A.A. general education Category IV. A writing emphasis course.**
- ANT 2410 Cultural Anthropology.** 3 c.c.  
**SP – Prerequisite:** Test score requirement the same as ENC 1101. A course which focuses on non-Western cultures; 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 2147 Accounting Software Applications.** 3 c.c.  
**FA, SP, SU – A.A.S. only. Prerequisite:** ACG 2001 or ACG 2021. **Corequisites:** CGS 1570 or ACG 2011. This course is the study of Accounting Principles, practices and procedures as applied to a computerized environment reinforcement of fundamentals learned in financial accounting course(s). Topics to be covered: accounting cycles of service and merchandising businesses, bank reconciliations, voucher system and budgeting, accounts payable, accounts receivable, payroll, partnerships, corporations, financial statement analysis, departmentalized accounting and accounting system setup.

- ARH 1002 Art for Non-Majors.** 3 c.c.  
**FA, SP** – A study of the creative process for non art majors. Course is meant to develop an understanding of the contexts within which artists work, modern and historical, the technical processes they use, and the means by which art is evaluated. May include lectures, films, videos, gallery and studio visits, class discussions. No artistic skill required. **Meets A.A. general education Category V.**
- ARH 1050 Art History I.** 3 c.c.  
**FA** – A chronological study of art history (to and including the Middle Ages). **Meets A.A. general education Category V.**
- ARH 1051 Art History II.** 3 c.c.  
**FA** – A continuation of ARH 1050 in sequence from the Middle Ages to the present day. May be taken prior to ARH 1050. **Meets A.A. general education Category V.**
- ARH 2000 Humanities Art. (For Non-Art Majors)** 3 c.c.  
**FA, SP, SU** – A survey course for non-art majors covering painting, sculpture, architecture, and the arts of Western Civilization from antiquity to the present. **Meets A.A. general education Category V.**
- ART 1150C Jewelry I.** 3 c.c.  
**FA, SP, SU – Lab fee.** A basic course involving the fundamentals of jewelry construction. Projects will be assigned that cover fabrication, cutting, soldering, lost wax casting, and stone setting, using silver and non-ferrous metals.
- ART 1151C Jewelry II.** 3 c.c.  
**FA, SP, SU – Lab fee. Prerequisite:** ART 1150C. Advanced jewelry making techniques building on those learned in Jewelry I. Processes will include enameling, raising, and forging.
- ART 1201C Two-Dimensional Design.** 3 c.c.  
**FA, SP, SU** – The elements of design; line, texture, shape, value and color are used to give substance to visual expression on the two-dimensional plane. Basic course for art majors.
- ART 1203C Three-Dimensional Design.** 3 c.c.  
**FA, SP – Lab fee.** Basic problems in integrating line, form, color, and texture with actual space and volume. Various materials are used to construct three-dimensional forms. Serves as an introduction to sculpture.
- ART 1300C Drawing I.** 3 c.c.  
**FA, SP, SU – Lab fee.** A beginning studio class covering the drawing process and pictorial composition. Basic analytical and expressive approaches are applied to still life, interiors, landscape and the figure.
- ART 1301C Drawing II.** 3 c.c.  
**SP – Lab fee. Prerequisite:** ART 1300C. A continuation of ART 1300C in the study of drawing with emphasis on color.
- ART 1750C Ceramics I.** 3 c.c.  
**FA, SP, SU – Lab fee.** Methods and techniques of making pottery using both the potter's wheel and hand-built procedures. Lectures in theory and practical experience in the use of clay, glazes, and firing techniques.
- ART 1751C Ceramics II.** 3 c.c.  
**FA, SP, SU – Lab fee. Prerequisite:** ART 1750C. Further exploration of techniques of pottery making.
- ART 2500C Painting I.** 3 c.c.  
**TBA – Lab fee. Prerequisites:** ART 1201C, ART 1300C or permission of instructor. The student is instructed in the academic methods of painting and then encouraged to explore other methods.
- ART 2501C Painting II.** 3 c.c.  
**TBA – Lab fee. Prerequisite:** ART 2500C or permission of the instructor. A continuation of ART 2500C in the exploration of traditional painting methods with an emphasis on mixed media and current development.
- ART 2602C Digital Imaging.** 3 c.c.  
**TBA – Lab fee. Prerequisites:** ART 1201C, ART 1300C, GRA 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.** 3 c.c.  
**FA, SP – Lab fee. Prerequisite:** ART 1203C or permission of the instructor. Investigation and employment of various materials, methods, and concepts available to the sculptor today. Exploration of metal, wood, clay, stone, and plaster techniques; lost wax bronze casting.
- ART 2702C Sculpture II.** 3 c.c.  
**FA, SP – Lab fee. Prerequisite:** ART 2701C or permission of the instructor. This course is a continuation of ART 2701C. Further investigation of sculptural media with major emphasis on advanced theories and techniques. Individual interests and personalized projects will be encouraged.
- ART 2900, ART 2901 Independent Study.** 3 c.c.  
**TBA** – Some sections may require lab fees. **Prerequisite:** Permission of instructor. Independent study courses are available for most studio offerings. Contact the department head for information about any required prerequisites or about repeating this course for credit.
- ART 2905 Portfolio.** 3 c.c.  
**FA, SP – Lab fee.** The course will enable each student to present a prospective employer, college, or university with a professional portfolio and proof of experience in studio art courses, graphic design, photography and multimedia. Course should be taken during the student's last term of study.
- ART 2943 Arts Internship.** 3 c.c.  
**TBA – Lab fee.** Several professional internships are available on a competitive basis in various studio areas. These positions provide on-the-job training for college credit in local art-related businesses. Only advanced students are eligible. Contact your instructor for details on availability as internships vary from semester to semester.
- ART 2947, 2948, 2949 Art Co-op.** 1 c.c., 2 c.c., 3 c.c.  
**TBA** – Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.
- ASL 1140C American Sign Language I.** 4 c.c.  
**FA, SP** – This course will introduce the student to the syntax and morphology of the entire native language of deaf people. The course is designed to promote a better understanding of American Sign Language and to clarify how it differs not only from developed English Sign Systems, but from the English language as a whole. The course will also describe the history, values, and culture of deaf persons in America. Emphasis is placed on the students' receptive skills rather than expressive skills. Learning activities are designed to reinforce instruction through the use of videotaped materials and practice exercises developed to correspond to textbook materials. Basic conversational receptive and expressive sign language practice will be emphasized. Greater depth is explored in Intermediate American Sign Language. **Meets foreign language requirement.**
- ASL 1150C American Sign Language II.** 4 c.c.  
**FA, SP** – **Prerequisite:** ASL 1140C. This course will introduce the student to the principles of idiomatic speech and colloquialisms in conversational sign language. The course emphasizes intermediate level sign vocabulary, complex grammatical constructions, and the inflection patterns in spontaneous conversation. Additional instruction will be given on the production of the conceptually accurate sign. Emphasis will be placed on increasing the expressive and receptive proficiency of the student. Learning activities emphasize the use of videotaped materials and practice exercises developed to correspond with text book materials. Intermediate level expressive skills, (i.e., conversational skills) and receptive skills will be emphasized through interaction with deaf adults and videotaped stories. **Meets foreign language requirement.**

- ASL 2160C American Sign Language. III.** 4 c.c.  
**SP – Prerequisite:** ASL 1150C. This course is designed to continue development of conversational skills in ASL and an awareness of various aspects of deafness. Emphasis is placed on students' expressive skills. Students are presented with the structure, conversational vocabulary and grammatical principles of ASL while also focusing on the historical, cultural, and social aspects of deafness. Students are also introduced to ASL literature, enhancing both comprehension and appreciation of the art of narrative expression.
- ASL 2200C American Sign Language. IV.** 4 c.c.  
**TBA – Prerequisite:** ASL 2160C. This course is an integration of expressive and receptive skills in American Sign Language with an emphasis on culturally appropriate discourse styles and contextualization. Students will be given instruction regarding idiomatic and colloquial usages of signs. Additional complex grammatical topics such as classifiers, role-shifting, use of space and contrastive structure will be included.
- ASL 2300 Structure of American Sign Language.** 3 c.c.  
**TBA – Prerequisites:** ASL 1140C, with a grade of "C" or better, SPA 1613C with a grade of "C" or better. This course in Structure of American Sign Language (ASL) is designed to explore the basic constructs of linguistics as they pertain to ASL. These basic concepts will be contrasted with corresponding constructs in English. Comparison and contrast between the two languages will include five levels of complexity: phonological, morphological, lexical, syntactic, and discourse.
- AST 1002 Descriptive Astronomy.** 3 c.c.  
**FA, SP, SU –** 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 1002L Descriptive Astronomy Laboratory.** 1 c.c.  
**FA, SP, SU – Lab fee. Corequisite:** AST 1002. An optional laboratory course designed to illustrate the laws and principles presented in AST 1002. Includes computer simulations, Internet astronomy, and calculations using the latest research. A working knowledge of arithmetic and simple algebra is required. **Meets A.A. general education Category VII.**
- BCN 1001 Building Construction.** 3 c.c.  
**FA, SP – A.A.S. only.** A course planned to acquaint the student with the terminology, methods, procedures, materials, sequences of operations, and types of construction.
- BCN 2405 Construction Mechanics.** 3 c.c.  
**SP – A.A.S. only. Prerequisite:** BCN 1001 or permission of instructor. **Corequisite:** MAT 1033 or MAC 1105 or permission of instructor. A beginning course in structural design for Building Construction, Drafting and Design, and Civil Engineering Technology students which does not require a rigorous mathematical treatment. Emphasis is in problem solving. Includes resultants and equilibrium of force systems—beams, trusses, frames. Includes centroids and shear and moment diagrams.
- BCN 2440 Concrete Construction.** 3 c.c.  
**SP – A.A.S. only. Prerequisite:** BCN 1001. An introductory course involving the design of mixes of quality concrete, reinforced concrete designs of various types of structures using algebraic equations, use of tables, nomographs, and other handbook data.
- BCN 2721 Construction Management.** 3 c.c.  
**FA – A.A.S. only. Lab fee. Prerequisites:** BCN 1001, CGS 1570 or permission of instructor. A study of the techniques and skills needed to plan, manage, and oversee the processes involved in the Building Construction Industry. A computer applications software is used in the course.
- BCN 2947, 2948, 2949 Building Construction Technology Co-op.** 1 c.c., 2 c.c., 3 c.c.  
**FA, SP, SU – A.A.S. only.** Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.
- BCT 2706 Construction Documents.** 3 c.c.  
**FA – A.A.S. only. Prerequisite:** BCN 1001 or permission of instructor. A study of the documents used in the construction industry. These documents involve the study, use and legal aspects of advertisement for bids, contracts, change orders, insurance and bonds.
- BCT 2760 Building Codes.** 3 c.c.  
**FA – A.A.S. only. Prerequisite:** BCN 1001 or permission of instructor. A study of the Building Codes designed to acquaint the student with the requirements for commercial construction based on occupancy classification and construction type.
- BCT 2770 Construction Estimating.** 3 c.c.  
**FA – A.A.S. only. Lab fee. Prerequisite:** BCN 1001. A course involving systems of accounting, material inventory, and the critical path method of planning and scheduling. This course is designed specifically for cost estimating in heavy construction but those who complete it should have no trouble doing light construction or commercial estimating. Completion of or simultaneous enrollment in, ETD 1532 or the ability to read blueprints will aid the student in this class. Some computer assisted estimating is used.
- BCV 0020C Tools and Pre-Construction Skills.** 5 v.c.  
**TBA – Lab fee. Prerequisite:** Permission of instructor. This course is designed to teach entry-level job skills in carpentry. Topics include the safe use of all hand and power tools, construction math, construction of saw horses, saw vises and tool box, the uses of the framing square and reading construction working drawings. The student will learn procedures in basic rigging, communication and employability skills.
- BCV 0103C Wood Products, Lumber and Framing Components.** 5 v.c.  
**TBA – Lab fee. Prerequisite:** Permission of instructor. This course is designed to teach entry-level job skills in carpentry. Topics include wood and different kinds of construction lumber. This course also includes building fasteners, adhesives, hardware, and their applications, and secondary use of hand and power tools used in the construction industry. Students will be introduced to carpentry applications and construction processes in floor systems, walls and ceilings, roof framing and windows and doors.
- BCV 0139C Foundation, Wall and Floor Framing.** 5 v.c.  
**TBA – Lab fee. Prerequisite:** Permission of instructor. This course is designed to teach entry-level job skills. Topics include procedures necessary to make buildings and houses strong. The course also includes framing and bracing of floors and walls.
- BCV 0141C Roof Framing II and Timber Construction.** 5 v.c.  
**TBA – Lab fee. Prerequisites:** BCV 0150C and permission of instructor. This entry-level job course is a continuation of Roof Framing I. Topics include layout and construction of a combination roof.
- BCV 0150C Roof Framing I.** 5 v.c.  
**TBA – Lab fee. Prerequisite:** Permission of instructor. This course is designed to teach entry-level job skills in carpentry. Topics include basic styles of roofs and construction and framing of a gable, hip and combination roof.
- BCV 0170C Interior Trim.** 5 v.c.  
**TBA – Lab fee. Prerequisite:** Permission of instructor. This course is designed to teach entry-level job skills in carpentry. Topics include the fundamentals of wall covering, door hanging, windows, stairs and cabinets.

- BCV 0173C Exterior Trim and Hardware Finishes.** 5 v.c.  
**TBA – Lab fee. Prerequisite:** Permission of instructor. This course is designed to teach entry-level job skills in carpentry. Topics include the different types of exterior finishing material and their application. The course also includes the different finish and rough hardware methods of installation, intended uses and appearances.
- BCV 0450C Plumbing Repairs.** 4 v.c.  
**TBA – Prerequisite:** BCV 0523C, BCV 0571C and permission of instructor. This course is designed to teach the repair, service and maintenance of plumbing systems including the tap connections to municipal sewer/water piping.
- BCV 0500C Introduction to Plumbing.** 4 v.c.  
**TBA – Prerequisite:** Permission of instructor. This course is designed to teach entry level job skills and to familiarize students with the plumbing trade. Content provides an introduction to the plumbing skills including safety, identifying tools, pipe fittings, pipe joints, plumbing fixtures and communications. Also included will be working conditions, wages, benefits and job specialization.
- BCV 0504C Plans, Blueprints and Isometric Drawing.** 4 v.c.  
**TBA – Prerequisite:** BCV 0510C and permission of instructor. This course is designed to teach the basics on reading and interpreting plans and blueprints and will include isometric sketches, pipe drawings, plan view and schematics.
- BCV 0510C Introduction to Pipefitting.** 4 v.c.  
**TBA – Prerequisite:** BCV 0500C and permission of instructor. This course is designed to teach entry level job skills and to familiarize students with the pipefitting trade. Students will learn basic use and tools in the trade, read and interpret blueprints, building codes as applies to the trade.
- BCV 0523C Fixtures, Valves and Faucets.** 4 v.c.  
**TBA – Prerequisite:** BCV 0504C and permission of instructor. This course is designed to familiarize students with various plumbing fixtures such as kitchen sinks, water closets, bathtubs, showers, hose bibbs, urinals and water coolers. The student will be able to recognize and repair the major types and brands of faucets and valves.
- BCV 0570C Water Supply/Potable Water Systems.** 4 v.c.  
**TBA – Prerequisite:** BCV 0504C and permission of instructor. This course is designed to equip students with the ability to design and layout potable water systems, types of material, use and size, routing and sizing of supply piping, supports and hangers. Also included will be the various types of shallow wells and circulating pumps, principles of using solar energy collector plates, storage tanks, valves and pumps.
- BCV 0571C Drain, Waste and Venting.** 4 v.c.  
**TBA – Prerequisite:** BCV 0504C and permission of instructor. This course is designed to equip the student with the ability to design and layout sanitary drainage systems. The student will also learn types of venting systems, code-specified sizing based on 10-D-9, wet venting, common venting, combination waste and vent, utility and loop, or circuit venting.
- BCV 0580C Storm Drains, Interceptors.** 4 v.c.  
**TBA – Prerequisite:** BCV 0504C and permission of instructor. This course is designed to teach recognition, design function and installation of intercepting devices and storm drainage systems as they related to the plumbing trade.
- BCV 0602C DC and AC Theory.** 5 v.c.  
**TBA – Lab Fee. Prerequisite:** Permission of instructor. This course is designed to teach entry-level job skills for electricians. Topics include test equipment, Ohms law principles of induction, principles of capacitance, DC circuitry, principles of magnetism/electromagnetism, circuits, conductors, and insulators as well as electrical codes, electrical terminology, and concepts of work and energy.
- BCV 0610C NEC Review.** 5 v.c.  
**TBA – Lab Fee. Prerequisite:** Permission of instructor. This course is designed to give students the necessary skills to understand and use the National Electric Code (NEC) in preparation for the journeyman and master license examination as well as basic understanding for electrical helpers to stay abreast with changes in the “code” from edition to edition.
- BCV 0629C Residential Wiring I.** 5 v.c.  
**TBA – Lab Fee. Prerequisite:** BCV 0602C and permission of instructor. This course is designed to help give students the necessary entry level skills in residential wiring to establish the foundation for becoming an electrical helper. Topics include, but are not limited to the following: 1) Proper use of both hand and power tools. 2) Blueprint reading. 3) Materials identification. 4) Basic residential circuits. 5) Terminology. 6) Wiring techniques. 7) The National Electric Code (NEC) requirements.
- BCV 0642C Residential Wiring II.** 5 v.c.  
**TBA – Lab Fee. Prerequisite:** BCV 0629C and permission of instructor. This course is designed to give students the necessary skills to perform residential installations. This course is a continuation of BCV 0629C.
- BCV 0660C Commercial Wiring I.** 5 v.c.  
**TBA – Lab Fee. Prerequisite:** BCV 0602C and permission of instructor. This course is designed to give students the necessary entry level skills to function in the commercial electrical installation environment. Topics include, but are not limited to the following: 1) Commercial circuit requirements. 2) NEC requirements. 3) Conduit bending experience. 4) Conduit installations. 5) Commercial lighting systems. 6) Site plans and interpretation.
- BCV 0661C Commercial Wiring II.** 5 v.c.  
**TBA – Lab Fee. Prerequisite:** BCV 0660C and permission of instructor. This course is designed to give students the necessary entry level skills to perform commercial installations. This course is a continuation of BCV 0660C.
- BCV 0662C Electrical Maintenance.** 5 v.c.  
**TBA – Lab Fee. Prerequisite:** BCV 0602C and permission of instructor. This course is designed to give students the necessary skills to perform electrical maintenance on various types of residential and commercial installations. Topics include, but are not limited to the following: 1) General power distribution systems for both residential and commercial installations. 2) HVAC requirements. 3) General single-phase motor maintenance. 4) Commercial lighting maintenance. 5) Low voltage control systems.
- BCV 0925 Building Co-op.** 5 v.c.  
**TBA – Cooperative Education (Co-op)** is a planned, paid work experience whereby a student is employed in a job directly related to the student’s academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.
- BCV 0935 Special Topics Construction Trades** 5 c.c  
**TBA - Prerequisites:** BCV 0141C or BCV 0642C or permission of the instructor or department head. This course is designed to allow flexibility for presenting a variety of topics relating to the construction trade industries, such as current and future trends and new technologies. This course may be repeated when the content varies.
- BCV 0949 Electrical Co-op.** 5 v.c.  
**TBA – Lab Fee. Prerequisite:** Permission of instructor. Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student’s vocational field of study. Each student must meet certain Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.
- BOT 1010 General Botany.** 3 c.c.  
**FA, SP, SU – 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.** 1 c.c.  
**FA, SP, SU – 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 0070 Structure and Function.** 2 v.c.  
FA, SP, SU – 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.** 3 c.c.  
FA, SP, SU – 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.** 1c.c.  
FA, SP, SU – **Lab fee. Prerequisite or Corequisite:** BSC 1005. A laboratory course providing exercises and experiments to demonstrate the principles of biology and the diversity of life. A course for non-majors; not recommended for biology majors. **Meets A.A. general education Category VI.**
- BSC 1080 Essentials of Anatomy and Physiology.** 3 c.c.  
FA, SP – **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.** 1 c.c.  
FA, SP – **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.** 4 c.c.  
FA, SP, SU – **Prerequisite:** Biology (high school or equivalent). **Corequisite:** BSC 1093L. This course is an intensive study of human anatomy with emphasis on normal physiology and disease states that result when normal homeostatic mechanisms are compromised. Topics covered include basic cellular function, tissue components of the body, cellular metabolism, integumentary, skeletal, muscular, and nervous systems and special senses.
- BSC 1093C Anatomy and Physiology I** 4 c.c.  
FA, SP, SU – **Lab fee. Prerequisite:** Biology (high school or equivalent). This course is an intensive study of human anatomy with emphasis on normal physiology and disease states that result when normal homeostatic mechanisms are compromised. Topics covered include basic cellular structure and function, tissue components of the body, cellular metabolism, integumentary, skeletal, muscular, and nervous systems and special senses. Laboratory exercises are intended to enhance topics covered in lecture. Models, dissection material, and other media are used to explore the structure of the cell, tissues, integumentary, skeletal, muscular, and nervous systems.
- BSC 1093L Anatomy and Physiology I Laboratory.** 1 c.c.  
FA, SP, SU – **Lab fee. Corequisite:** BSC 1093. This course uses laboratory exercises in anatomy and physiology intended to enhance topics covered in BSC 1093. Models, dissection material and other media will be used to explore the structure of the cell, tissues, integumentary, skeletal, muscular, and nervous systems.
- BSC 1094 Anatomy and Physiology II.** 3 c.c.  
FA, SP, SU – **Prerequisite:** BSC 1093. **Corequisite:** BSC 1094L. This course is a continuation of BSC 1093. Topics covered include the endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, urinary and reproductive systems, including genetics, general developmental concepts and pregnancy. Normal and pathological conditions of fluid, acid-base, and electrolyte balance are also surveyed.
- BSC 1094C Anatomy and Physiology II** 4 c.c.  
FA, SP, SU - **Lab fee. Prerequisites:** BSC 1093 and BSC 1093L; or BSC 1093C. This course is a continuation of BSC 1093 and BSC 1093L or BSC 1093C. Topics covered include the endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, urinary and reproductive systems, including genetics, general developmental concepts, and pregnancy. Normal and pathological conditions of fluid, acid-base, and electrolyte balance are also surveyed. Laboratory exercises in anatomy and physiology to enhance topics covered in the lecture. Models, dissection material and other media will be used to explore the structure of the sensory, cardiovascular, respiratory, digestive, urinary and reproductive systems.
- BSC 1094L Anatomy and Physiology II Laboratory.** 1 c.c.  
FA, SP, SU – **Lab fee. Prerequisite:** BSC 1093L. **Corequisite:** BSC 1094. Continuation of BSC 1093L. This course uses laboratory exercises in anatomy and physiology to enhance topics covered in BSC 1094. Models, dissection material and other media will be used to explore the structure of the sensory, endocrine, cardiovascular, respiratory, digestive, urinary and reproductive systems, including genetics.
- BSC 1931, 1931L, 1932, 1932L, 1933 Special Topics in Biological Sciences.** 1 c.c., 2 c.c., 3 c.c.  
FA, SP, SU – Some sections may require lab fees. This course is designed to allow flexibility for presenting a variety of topics in biological sciences, such as biotechnology, environment, and natural history. The course may be repeated for credit when content varies.
- BSC 2010 Integrated Principles of Biology.** 3 c.c.  
FA, SP, SU – **Prerequisites:** High school biology and chemistry or permission of department head. **Corequisite:** BSC 2010L. Study of the cellular, genetic, and evolutionary principles which form the foundation of biology. Emphasis on biomolecules, cell structure and function, protein synthesis, genetics and organic evolution. The first course for biology majors. **Meets A.A. general education Category VI.**
- BSC 2010L Integrated Principles of Biology Laboratory.** 1 c.c.  
FA, SP, SU – **Lab fee. Prerequisites:** High school biology and chemistry or permission of department head. **Corequisite:** BSC 2010. A laboratory course which provides hands-on exercises to complement the material in lecture course BSC 2010. Required for biology majors. **Meets A.A. general education Category VI.**
- BSC 2033 Ethical Issues in Biology.** 2 c.c.  
SP, SU – **Prerequisite:** BSC 1005 or BSC 2010 or BSC 1080 or BSC 0070 or BSC 1093 and BSC 1094. 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.
- BUL 2241 Business Law.** 3 c.c.  
FA, SP, SU – This is a general introduction to law which includes a study of the foundations of legal systems and the role of law in society, fundamental principles of the law of crimes, torts, contracts, sales, and commercial paper. Emphasis is placed on logical reasoning and the application of rules of law to everyday business affairs.
- CAP 2050 XBOX Game Programming.** 3 c.c.  
TBA – **Lab fee. Prerequisite:** COP2360 or COP2800. Students will be introduced to Microsoft's XNA programming language. They will learn how the XNA framework integrates with C#, basic game programming concepts, how to create 2D and 3D games using the language, and how to transfer games on the Xbox.

- CCJ 1020 Introduction to Criminal Justice.** 3 c.c.  
**FA, SP, SU –** An introductory course designed to familiarize students with the criminal justice system. Emphasis is placed on understanding the nature, functions and limits of law. Special attention will be given to the criminal justice process from arrest to final disposition. The course will prepare the student for succeeding courses in the criminal justice program. Course is highly recommended for non-majors. **Meets A.A. general education Category IV.**
- CCJ 1452 Criminal Justice Administration.** 3 c.c.  
**FA, SP, SU –** Theory and practice of organizational and administrative principles as they apply to criminal justice agencies at federal, state and local levels of government.
- CCJ 2010 Criminology.** 3 c.c.  
**FA, SP, SU –** This course is designed to give students an opportunity to study the nature of criminal and delinquent behavior. The course will present the many diverse views that characterize criminology, the study of crime and delinquency, and reflect the interdisciplinary nature of this field.
- CCJ 2947, 2948, 2949 Criminal Justice Co-op.** 1 c.c., 2 c.c, 3 c.c.  
**FA, SP, SU –** Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.
- CET 1071 Introduction to Telecommunications.** 3 c.c.  
**FA, SP, SU – A.A.S. only.** A first course in telecommunications, which will cover all facets of the field, including voice, data and video technologies. The history of telecommunications is discussed with an emphasis on the regulatory environment and standards, which have shaped telecommunications development. A large portion of the subject material will be directed toward data handling and how networks are used in telecommunications. Case studies are used to support instruction.
- CET 1112C Digital Fundamentals.** 3 c.c.  
**FA, SP, SU – A.A.S. only. Lab fee. Corequisite:** CGS 1061C. 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 1178C PC Hardware (A+).** 3 c.c.  
**FA, SP, SU – A.A.S. only. Lab fee. Prerequisite:** CGS 1061C. 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 1179C PC Operating Systems (A+).** 3 c.c.  
**FA, SP, SU – A.A.S. only. Lab fee. Prerequisite:** CGS 1061C. This course is designed to prepare the student to take the A+ Certification exam by making the student proficient in personal computer operating systems including DOS, Win 98/2000/XP. Major topics include disk, file and memory management, system configurations, menu driven processing, graphical user interfaces, boot files, disk caching, virtual memory, device drivers, TSRs, and basic system errors.
- CET 1588C Network +.** 3 c.c.  
**FA, SP, SU – A.A.S. only. Lab fee. Prerequisite:** CGS 1061C or permission of instructor. This course serves as a general introduction for students to acquire a foundation in current network technologies for local area networks (LANs), wide area networks (WANs), and the Internet. This course prepares the student to take the CompTIA Network+ certification exam. The course provides an introduction to the hardware, software, terminology, components, design, and connections of a network, as well as the topologies and protocols for LANs. It covers LAN-user concepts and the basic functions of system administration and operation.
- CET 1600C Network Fundamentals.** 3 c.c.  
**FA, SP – A.A.S. only. Lab fee. Prerequisite:** CGS 1061C or permission of instructor. This course introduces the student to the basics of internetworking technology. This is also the first of four courses designed to prepare a student to take the Cisco Certified Network Associate Exam. The student will study networks and layers, networking devices, IP addressing, ARP and RARP, media and design, topology, structured cabling, electricity and electronics, and network management.
- CET 1610C Router Protocols and Concepts.** 3 c.c.  
**FA, SP – A.A.S. only. Lab fee. Prerequisite:** CET 1600C. This course introduces the student to the basics of router configurations. This is also the second of four courses designed to prepare a student to take the Cisco Certified Network Associate Exam. The student will study router components, router configuration, IOS, TCP/IP addressing, and other router protocols.
- CET 1630C Network Cable Installation.** 2 c.c.  
**TBA – A.A.S. only. Prerequisite:** CGS 1061C. This is an introductory course about broadband cable installation. The student will learn about basic broadband theory and technology as well as techniques used to install and troubleshoot broadband cable installations.
- CET 1632C Fiber Optic Installation and Activation.** 2 c.c.  
**TBA – A.A.S. only. Prerequisite:** CET 1630C. This course covers fiber-optic technology including the attributes of various fiber-optic networks and transmission systems. It also covers fiber optic topologies, amplitude modulation, frequency modulation and digital modulation as well as multiplexing and de-multiplexing.
- CET 1634C Telecommunications Distribution Systems.** 3 c.c.  
**FA, SP, SU – A.A.S. only. Lab fee.** This course is designed to teach a student the fundamentals of structured cabling systems and the fundamentals of grounding and protection for telecommunications systems. It also will be an introduction to telecommunications cabling infrastructure for a customer-owned outside plant.
- CET 2113C Digital Circuits.** 3 c.c.  
**SP – A.A.S. only. Lab fee. Prerequisite:** CET 1112C. A theory-lab course which covers additional digital electronics circuits and concepts. Circuits included are latches, flip-flops, counters, registers, multivibrators, timers, digital-to-analog converters (DAC), analog to digital converters (ADC), and common memory technologies (R/W and ROM).
- CET 2123C Microprocessor Fundamentals.** 3 c.c.  
**FA – A.A.S. only. Lab fee. Prerequisite:** CET 2113C. A theory-lab course which teaches the fundamentals of the microprocessor, including MPU architecture, bus concepts, and memory mapping. Assembly language programming is emphasized with specific applications for interrupt routines.
- CET 2172C Personal Computers Maintenance, Upgrade and Support.** 3 c.c.  
**FA, SP – A.A.S. only. Lab fee. Prerequisite:** CET 1178C 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 2615C LAN Switching and Wireless.** 3 c.c.  
**FA, SP – 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 Accessing the WAN.** 3 c.c.  
**FA, SP – 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 2660C Fundamentals of Network Security 1 Router IOS Firewall.** 4 c.c.  
**FA – A.A.S. only. Lab fee. Prerequisite:** CCTS 2120C. This course focuses on the overall security process based on a security policy and its relation to the router IOS Firewall. This course also maps to the Cisco CCNA Security exam.
- CET 2854C Wireless LANS.** 3 c.c.  
**FA, SP – A.A.S. only. Lab fee. Prerequisite:** CET 1610C or CCNA certification or departmental waiver based on documented personal experience. This course deals with wireless LANS, topology, infrastructure, and site survey techniques. Mathematics and physics are held to a minimum to allow for the broadest possible audience.
- CET 2932 Advanced Telecommunications Topics.** 3 c.c.  
**SP – A.A.S. only. Prerequisite:** CET 1071. This course focuses on the overall security process based on a security policy and its relation to the router IOS Firewall. This course also maps to the Cisco SECUR exam.
- CET 2934 CIT Professional Project.** 3 c.c.  
**TBA – A.A.S. only. Lab fee. Prerequisite:** CTS 2149. This course, taken during the last semester, is the culmination of the student's Computer Information Technology degree program, and as such represents an opportunity for the student to complete a project and present an integrated summary of what he/she learned. Class time will be spent planning and working through the specific details of the project and creating a personal presentation. Suggested project include, but are not limited to, network design, risk assessment, wiring design, security awareness program, developing security policies.
- CET 2947, 2948, 2949 Telecommunications Co-op.** 1 c.c., 2 c.c., 3 c.c.  
**FA, SP, SU – A.A.S. only.** Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.
- CGS 1050 Electronic Access to Information.** 1 c.c.  
**FA, SP, SU – Lab fee.** This course introduces students to Internet and online library research skills needed to locate, evaluate, and cite relevant information for class assignments and personal research. Students will use a variety of information sources, including Internet search engines and online library sources that contain information from books, magazines, journals, and newspapers. Emphasis will be placed on Boolean and other search techniques, evaluating and citing sources. **Meets A.A. computer competence requirement.**
- CGS 1061C Introduction to Computers in Technology.** 3 c.c.  
**FA, SP, SU – A.A.S. only. Lab fee.** A first computer course, geared to providing technology students with a working knowledge of computer hardware and software related to their vocation. This course focuses on five concepts: basic keyboarding, word processing, computer hardware, operating systems, and basic computer maintenance.
- CGS 1570 Computer Concepts and Applications.** 3 c.c.  
**FA, SP, SU – Lab fee.** This course will cover computer and networking concepts, computer applications, and productivity software (word processing, spreadsheet, graphics, and database). Course requires use of computers outside of class time.
- CGS 1584 PowerPoint Presentations for Business.** 3 c.c.  
**FA, SP – A.A.S. only. Lab fee. Prerequisite:** CGS 1061C or CGS 1570. A projects-based course in multimedia presentation tools with emphasis on the use of microcomputers for professional and academic use. Topics include presentation planning, ergonomic design, and integration of several different types of multimedia. Participants will become familiar with integrating text, clip art, digital pictures, and animation with the Microsoft PowerPoint program.
- CGS 1700 Introduction to Operating Systems.** 3 c.c.  
**FA, SP – Prerequisite:** CGS 1570 or CGS 1061. Course covers concepts concerning hardware design, data representation, and operating systems without regard to any particular type of computer. This course will examine the "what" and "why" of an operating system and its responsibility to hardware applications.
- CGS 2069 Fundamentals of Electronic Commerce.** 3 c.c.  
**FA, SP – A.A.S. only. Lab fee. Prerequisite:** CGS 1570. This course will deal with the changing field of electronic business. Topics include an overview of Internet commerce, business basics, advertising, marketing, and security issues.
- CGS 2122 Engineering Technical Spreadsheets.** 3 c.c.  
**FA – A.A.S. only. Lab fee. Prerequisites:** CGS 1570, EGS 1111, MAT 1033 or permission of instructor. This course is an intermediate spreadsheet course using Microsoft Excel software which provides the student with skills necessary to solve engineering problems. This course provides a mathematic foundation for engineering calculations including geometry and trigonometry. It will take the student or professional through the Excel software program in a systematic approach describing intermediate commands and procedures in detail.
- CGS 2510 Spreadsheet.** 3 c.c.  
**FA, SP, SU – Lab fee. Prerequisite:** CGS 1570. Spreadsheet applications will be taught by a combination of lecture and hands-on experience. Electronic spreadsheet and data management applications will be covered.
- CGS 2555 Internet Literacy.** 3 c.c.  
**FA, SP, SU – Lab fee. Prerequisite:** CGS 1570. This course will cover use of Windows based software, Internet concepts, connectivity, communication, search engines, Web page creation, Internet multimedia, and the origin, current impact on society, and future of the Internet.
- CGS 2821 Web Site Theory and Project.** 3 c.c.  
**SP – Lab fee. Prerequisite:** CGS 2874. Review of web site design and development concepts and techniques with emphasis on incorporating graphic and multimedia elements into web pages and managing the site development process. Students will use Adobe software including Acrobat, Photoshop, GoLive and others. Course project will involve creation of a Web site for a client.
- CGS 2822 Scripting for the Web.** 3 c.c.  
**FA, SP – Lab fee. 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 Design with Adobe Software.** 3 c.c.  
**FA, SP – Lab fee. Prerequisite:** CGS 1570. 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 Adobe Dreamweaver, "Flash" and "Fireworks." The participant will also be able to author original web sites that are cohesive.
- CGS 2931, 2932, 2933 Special Topics in Computer Science.** 1 c.c., 2 c.c., 3 c.c.  
**TBA – Lab fee.** A course designed to allow flexibility to present a wide variety of topics related to the application of microcomputer software to business, economics, and managerial decision-making in rapidly changing environments.
- CHD 1104 Introduction to Early Childhood.** 3 c.c.  
**FA, SP, SU –** This is an introductory course to acquaint students with the many facets of child-care programs; center-based, family, in-home, nursery and after school. This course provides information required by State for child care certification. This course also fulfills a portion of the required 120 clock hours of training for the Florida Child Care Professional Credential (formerly known as the CDA/CDAE). This course will include a 20-hour service learning component outside the classroom.

- CHD 1332 Creative Experiences for Children.** 3 c.c.  
**SP – Prerequisite:** CHD1104 or permission of instructor.  
 This course emphasizes the importance of creativity and play for the intellectual development of the child. Areas covered are the curriculum areas in children's programs, the value of the learning environment, and the need to match materials and activities to developmental levels of children. The student prepares materials and activities to use with children.
- CHD 1800 Management in Child Care.** 3 c.c.  
**FA, SP, SU –** This course explores the role of the administrative process in child care and the laws that affect the operation of a center. Facility, program, budget, schedule, and food management are emphasized. This course fulfills a portion of the required 120 clock hours of formal training for the Florida Child Care Professional Credential (formerly known as the CDA/CDAE). This course will include a 20-hour service learning component outside the classroom.
- CHD 1931, 1932, 1933 Early Childhood Seminar.** 1 c.c., 2 c.c., 3 c.c.  
**TBA –** This course explores current topics as they affect the child in the family, the child's development and the child in settings such as child care, pre-kindergarten and primary grades. The student will receive instruction in child literacy and math skills development. The literacy component will meet the state mandated literacy requirements for Early Childhood educators.
- CHD 2120 Infants and Toddlers.** 3 c.c.  
**SP – Prerequisite:** CHD1104 or permission of instructor.  
 This course is required as part of the Infant/Toddler Technical Certificate. It will provide students with a foundation in how infants and toddlers grow and learn and the role their families and caregivers play in their development. This course will also provide them the information they need to develop quality environments for infants and toddlers
- CHD 2380 Teaching Young Children.** 3 c.c.  
**FA – Prerequisite:** CHD1104 or permission of instructor.  
 This course is designed to provide the student with an understanding of how young children learn and how to implement authentic observation and assessment on them. The student will be introduced to a variety of early childhood curricula methods and their strategies for observing and assessing young children.
- CHD 2440C Early Childhood Practicum.** 3 c.c.  
**SP – Prerequisite:** CHD1104 and DEP 2001 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. This course fulfills a portion of the required 120 hours of training for the C.D.A. credential.
- CHD 2620 Home, School and Community Relations.** 3 c.c.  
**FA –** This course is designed to help the student recognize the importance of the relationship between the family, school and community. These relationships are crucial in providing appropriate experiences for young children. Specific attitudes, philosophies and practical techniques that all teachers need to build relationships with families will be emphasized.
- CHD 2947, 2948, 2949 Child Development Co-op.** 1 c.c., 2 c.c., 3 c.c.  
**FA, SP –** Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.
- CHM 1025 Introduction to College Chemistry.** 3 c.c.  
**FA, SP, SU –** An introductory course in chemistry for students who have had little or no prior exposure to the subject. Emphasis is on the language, fundamental concepts, and problem solving in chemistry. **Meets A.A. general education Category VII.**
- CHM 1025L Introduction to College Chemistry Laboratory.** 1 c.c.  
**FA, SP, SU – Lab fee. Corequisite:** CHM 1025. An optional laboratory course to accompany CHM 1025, with emphasis on basic laboratory skills and practical applications of chemistry. Activities performed by the student in CHM 1025L will help reinforce concepts presented in CHM 1025. Lab safety exam is required. (Students taking CHM 1025 concurrently are required to withdraw from CHM 1025L if they withdraw from CHM 1025.) **Meets A.A. general education Category VII.**
- CHM 1032 Survey of General Chemistry.** 3 c.c.  
**TBA –** A one semester introductory course surveying the major areas and principles of general chemistry. This course is designed for science-related and health majors that require a somewhat less rigorous treatment of the subject than is presented in the two-semester mainstream General Chemistry I and II sequence. Basic skills in arithmetic and algebra are important to succeed in this course.
- CHM 1032L Survey of General Chemistry Laboratory.** 1 c.c.  
**TBA – Lab fee. Corequisite:** CHM 1032. An optional laboratory course to accompany CHM 1032, with emphasis on laboratory experiences to illustrate the concepts presented in CHM 1032 and on the development of fundamental laboratory skills in chemistry. Lab safety test required. (Students taking CHM 1032 concurrently are required to withdraw from CHM 1032L if they withdraw from CHM 1032.)
- CHM 1033 Elements of Biochemistry.** 3 c.c.  
**TBA – A.A.S. only.** An introduction to fundamental concepts in biochemistry and basic chemical concepts relevant to the subject. This course is offered for credit only to dental hygiene majors. Successful completion of high school biology and high school chemistry is recommended for this course. Does not meet general education requirements.
- CHM 1045 General Chemistry I.** 3 c.c.  
**FA, SP, SU – Prerequisite:** CHM 1025 or high school chemistry. **Corequisites:** MAC 1105. CHM 1045L. A modern survey of basic principles in chemistry with emphasis on scientific measurement, atomic and molecular structure, periodic properties, chemical reactions, stoichiometry, and kinetic molecular theory of gases. Mastery of basic algebra skills is essential for successful completion of this course. Students planning to register for CHM 1045 are strongly encouraged to take an online chemistry assessment test beforehand to assist them with advising and placement, and should contact the Physical Sciences Department for details. **Meets A.A. general education Category VII.**
- CHM 1045C General Chemistry I.** 4 c.c.  
**TBA – Lab Fee. Prerequisite:** CHM 1025 or one year of high school chemistry. **Corequisite:** MAC 1105. A modern survey of basic principles in chemistry with emphasis on scientific measurement, atomic and molecular structure, periodic properties, chemical reactions, stoichiometry, and kinetic molecular theory of gases. The laboratory component of the course emphasizes the development of laboratory skills in chemistry which are fundamental to students of science. Lab safety exam is required. Mastery of basic algebra skills is essential for successful completion of this course. **Meets A.A. general education Category VII.**
- CHM 1045L General Chemistry I Laboratory.** 1 c.c.  
**FA, SP, SU – Lab fee. Corequisite:** CHM 1045. A laboratory course to accompany CHM 1045, with emphasis on the development of laboratory skills in chemistry which are fundamental to students of science. Experiments performed by the student in CHM 1045L will both complement and supplement the concepts presented in CHM 1045. Lab safety exam is required. (Students taking CHM 1045 concurrently are required to withdraw from CHM 1045L if they withdraw from CHM 1045.) **Meets A.A. general education Category VII.**
- CHM 1046 General Chemistry II.** 3 c.c.  
**FA, SP, SU – Prerequisite:** Completion of CHM 1045 with a grade of "C" or better. **Corequisite:** CHM 1046L. Topics treated include physical states of matter, the nature and physical properties of solutions, acids and bases, kinetics, chemical equilibrium, thermodynamics, electrochemistry, coordination compounds, and nuclear chemistry. **Meets A.A. general education Category VII.**

- CHM 1046L General Chemistry II Laboratory.** 1 c.c.  
FA, SP, SU – Lab fee. **Prerequisite:** Completion of CHM 1045L with a grade of “C” or better. **Corequisite:** CHM 1046. A laboratory course to accompany CHM 1046, with emphasis on the development of laboratory skills in chemistry which are fundamental to students of science. Experiments performed by the student in CHM 1046L will both complement and supplement the concepts presented in CHM 1046. Lab safety test required. (Students taking CHM 1046 concurrently are required to withdraw from CHM 1046L if they withdraw from CHM 1046.) **Meets A.A. general education Category VII.**
- CHM 1200 Introduction to Organic Chemistry.** 3 c.c.  
TBA – **Prerequisite:** Completion of CHM 1025 or CHM 1045 with a grade of “C” or better. An elementary course in organic chemistry designed to meet the requirement of certain programs or to help prepare students for mainstream organic chemistry CHM 2210 and CHM 2211. Topics covered include a brief review of general chemistry concepts, an overview of organic chemistry, and selected topics in biochemistry. Emphasis will be placed on organic chemical structure and nomenclature.
- CHM 1200L Introduction to Organic Chemistry Laboratory.** 1 c.c.  
TBA – Lab fee. **Corequisite:** CHM 1200. A laboratory course designed to provide hands-on experience to reinforce topics covered in the lecture course. Lab safety test required. (Students taking CHM 1200 concurrently are required to withdraw from CHM 1200L if they withdraw from CHM 1200.)
- CHM 2210 Organic Chemistry I.** 3 c.c.  
FA, SP – **Prerequisite:** Completion of CHM 1046 with a grade of “C” or better. **Corequisite:** CHM 2210L. A study of carbon compounds with emphasis placed on reaction mechanisms, functional group behavior, synthesis, and structure determination.
- CHM 2210L Organic Chemistry I Laboratory.** 1 c.c.  
FA, SP – Lab fee. **Prerequisite:** Completion of CHM 1046L with a grade of “C” or better. **Corequisite:** CHM 2210. Experiments designed to provide hands-on experience to reinforce topics covered in the lecture course. Lab safety test required. (Students taking CHM 2210 concurrently are required to withdraw from CHM 2210L if they withdraw from CHM 2210.)
- CHM 2211 Organic Chemistry II.** 3 c.c.  
SP, SU – **Prerequisite:** Completion of CHM 2210 with a grade of “C” or better. **Corequisite:** CHM 2211L. A continuation of CHM 2210.
- CHM 2211L Organic Chemistry II Laboratory.** 1 c.c.  
SP, SU – Lab fee. **Prerequisite:** Completion of CHM 2210L with a grade of “C” or better. **Corequisite:** CHM 2211. A continuation of CHM 2210L. Lab safety test required. (Students taking CHM 2211 concurrently are required to withdraw from CHM 2211L if they withdraw from CHM 2211.)
- CIS 1350 Principles of Information Security.** 3 c.c.  
TBA – A.A.S. only. Lab Fee. This course provides a broad overview of practical computer security for all users.
- CJC 1000 Theory and Practice of Corrections.** 3 c.c.  
FA, SP, SU – A comprehensive view of the history and philosophy of corrections at the federal, state and local levels. The course presents types and classifications of correctional facilities; temporary problems in corrections; and a career orientation.
- CJC 2162 Probation and Parole.** 3 c.c.  
FA, SP, SU – This is a course designed to explore the theories and practices of correcting behavior in the community setting. The difference between the two is discussed along with the range of restrictions that can be placed on the parolee or probationer in attempts to guide his/her behavioral modification.
- CJE 1500 Police Operations.** 3 c.c.  
FA, SP, SU – This is a study of the principles and purposes of divisional functions of police agencies—line, auxiliary, and administrative—and analysis of the major activities of each division, including communications, record keeping, public relations, selection processes, and specialized units.
- CJE 1600 Criminal Investigation.** 3 c.c.  
FA, SP, SU – This course is a survey of the methods and techniques employed by law enforcement officers in the detection and investigation of crime.
- CJE 1640 Introduction to Criminalistics.** 3 c.c.  
FA, SP, SU – Scientific methods are applied in the course. It includes the examination of documents, firearms identification, toxicology, pathology, photography, fingerprinting, and the basic capabilities of local, state, and federal crime laboratories.
- CJE 1642 Advanced Crime Scene Technology.** 3 c.c.  
TBA – **Prerequisites or Corequisites:** CJE 1600 and CJE 1640. This course covers advanced principles, theories, and applications in crime scene technology. An overview of specialized collection procedures of weapons, traffic crash evidence, arson, gunshot residue, blood splatter, and recovery of buried bodies and surface skeletons are included.
- CJE 1673 Crime Scene Photography I.** 3 c.c.  
TBA – **Prerequisites and Corequisites:** CJE 1600 and CJE 1640. This course includes basic photographic skills including camera operation and exposure control. It is a hands-on course that will build basic proficiency in documenting a crime scene. Each student should have personal access to a digital camera and software to process photographs.
- CJE 1674 Crime Scene Photography II.** 3 c.c.  
TBA – **Prerequisite:** CJE 1673. This course includes advanced photographic skills including camera operation and exposure control. It is a hands-on course that will build proficiency in documenting a crime scene. Each student should have access to a digital camera and software to process the pictures. This course will build upon skills and techniques taught in CJE 1673 Crime Scene Photography.
- CJE 2644 Crime Scene Safety.** 2 c.c.  
TBA – **Prerequisites or Corequisites:** CJE 1600 and CJE 1640. This course covers potential health and safety hazards one will encounter at a crime scene. The course will also introduce the proper protective techniques to minimize risk to self and others. Emergency procedures and state and federal regulations are included. 32 contact hours.
- CJE 2671 Latent Fingerprint Development.** 3 c.c.  
TBA – Lab fee. **Prerequisite:** CJE2672. This course covers the techniques involved in detection, enhancement, and recovery of latent fingerprints from physical evidence. Chemical and mechanical methods will be taught for use on varying surfaces.
- CJE 2672 Fingerprint Classification.** 3 c.c.  
TBA – Lab fee. **Prerequisites or Corequisites:** CJE 1600 and CJE 1640. This course teaches the student how to classify, file, and identify inked fingerprints and compare them to unknown fingerprints.
- CJE 2676 Biological Evidence.** 2 c.c.  
TBA – Lab fee. **Prerequisites or Corequisites:** CJE1600 and CJE1640. This course exposes the student to the forensic value, collection, handling, preservation, testing, and documentation of biological evidence. It also addresses safety issues in handling biological evidence.
- CJJ 2002 Juvenile Justice.** 3 c.c.  
FA, SP, SU – The influence of political, economic, and environmental factors pertaining to adolescents and treatment of delinquent children are presented in this course. The course surveys youth crimes and the police role in programs of prevention and control.
- CJL 1100 Criminal Law.** 3 c.c.  
FA, SP, SU – An introduction to the specific rules of criminal law generally in force in the United States and the State of Florida. Topics will include: fundamentals of criminal law; essential elements of a crime; criminal liability, responsibility and capacity; defenses and criminal jurisdiction.
- CJL 1130 Rules of Evidence.** 3 c.c.  
FA, SP, SU – Instruction in the Basic Rules of Evidence, including classification of various kinds of evidence. Rules governing privileged communication, hearsay, test of admissibility and the application of these rules to the criminal justice process, emphasizing the study of pertinent case law.
- CJL 2062 Constitutional Law for Criminal Justice.** 3 c.c.  
FA, SP, SU – The study of constitutional doctrine as a series of controls on the Administration of Criminal Justice, utilizing the opinions of the United States Supreme Court as a basis of study. Emphasis will be placed on the Bill of Rights Amendments having relationships to Criminal Justice.

- CLT 1500 Classical Mythology.** 3 c.c.  
**FA, SP, SU – Prerequisite:** Test score requirement the same as ENC 1101. The first third of this course is spent learning the major deities and heroes of Greco-Roman mythology, including Greco-Roman literature involving these. The course then follows a chronological examination (beginning with Greece to the present) of how artists and poets thematically used classical mythology in their 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.**
- CNT 2400 Information Security Management.** 3 c.c.  
**TBA – Prerequisite:** CTS 2120C. This course deals with processes and technical solutions that implement the information security governance framework, focuses on the tasks necessary for the information security manager to effectively manage information security within an organization, and provides a description of various techniques the information security manager can use. This course also covers steps and solutions for responding to an incident. This course loosely follows the ISACA CISM certification.
- COM 0101 Business Communications.** 3 v.c.  
**FA – 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.** 3 c.c.  
**FA, SP, SU – Prerequisites:** 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.** 3 c.c.  
**FA, SP, SU – Lab fee. Prerequisites:** 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 2332 Visual Basic.** 3 c.c.  
**FA, SP – Lab fee. Prerequisites:** COP 1510 or COP 1000, 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 2360 C# Programming.** 3 c.c.  
**FA, SP – Lab fee. Prerequisites:** MAC 1105 and COP 1510 or COP 1000. This is a course in C# programming. It includes emphasis on basic programming logic, structured and object oriented programming, documentation, and utilization of the unique capabilities of C# to create both console and windowed applications.
- COP 2511 Programming Concepts II.** 3 c.c.  
**FA, SP, SU – Lab fee. Prerequisites:** COP 1510 or COP 1000, MAC 1105. Continuation of Programming Concepts I. Course covers additional features of C++ with an emphasis on program design, problem solving using procedural programming. Includes structured data, arrays, pointers, linked list (stacks, queues, and trees), binary files, sorting and searching.
- COP 2800 Java Programming.** 3 c.c.  
**FA, SP – Lab fee. Prerequisites:** COP 1510 or COP 1000, MAC 1105. This is a course in Java Programming. It includes emphasis on basic programming logic, structured and object oriented programming, documentation, and utilization of the unique capabilities of Java to create both applications and applets.
- COP 2947, 2948, 2949 Computer Science Co-op.** 1 c.c., 2 c.c., 3 c.c.  
**FA, SP, SU – Cooperative Education (Co-op)** is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.
- COS 0001 Introduction to Cosmetology.** 1 v.c.  
**FA, SP, SU –** This course helps students to develop awareness, appreciation, and understanding of the theoretical principles of cosmetology and procedures for cosmetology licensure.
- COS 0020 Consumer Relations/Salon Management.** 1 v.c.  
**FA, SP, SU –** This course helps students to develop the ability to communicate effectively with the client and to understand the business aspect of effective salon management.
- COS 0064 Trichology.** 1 v.c.  
**FA, SP, SU –** This course is designed to give the student a thorough understanding of basic chemistry in hair structure, chemicals, and products used in the beauty salon.
- COS 0080L Design Clinic I.** 5 v.c.  
**FA, SP, SU –** This course is designed to provide the student with hair-dressing techniques with emphasis on proper procedures and safety precautions.
- COS 0081L Design Clinic II.** 4 v.c.  
**FA, SP, SU –** This course is a continuation of Design Clinic I which provides practical application of design services targeted to increase the student's proficiency emphasizing workmanship, safety and sanitation as appropriate to the salon environment.
- COS 0082L Design Clinic III.** 4 v.c.  
**FA, SP, SU – Lab fee.** 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 0301 Haircutting.** 1 v.c.  
**FA, SP, SU –** This course is structured to develop skills in all phases of hair shaping including appropriate selection of the correct shears, razor, and clippers with emphasis on proper procedures and safety precautions.
- COS 0401 Hairstyling I.** 2 v.c.  
**FA, SP, SU – Lab fee.** This course helps the student to develop awareness of cosmetology principles of design in regard to facial shape and body composition, and to develop skills in the execution of hair design with proper use of styling implements.
- COS 0402 Hairstyling II.** 1 v.c.  
**FA, SP, SU –** This course is a continuation of COS 0401 with emphasis on enhancing basic techniques and skills.
- COS 0420 Advanced Hairstyling.** 2 v.c.  
**FA, SP, SU –** This course is designed to teach the cosmetology student advanced styling and hair shaping techniques. The cosmetology student will accomplish objective through the development of dexterity and coordination skills and application of principles of these techniques in creating designs and patterns in the hair using a variety of techniques that will include sculpting for patrons coordinated with Pivot Point.
- COS 0500C Barber-Styling I.** 4 v.c.  
**FA, SP, SU – Lab fee.** This course provides students with beginning theoretical and practical procedures of barbering. The basic topics and tasks to be performed are: history of barbering; professional image and ethics; bacteriology; sterilization and sanitation, safe and efficient work practices; and implements, tools and equipment. In addition, skin, scalp and hair structure; disorders and treatments of hair and skin and manipulations and facial treatments will be addressed in this course.
- COS 0510C Barber-Styling II.** 4 v.c.  
**FA, SP, SU – Lab fee.** This course provides students with beginning theoretical and practical procedures of barbering. The basic topics and tasks to be performed are: draping; shampooing/rinsing men's haircutting and hairstyling, beard and mustache trims; and women's haircutting and hairstyling.

- COS 0520C Barber-Styling III.** 4 v.c.  
**FA, SP, SU – Lab fee.** 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.** 4 v.c.  
**FA, SP, SU – Lab fee.** 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.** 4 v.c.  
**FA, SP, SU –** This course provides students with additional theoretical and practical procedures in barbering. The student will follow clinic floor procedures by performing reception desk and sanitation duties and perform assigned barbering services under instructor supervision.
- COS 0550C Barber-Styling VI.** 4 v.c.  
**FA, SP, SU –** This course provides students with a continuation of proper barbering techniques as assigned in the supervised clinical classroom. All services will be monitored with individualized instruction and approval by the clinic instructor. In addition hair piece and wig fitting and care will be covered along with thinning hair care.
- COS 0551C Barber-Styling VII.** 4 v.c.  
**FA, SP, SU –** This course provides students with a continuation of proper barbering techniques as assigned in the supervised clinical classroom. All services will be monitored with individualized instruction and approval by the clinic instructor. In addition the development of barber management skills, employability skills and a knowledge of State Board requirements, rules, and regulations will be covered.
- COS 0552C Barber-Styling VIII.** 4 v.c.  
**FA, SP, SU –** This course provides students with a continuation of proper barbering techniques as assigned in the supervised clinical classroom. All services will be monitored with individualized instruction and approval by the clinic instructor. In addition the development of shop management and communication skills will be emphasized in consumer relations.
- COS 0590, 0591, 0592, 0593 Professional Barbering I, II, III, IV.** 1 v.c.  
**FA, SP, SU – Lab fee.** This course provides students with a continuation of proper barbering techniques as assigned in the supervised clinical classroom. All services will be monitored with individualized instruction and approval by the clinic instructor. In addition the student will address professional image.
- COS 0594L Professional Barbering V.** 4 v.c.  
**FA, SP, SU –** This course provides students with a continuation of proper barbering techniques as assigned in the supervised clinical classroom. All services will be monitored with individualized instruction and approval by the clinic instructor. In addition the student will address professional image and prepare for the State board Examination for Barbering practical segment.
- COS 0600 Permanent Waving/Chemical Relaxing.** 2 v.c.  
**FA, SP, SU – Lab fee.** 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 0642L Chemical Reformation Clinic II.** 4 v.c.  
**FA, SP, SU –** This course provides the student with the knowledge in the principles of understanding of decolorization in hair structure with proper safety procedures. Emphasis is stressed on proper use of chemicals and manual execution.
- COS 0643L Chemical Reformation Clinic III.** 4 v.c.  
**FA, SP, SU –** This course is a continuation of Chemical Reformation Clinic II which provides the student with the knowledge in the principles of understanding of decolorization in hair structure with proper safety procedures. Emphasis is stressed on proper use of chemicals and manual execution.
- COS 0700 Haircoloring.** 2 v.c.  
**FA, SP, SU – Lab fee.** This course is designed to help the student to develop and apply the theoretical concepts of haircoloring product selection, techniques, and formulations with emphasis placed on proper procedures and safety precautions.
- COS 0941, 0942, 0943 Internship.** 1 v.c., 2 v.c., 3 v.c.  
**FA, SP, SU –** This course provides students with practical applications in a clinical setting either demonstrating manual proficiency of the principles of cosmetology/barbering or in the workforce setting to observe styling techniques, procedures, and salon operations in industry. This course is offered at the junior/senior cosmetology/barbering level and is designed to strengthen specific skill development to prepare the student for the Florida Board of Cosmetology/Barbering Examination.
- COS 0946 Barbering Co-op.** 4 v.c.  
**FA, SP, SU –** Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.
- COS 0963 State Board Preparation.** 1 v.c.  
**FA, SP, SU –** This course is designed to review pertinent areas in cosmetology in order to prepare the student for the State Board examination for licensure. This review course focuses on and highlights the learning materials for both theory and practical examinations questions and provides the student with a practice in evaluating and answering State Board situational problems.
- CRW 2100 Creative Writing: Fiction.** 3 c.c.  
**TBA – Prerequisite:** Test score requirement the same as ENC 1101. A course designed to aid the student in the clear, effective expression of ideas with emphasis upon imaginative work in prose. Group discussions of students' papers and selected literary works. Elective only. A writing emphasis course.
- CSP 0002 Specialty Services.** 3 v.c.  
**FA, SP, SU – Lab fee.** 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 0005 Introduction to Facials.** 1 v.c.  
**TBA – Lab Fee. Prerequisite:** Permission of Instructor. This course is designed to introduce the student the history of skin care, professionalism, sanitation, and disinfection.
- CSP 0007L Specialty Services Clinic II.** 2 v.c.  
**FA, SP, SU –** This course is a continuation of Specialty Services Clinic I that provides extended practical application of manicure, pedicure, and facial procedures administered in a clinical setting.
- CSP 0008L Specialty Services Clinic III.** 2 v.c.  
**FA, SP, SU –** This course is a continuation of Specialty Services Clinic I and Specialty Services Clinic II and provides practical application of manicure, pedicure, and facial content exercised in a clinic setting.
- CSP 0015C Nail Technology.** 8 v.c.  
**TBA – Lab fee.** This course provides the manicure, pedicure, nail specialist with techniques and practice in nail care.
- CSP0031 Anatomy & Physiology for Facial Specialty** 1 v.c.  
**TBA – Lab Fee. Prerequisite:** Permission of instructor. Overview of the structure and function of the human body systems to provide foundational knowledge for the theory and practice of facial specialty. Includes pathology, contraindications, and anatomical relationships. Prepare the individual with the opportunity to learn the skills and techniques of esthetics, information, related technology and correct terminology necessary to become employed in the field of esthetics.

- CSP 0201 Introduction to Skin Care.** 1 v.c.  
**FA, SP – Lab fee.** 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.
- CSP0263 Facial Specialty Services.** 1 v.c.  
**TBA – Lab fee. Prerequisite:** Permission of the instructor. This course is designed to teach the student theory and practical procedures for Hair Removal, Massage and use of Facial Machines.
- CSP 0300L Facials/Make-up Clinic.** 5 v.c.  
**FA, SP – Prerequisite or Corequisite:** CSP 0331. This course is designed to provide supervised clinical instruction in the hands-on application of facials and make-up utilizing consultation, anatomy and physiology, salon management and proper sanitation.
- CSP 0331 Make-up/Salon Management.** 1 v.c.  
**FA, SP – Lab fee.** 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.
- CSP 0370 Professional Practices in Esthetics.** 1 v. c.  
**TBA – Prerequisite:** Permission of instructor. This course is the capstone course of the program which ties together the professional principles of the esthetician profession. Students will prepare for the final program examination, emphasizing statutory requirements of the profession.
- CTS 1155 Help Desk Technician.** 3 c.c.  
**TBA – A.A.S. only. Lab Fee. Prerequisites:** CET 1178C and CET 1179C or CEN 1300 or CET 1112C or CTS 2318 or CET 1071. This course is a study of the computer user support field and provides the skills, knowledge, and abilities needed to work at a computer Help Desk. The student will utilize knowledge from other courses in the diagnosis and solution of computer problems.
- CTS 1300 Administering Microsoft Windows Workstation.** 3 c.c.  
**FA, SP – A.A.S. only. Lab fee. Prerequisite:** CET 1588C or CET 1600C. This course provides students with the knowledge and skills necessary to install, configure, customize, and troubleshoot Windows operating systems 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 operating systems.
- CTS 1334 Administering Microsoft Windows Server.** 3 c.c.  
**FA, SP – A.A.S. only. Lab fee. Prerequisite:** CTS 1300. This course provides students with the knowledge and skills necessary to perform post-installation and day-to-day administrative tasks of Windows Server in single-domain networks. In addition, students learn how to integrate Windows 2003 and Novell Netware networks.
- CTS 1351C Novell Administration.** 3 c.c.  
**SP – A.A.S. only. Lab fee. Prerequisite:** CGS 1061C or CGS 1570. This course is designed to introduce students to Novell administration. This course will include installation of Novell network operating system software and networking hardware, and managing and troubleshooting a typical computer network. This course is designed around the Certified Novell Administrator (CNA) certification.
- CTS 2104 Windows.** 3 c.c.  
**FA, SP, SU – Lab fee. Prerequisite:** CGS 1570. This course is designed to cover Windows, starting with an overview to the basic interface and leading into advanced topics.
- CTS 2106C Linux +.** 3 c.c.  
**FA, SP – A.A.S. only. Lab fee. Prerequisite:** CGS 1061C or CGS 1570. This course is designed to introduce students to the UNIX/Linux network operating systems using Sun Solaris. Students will learn about user accounts, file systems, text editors, security, printing, backups and restores, various shells and shell scripting within UNIX.
- CTS 2120C Security +.** 4 c.c.  
**SP – A.A.S. only. Lab fee. Prerequisites:** CET 1588C or CET 1610C, CIS 1350. This course is intended to serve the needs of individuals interested in understanding the field of network security and how the field relates to other areas of Information Technology. The material in this course will provide the broad-based knowledge necessary to prepare students for further study in specialized security fields or may be used as a course for those interested in a general introduction to field network security. This course will also serve the needs of individuals seeking to pass the CompTIA Security + certification exam.
- CTS 2149 Fundamentals of Project Management.** 3 c.c.  
**TBA – A.A.S. only.** This course provides an introduction to the project management body of knowledge. It focuses on the nine knowledge areas of project management outlined by the Project Management Institute.
- CTS 2302 Administering Active Directory.** 3 c.c.  
**FA, SP – A.A.S. only. Lab fee. Prerequisite:** CTS 2304. This course provides students with the knowledge and skills necessary to install, configure, and troubleshoot the Windows 2003 Active Directory components, DNS for Active Directory components, DNS for Active Directory, and Active Directory security solutions. In addition, the course will develop the skills required to manage, monitor, and optimize the desktop environment by using Group Policy.
- CTS 2303 Designing Directory Services.** 3 c.c.  
**FA, SP – A.A.S. only. Lab fee. Prerequisite:** CTS 2302. This course provides students with the knowledge and skills necessary to analyze the business requirements and design directory services architecture.
- CTS 2304 Administering Network Infrastructure.** 3 c.c.  
**FA, SP – A.A.S. only. Lab fee. Prerequisite:** CTS 1334. This course provides students with the knowledge and skills necessary to install, manage, monitor, configure, and troubleshoot DNS, DHCP, Remote Access, Network Protocols, IP Routing, and WINS in a Windows 2003 Network infrastructure. In addition, the course will develop the skills required to manage, monitor, and troubleshoot Network Address Translation and Certificate Services.
- CTS 2310 Microsoft Windows Security.** 3 c.c.  
**FA, SP – A.A.S. only. Lab fee. Prerequisite:** CTS 2304. This course trains students to implement, manage, maintain, and troubleshoot security in a Windows Server 2003 network infrastructure and also plan and configure a Windows Server 2003 Public Key Infrastructure (PKI). Prepares students for Exam 70-299: Implementing and Administering Security in a Microsoft Windows Server 2003 Network.
- CTS 2318 Information Security Management.** 3 c.c.  
**TBA – A.A.S. only. Prerequisite:** CTS2120C. This course deals with processes and technical solutions that implement the information security governance framework, focuses on the tasks necessary for the information security manager to effectively manage information security within an organization, and provides a description of various techniques the information security manager can use. This course also covers steps and solutions for responding to an incident. This course loosely follows the ISACA CISM certification.
- CTS 2330 Microsoft Exchange Server.** 3 c.c.  
**FA, SP – A.A.S. only. Lab fee. Prerequisite:** CTS 2303. This course offers students an extensive introduction to the knowledge and skills necessary to install, configure, administer, and troubleshoot information systems that incorporate Microsoft Exchange Server 2003. Prepares students for Exam 70-224: Installing, Configuring, and Administering Microsoft Exchange 2003 Server.
- CTS 2433 Database Development and Management.** 3 c.c.  
**TBA – Lab fee. Prerequisite:** CGS1570. This course covers database development and management using current database systems with emphasis on SQL.

- CTS 2440 Introduction to Oracle SQL.** 3 c.c.  
**FA, SP – Lab fee. Prerequisite:** COP 1510 or COP 2224. This course provides students with an introduction to database technology using the Oracle 9i database. The course covers relational database concepts. A strong SQL focus is emphasized. The student will be introduced to DDL, DML, and DCL statements. The course prepares students for the Oracle Database Administrator exams.
- CTS 2441 Oracle Database Administration.** 3 c.c.  
**FA, SP – Lab fee. Prerequisite:** CTS 2440. 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.
- DAA 1100 Beginning Modern Dance.** 3 c.c.  
**TBA –** This course introduces the student to the principles of modern dance technique. The emphasis is on correct placement and body alignment, strength and flexibility, movement vocabulary, rhythmic and creative skills.
- DAA 1200 Fundamentals of Ballet.** 1 c.c.  
**TBA –** A beginning level ballet technique class that focuses on the fundamentals of classical ballet and is designed to strengthen and develop technique at a beginning level through Barre and Centre practice. The emphasis is on correct body placement and alignment, strength and flexibility, vocabulary, musicality and movement quality.
- DAA 2920 Dance Techniques Workshop.** 1 c.c.  
**TBA – Prerequisite:** Permission of instructor. **Corequisite:** R00141. This summer dance workshop includes techniques in ballet, jazz, modern and tap dance and seminars for dancers. May be repeated once for credit.
- DEH 1002 Fundamentals of Dental Hygiene.** 3 c.c.  
**FA – A.A.S. only. Prerequisite:** DES 1000. **Corequisite:** DEH 1002L. A lecture series introducing students to basic principles, procedures and skills required to provide comprehensive preventive dental health services for patients. Topics include infection control, instrument design and utilization, gingival characteristics, tooth deposits, medical history analysis, oral inspection, patient education, polishing with handpieces and flourides.
- DEH 1002L Dental Hygiene Pre-Clinic.** 3 c.c.  
**FA – A.A.S. only. Lab fee. Corequisite:** DEH 1002. A clinical practice course designed for the clinical application of principles and concepts developed in DEH 1002. Students master basic instrumentation skills through practice on mannequin models prior to performing preventive dental hygiene services for clinical patients.
- DEH 1130W Oral Embryology and Histology.** 1 c.c.  
**SP – A.A.S. only. Prerequisite:** DES 1000. The study of histologic and embryonic development with emphasis on the face and oral cavity. Comprehensive course content includes instruction in early facial and tooth development.
- DEH 1400 Oral Pathology.** 2 c.c.  
**SP – A.A.S. only. Prerequisite:** DES 1000. 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 1720 Preventive Dentistry.** 1 c.c.  
**TBA – A.A.S. only. Prerequisite:** DES 1000. 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 current disease control techniques and auxiliary plaque control measures with special concern given to products available on the market for dental care. Dental appliances care, fluoride therapy and development of preventive programs for the dental office will be included.
- DEH 1800 Dental Hygiene I.** 2 c.c.  
**SP – A.A.S. only. Prerequisite:** DEH 1002. **Corequisite:** DEH 1800L. A continuation of DEH 1002 with an emphasis on health promotion and preventive oral hygiene techniques and procedures. Topics include instrument sharpening, medical and dental emergencies, patient management and motivation, disease prevention strategies, dental hygiene care planning, dental charting, tobacco cessation, pain management, desensitizing hypersensitive teeth and an introduction to ethics.
- DEH 1800L Dental Hygiene Clinic I.** 5 c.c.  
**SP – A.A.S. only. Lab fee. Corequisite:** DEH 1800. Clinical experiences designed to incorporate the basic principles and concepts of current preventive dental hygiene services. Clinical application and refinement of 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 practice.
- DEH 1802 Dental Hygiene II.** 1 c.c.  
**SU – A.A.S. only. Prerequisite:** DEH 1800. **Corequisite:** DEH 1802L. Didactic instruction will be presented focusing on further knowledge in the application of dental hygiene procedures. This includes information on treatment planning, periodontal charting, ultrasonic scaling, air polishing and comprehensive dental hygiene care.
- DEH 1802L Dental Hygiene Clinic II.** 3 c.c.  
**SU – A.A.S. only. Lab fee. Corequisite:** DEH 1802. Clinical and laboratory instruction is presented and coordinated with didactic instruction, with an emphasis on the comprehensive treatment of patients with moderate to advanced periodontal diseases.
- DEH 2202 Nutrition and Dental Health.** 2 c.c.  
**TBA – A.A.S. only. Prerequisite:** DEH 1800. This course provides a study of nutrients, their nature, source, and utilization. Emphasis is placed on the relationship between diet and oral health. Oral manifestations of nutritional deficiencies are also studied.
- DEH 2300 Pharmacology/Dental Office Emergencies.** 2 c.c.  
**FA – A.A.S. only. Prerequisite:** DEH 1802. 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.** 2 c.c.  
**FA – A.A.S. only. Prerequisites:** DEH 1130, MCB 1000 and MCB 1000L or DEH 1130, MCB 2010 and MCB 2010L. An intensive comprehensive study of chronic inflammatory periodontal disease. An analysis and correlation of etiology, immunology, clinical and radiographic diagnosis, treatment planning, prognosis and oral therapy are presented. A special emphasis is placed on the role of the dental hygienist in preventive oral therapy. Clinical experiences are coordinated with DEH 1800. Periodontal procedures included in this study are within the legal scope of practice of the dental hygienist.
- DEH 2702C Dental Public Health.** 2 c.c.  
**FA – A.A.S. only. Prerequisite:** DEH 1802. This course will enable students to assess, plan, implement and evaluate community needs and oral health programs. Topics include assessment techniques, dental health program planning, presentation of dental health programs, research and methodology, statistical analysis of research results and evaluation of programs, dental products and scientific literature.
- DEH 2804 Dental Hygiene III.** 2 c.c.  
**FA – A.A.S. only. Prerequisite:** DEH 1802. **Corequisite:** DEH 2804L. A continuation of DEH 1802 progressing to the comprehensive dental hygiene services and treatment of medically compromised patients and patients with special needs.

- DEH 2804L Dental Hygiene Clinic III.** 5 c.c.  
**FA – A.A.S. only. Lab fee. Corequisite:** DEH 2804. A clinical practice course designed to cultivate the student's progress to critical thinking, professional judgment and decision making, clinical analysis of patients presenting with various medical/dental histories and various patient management strategies. Clinical application of concepts presented in DEH 2804 will be supervised learning experiences in this course.
- DEH 2812 Dental Hygiene IV.** 2 c.c.  
**SP – A.A.S. only. Prerequisite:** DEH 2804. **Corequisite:** DEH 2812L. DEH 2812 is a continuation of DEH 2804. This course prepares students to enter the workforce. Topics include ethics and jurisprudence, practice management, career development, state dental boards, state laws, dental specialties and career options.
- DEH 2812L Dental Hygiene Clinic IV.** 5 c.c.  
**SP – A.A.S. only. Lab fee. Prerequisite:** DEH 2804L. **Corequisite:** DEH 2812. 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.
- DEH2902, 2903, 2904 Special Topics in Dental Hygiene.** 1 c.c., 2 c.c., 3 c.c.  
**TBA-** This course is designed to provide a dental hygiene review in preparation for the dental hygiene national board examination. This course will include lecture activities, discussion, powerpoint and or slide presentations with an emphasis on case based format material.
- DEP 2001 Child Development.** 3 c.c.  
**FA, SP, SU –** This course focuses on the physical, cognitive, emotional and social theories of how children grow and develop. This course examines the role of adults in promoting optimum development of children and is of special interest to parents, educators, nurses, social workers and counselors. This course fulfills a portion of the required 120 hours of training for the Florida Child Care Professional Credential (FCCPC) and includes 10 clock hours of observations.
- DEP 2004 Human Growth and Development.** 3 c.c.  
**FA, SP, SU – Prerequisite:** Test score requirement the same as ENC 1101. A study of the human life span. The course is designed to provide the foundation for understanding the life cycle from birth to death. The approach throughout the course is multidisciplinary including biological, sociological, anthropological, and psychological perspectives with emphasis on basic psychological principles. Concepts are related to every day life situations and to current social issues. **Meets A.A. general education Category IV. A writing emphasis course.**
- DES 1000 Dental Anatomy.** 2 c.c.  
**SU – A.A.S. only. Prerequisite:** Must be approved by dental hygiene program to enter this course. 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 1010 Head and Neck Anatomy.** 2 c.c.  
**FA – A.A.S. only. Prerequisite:** DES 1000. 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.
- DES 1051 Nitrous Oxide Monitoring.** 1 c.c.  
**FA – A.A.S only. Lab fee. Prerequisite:** DES 1802. A sixteen-hour certification course for dental auxiliaries in the legal monitoring of nitrous oxide conscious sedation.
- DES 1100C Dental Materials.** 3 c.c.  
**SP – A.A.S. only. Lab fee. Prerequisite:** DEH 1800. 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.** 3 c.c.  
**FA – A.A.S. only. Lab fee. Corequisite:** DES 1010. 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.
- DIG 2151C Multimedia Writing.** 3 c.c.  
**SP – Lab Fee.** This course is an introduction to writing for multimedia or what some term as “new media.” Multimedia writing incorporates writing styles for audio, video, film and website design. Students gain knowledge and experience by analyzing careers in multimedia writing, designing and writing scripts for video, audio, the web and film. Students will learn story and character development, the structure of narratives and storytelling within multimedia, and will learn and execute the process and principles behind web page screenshots and website navigational flowcharts.
- DIG 2907 Independent Study/Digital Arts.** 1-3 c.c.  
**TBA –** Permission of supervising faculty member. Digital arts independent study is designed to provide multimedia students with an opportunity to pursue personal digital arts projects beyond regularly scheduled courses within the Multimedia Technology major. Students in independent study may create short films, videos, design and create DVD and web development projects, or other projects appropriate to the multimedia. Students are required to present a proposal for study to supervising faculty prior to registration.
- EAP 0384C English for Academic Purposes I.** 3 c.p.  
**TBA –** The course is designed for students whose primary language is not American English and whose placement scores indicate the need for instruction in composing grammatically correct sentences and fully developed paragraphs. Emphasis will be on grammatical challenges specific to students of a second language.
- EAP 0484C English for Academic Purposes II.** 3 c.p.  
**TBA –** This course is designed for students whose primary language is not American English and whose placement scores indicate the need for instruction in writing coherent, unified paragraphs and using them to build effective essays. Students will pass both parts of the Florida Basic Skills Exit Test (a paragraph and an objective test) with a 70 or higher in order to pass the course.
- ECO 2013 Economics I.** 3 c.c.  
**FA, SP, SU –** This course 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 –** This course treats mainly micro theory. It gives much attention to model building and analysis of product and resource markets. The course especially emphasizes topics such as the economics of the firm under the four major market conditions, resources allocation, the monopoly problem and legislation associated there with, agriculture, unionism, international trade and finance, and the institutions of the command economy.



- EDF 1005 Introduction to the Teaching Profession.** 3 c.c.  
**FA, SP, SU – Prerequisite:** Test score requirement the same as ENC 1101. This is a survey course including historical, sociological and philosophical foundations of education, governance and finance of education, educational policies, legal, moral and ethical issues and the professionalism of teaching. Students will be provided information on the Florida Educator Accomplished Practices, Sunshine State Standards, and the Professional Educator Competencies. Students are required to complete a minimum of 15 hours of field-based experience with children and youth in schools or similar settings and not via virtual modes of film or Internet.
- 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.
- EDF 2085 Introduction to Diversity for Educators.** 3 c.c.  
**FA, SP – Prerequisite:** Test score requirement the same as ENC 1101. Designed for the prospective educator, this course provides the opportunity to explore issues of diversity, including an understanding of the influence of exceptionalities, culture, family, gender, sexual orientation, socioeconomic status, religion, language of origin, ethnicity, and age upon the educational experience. Students will explore personal attitudes toward diversity and exceptionalities. Students will be provided information on the Florida Educator Accomplished Practices, Sunshine State Standards, and the Professional Educator Competencies. A minimum of 15 hours of field-based experience working with diverse populations of children and youth in schools or similar settings is required. The field experience should not be via virtual modes of film or Internet.
- EDP 2002 Educational Psychology.** 3 c.c.  
**TBA –** A course investigating the application of psychology to educational settings with emphasis on learning, motivation, tests and measurement, and personality development. Designed for prospective teachers, who are encouraged to seek experience in a school setting to appreciate the complexities of teaching.
- EEC 2523 Leadership and Management of Child Care Programs.** 3 c.c.  
**TBA – Prerequisite:** CHD1800. This course is designed to meet the State of Florida's requirements for the Director's Credential renewal. Course design emphasizes the development of administrators' skills and knowledge related to organizational leadership and management. Course content includes staff development, evaluation, and retention; personnel policies and relationships; leadership, ethics, professionalism, and organizational structure and dynamics.
- EET 1005C Fundamentals of Electricity.** 4 c.c.  
**FA – A.A.S. only. Lab fee. Prerequisite:** MAT 1033. An electrical course for the non-electronic engineering technology major. This is a combined theory/lab course which provides a survey of electrical theory as it relates to DC/AC circuits, AC and DC machinery and solid state control circuits.
- EET 1015C Direct Current Circuits.** 3 c.c.  
**FA, SP – A.A.S. only. Lab fee. Corequisite:** MAC 1105. A theory-lab course involving the basic concepts of direct current circuits as applied in electronics and analysis of circuits using OHM's law and various theorems. The laboratory instruction includes D/C circuit analysis and the use of basic electronic test equipment.
- EET 1025C Alternating Current Circuits.** 3 c.c.  
**SP, SU – A.A.S. only. Lab fee. Prerequisite:** EET 1015C. 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 1033C DC/AC Installer Technician.** 2 c.c.  
**TBA – A.A.S. only. Lab fee.** This course covers basic electricity, electronics, electromagnetism as well as troubleshooting broadband cable components. The student will learn about power sources, loads, conductors, DC and AC current flow, and schematic diagrams. The student will use Ohm's law to analyze DC series circuits, calculate power and understand power loss in circuits.
- EET 1141C Electronic Devices and Integrated Circuits I.** 3 c.c.  
**FA, SP – 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 transistors, and basic integrated circuits.
- EET 1324C Communications Systems Technician.** 2 c.c.  
**TBA – A.A.S. only. Lab fee. Prerequisite:** EET 1330C. This course provides an introduction to radio frequency amplifiers and the radio frequency spectrum. It also introduces the student to electromagnetism, power supplies and to test equipment used by broadband technicians.
- EET 1325C Communications Systems Advanced Technician.** 2 c.c.  
**TBA – A.A.S. only. Prerequisite:** EET 1324C. This course covers modulation and demodulation of television signals, transmission line fundamentals, radio-frequency wave propagation, microwave theory and devices as well as using a spectrum analyzer.
- EET 1330C Transmission Lines Service Technician.** 2 c.c.  
**TBA – A.A.S. only. Lab fee. Prerequisite:** CET 1462. This course covers electronic theory as it pertains to broadband cable systems, coaxial connectors, radio frequency amplifiers, couplers and taps. It also includes the usage of broadband test equipment including time domain reflectometers.
- EET 1351C Introduction to Data Communications Systems.** 3 c.c.  
**FA – 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 1371C Telecommunications Fiber Testing and Maintenance.** 2 c.c.  
**TBA – A.A.S. only. Lab fee. Prerequisite:** CET 1632C. This course covers using fiber-optic test equipment to troubleshoot and maintain fiber-optic networks.
- EET 2084C Introduction to Electronics.** 3 c.c.  
**FA, SP, SU – A.A.S. only. Lab fee. Prerequisites:** Test score requirement the same as MAC 1105 or corequisite of MAT 1033, CET1462C or permission of instructor. 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.
- EET 2142C Linear Circuits.** 3 c.c.  
**SP – 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.** 3 c.c.  
**SP – 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 is an integral part of this course.

- EET 2947, 2948, 2949 Electronic Technology Co-op.** 1 c.c., 2 c.c., 3 c.c.  
**FA, SP, SU – A.A.S. only.** Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.
- EEX 1600 Behavior Management.** 3 c.c.  
**FA, SP, SU –** An introductory course which presents students with a variety of approaches that can be effective in classroom situations with students exhibiting behavior problems. Decision making criteria to determine when, how, and why specific interventions that may be responsive of varying needs of students at all grade levels will be explored.
- EEX 2010 Introduction to Exceptional Children.** 3 c.c.  
**FA, SP, SU –** An introductory survey of the categories of exceptional (disabled) children and adults. Attention will be directed to each of the following: learning disabilities, behavior disorders, mental handicaps, visual and hearing impairments, communication disorders, and physical and multiple handicaps. Giftedness also will be covered. Course is designed for Education majors.
- EEX 2080 Teaching Special Needs Learners.** 3 c.c.  
**SP – 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 2092C Special Education Practicum.** 3 c.c.  
**SP – 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.
- EET 2947, 2948, 2949 Instructional Services Co-op.** 1 c.c., 2 c.c., 3 c.c.  
**FA, SP, SU –** Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.
- EGS 1111 Engineering Graphics.** 3 c.c.  
**FA, SP, SU – A.A.S. only. Lab fee.** An introductory course dealing with the fundamentals of engineering graphics and computer-aided drafting (CAD) using AutoCAD. This course covers the depiction of objects in a standard multiview drawing on a computer. One, two, three, auxiliary, and section views are used. Dimensioning is covered. Three-dimensional objects are created both in surface and solid models and then depicted in a standard multiview format including pictorial views. This course is the prerequisite for all the computer drafting courses.
- EGS 2311 Engineering Statics.** 3 c.c.  
**TBA – 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.** 3 c.c.  
**TBA – 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 Technology for Educators** 3 c.c.  
**FA, SP, SU – Lab fee.** Application of instructional design principles for the use of technology to enhance the quality of teaching and learning in the classroom. The course includes hands-on experience with educational media, emerging technologies, and hardware, software, and peripherals for the personal computer as well as data-driven decision-making processes. Identification of appropriate software for classroom applications, classroom procedures for integrating technologies with emphasis on legal and ethical use, and effective instructional strategies for teachers and students in regard to research, analysis, and demonstration of technology. Students with be provided with an overview of the Florida Educator Accomplished Practices, Sunshine State Standards, the Professional Educator competencies, and the National Educational Technology Standards. **Meets A.A. computer competence requirement.**
- EMS1119 Emergency Medical Technician.** 7 c.c.  
**TBA – Lab fee. Corequisites:** EMS1119L, EMS1411L.  
**Prerequisite:** Permission of instructor. Emergency Medical Technician is designed to prepare the student with the necessary fundamental knowledge to be successful in meeting Emergency Medical Technician certification and licensing requirements. Students will learn how to assess, treat and transport the sick and injured at the level of the Emergency Medical Technician Basic. There is emphasis on assessment based learning and complies with National DOT EMT-Basic curriculum.
- EMS119L EMT Lab** 2 c.c.  
**TBA – Lab fee. Corequisites:** EMS1411L, EMS1119.  
**Prerequisite:** Permission of instructor. An integrated experience that is designed to allow the student to apply practical experience to material learned in Emergency Medical Technician. Students will learn how to assess, treat and transport the sick and injured at the level of the Emergency Medical Technician-Basic in the laboratory and simulated field environment. There is emphasis on assessment based learning and complies with National DOT EMT-Basic curriculum.
- EMS1411L EMT Clinical Internship** 2 c.c.  
**TBA – Lab fee. Corequisites:** EMS1911, EMS1911L.  
**Prerequisite:** Permission of instructor. An integrated experience that is designed to allow the student to apply practical experience to material learned in Emergency Medical Technician and EMT Lab. Students will learn how to assess, treat and transport the sick and injured at the level of the Emergency Medical Technician-Basic in area hospitals and advanced life support EMS ambulances. There is emphasis on assessment based learning and complies with National DOT EMT-Basic curriculum.
- EMS 1601 Introduction to Advanced Prehospital Care.** 1 c.c.  
**FA – A.A.S. only. Prerequisites:** EMT certification, CPR for Health Care Providers. This course focuses upon Paramedic roles and responsibilities, wellness in EMS, primary injury prevention, medical/legal considerations, emergency medical services ethics, EMS communication systems, and proper patient documentation.
- EMS 1612C Cardiovascular Emergencies.** 3 c.c.  
**SP – A.A.S. only. Lab fee. Prerequisites:** EMT certification, CPR for Health Care Providers. This course focuses upon cardiovascular anatomy and physiology, electrocardiographic monitoring, dysrhythmias, assessment and management of the cardiovascular patient and 12-lead ECG monitoring.
- EMS 1654 Paramedic Field/Clinical Experience I.** 3 c.c.  
**FA – A.A.S. only. Lab fee. Prerequisites:** EMT certification, CPR for Health Care Providers. This course focuses upon orientation, clinical and field experience provided in area hospitals and EMS agencies under supervision. Students begin their ambulance time in an observational capacity with an assigned preceptor and add skills as they progress through the term.
- EMS 1683C Fundamentals of Advanced Prehospital Care.** 2 c.c.  
**FA – A.A.S. only. Lab fee. Prerequisites:** EMT certification, CPR for Health Care Providers. This course focuses on general concepts of pharmacology, administration of medications, venous circulation, effective therapeutic communication, and communication strategies.

- EMS 1931C Special Topics in Emergency Medicine.** 1 c.c.  
**TBA – A.A.S. only. Lab fee. Prerequisite:** EMS 1152C. This course is designed to enhance the student's basic patient assessment skills in the medical/ trauma environment. Current changes and updates in Emergency Medicine will be incorporated into the course as they occur. The course will build on information acquired in EMS 1151 and EMS 1152C. After successful completion, the student will meet the requirements for HIV/AIDS update and State of Florida EMS requirements for recertification.
- EMS 2460C Advanced Clinical Practice.** 1 c.c.  
**TBA – A.A.S. only. Lab fee. Prerequisite:** Permission of the program director. Students will learn advanced assessment techniques for patients dealing with neurological, cardiovascular, airway, pulmonary, GI, urinary, renal, endocrine, hematological, immune system and trauma complaints. Specialized clinical lab time will be included with this course.
- EMS 2613C Patient Assessment.** 2 c.c.  
**FA – A.A.S. only. Prerequisites:** EMT certification, CPR for Health Care Providers. This course focuses upon general patient assessment and initial management, techniques of patient assessment, and application of a process of clinical decision making.
- EMS 2614C Airway Management and Respiratory Emergencies.** 5 c.c.  
**TBA – Lab fee.** 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, establishing and maintaining a patent airway and ventilation, including anatomy, physiology and pathophysiology of the airway, use of equipment for assessment and treatment, and the use of airway adjuncts.
- EMS 2627 Medical Emergencies.** 4 c.c.  
**SP – A.A.S. only. Prerequisites:** EMT certification, CPR for Health Care Providers. This course focuses upon teaching the paramedic student how to integrate pathophysiological and assessment findings to formulate a field impression and implement the treatment plan for the patient with a medical emergency.
- EMS 2628C OB/GYN/Neonatal/Pediatric Emergencies.** 3 c.c.  
**SP – A.A.S. only. Lab fee. Prerequisites:** EMT certification, CPR for Health Care Providers. This course focuses on implementation of the proper treatment plans for a patient with a suspected gynecological emergency, a suspected obstetrical emergency, a neonatal emergency, and for a pediatric patient with an emergency.
- EMS 2655 Paramedic Field/Clinical Experience II.** 3 c.c.  
**SP – A.A.S. only. Prerequisites:** EMT certification, CPR for Health Care Providers. This course focuses upon clinical and field experience provided in area hospitals and EMS agencies under supervision.
- EMS 2656 Paramedic Field/Clinical Internship.** 5 c.c.  
**SU – A.A.S. only. Lab fee. Prerequisites:** EMT certification, CPR for Health Care Providers. This course focuses upon successful integration of all prehospital skills by the student. The field internship verifies that the student has achieved entry-level competence, and is able to serve as team leader in a variety of prehospital advanced life support emergency medical situations.
- EMS 2680C Behavioral Emergencies.** 1 c.c.  
**SU – A.A.S. only. Prerequisites:** EMT certification, CPR for Health Care Providers. This course focuses upon psychiatric and behavioral emergencies, the pathophysiology of psychiatric disorders, biological, psychosocial and socio-cultural components, assessment and management of behavioral emergency patients, potentially suicidal patients and violent patients.
- EMS 2681C Special Considerations in Prehospital Care.** 2 c.c.  
**SU – A.A.S. only. Prerequisites:** EMT certification, CPR for Health Care Providers. This course focuses upon implementation of a proper treatment plan for: the geriatric patient, the patient who has sustained abuse or assault, diverse patients with a suspected emergency, the chronic care patient, and the patient with common complaints; procedures to ensure safe and effective ground and air transport; integration of the principles of: general incident management and multiple casualty incident management (MCI), rescue awareness management, human hazards awareness management, and general incident management of hazardous materials emergencies.
- EMS 2682C Advanced Prehospital Trauma Management.** 3 c.c.  
**SU – A.A.S. only. Lab fee. Prerequisites:** EMT certification, CPR for Health Care Providers. This course focuses upon the principles of kinematics to enhance patient assessment, implementation of a proper treatment plan for a patient with: shock or hemorrhage, soft tissue trauma, burn injuries, traumatic head injury, suspected spinal injury, suspected thoracic injury, suspected abdominal trauma, or suspected musculoskeletal injury.
- EMS 2930C Special Topics in Advanced Prehospital Care.** 1-6 c.c.  
**SU – A.A.S. only. Lab fee. Prerequisites:** EMT certification, CPR for Health Care Providers. This course is designed to enhance the student's skills and knowledge in the prehospital environment. The course will meet the Florida requirements for education on HIV/AIDS. Current changes and updates in the prehospital environment will be incorporated as they occur.
- ENC 0001C College Preparatory Writing I.** 3 c.p.  
**FA, SP, SU – Prerequisite:** Appropriate score on Florida Entry-Level Placement Exam. Designed for students whose basic language skills need improvement, this course includes a review of basic grammar rules, sentence structure, punctuation, and capitalization. The writing component of the course focuses on effective paragraph composition.
- ENC 0002C College Preparatory Writing II.** 3 c.p.  
**FA, SP, SU – Prerequisite:** Appropriate score on Florida Entry-Level Placement Exam or ENC 0001C. Designed for students who need to improve their language skills, this course offers a review of grammar rules, language usage, sentence structure, punctuation, and composition of effective paragraphs and short essays.
- ENC 1101 English Composition I.** 3 c.c.  
**FA, SP, SU – Prerequisite:** Appropriate score on Florida Entry-Level Placement Exam. **Corequisite:** REA 1105C may be taken as a corequisite with the first writing emphasis course when test scores so indicate. This is a comprehensive course embodying the fundamentals of effective expression with emphasis on expository writing and logical thinking. **Meets A.A. general education Category I. A writing emphasis course.**
- ENC 1101H English Composition I Honors.** 3 c.c.  
**TBA – Prerequisite:** Appropriate CPT score. An accelerated course embodying the fundamentals of effective expression, with emphasis upon expository writing, logical and imaginative thinking, and reading literature for understanding and appreciation. See general requirements for participation in college honors program. **Meets A.A. general education Category I. A writing emphasis course.**
- ENC 1102 English Composition II.** 3 c.c.  
**FA, SP, SU – Prerequisite:** ENC 1101. A comprehensive course embodying the fundamentals of effective expression with emphasis on writing the essay, preparing a research paper, and reading literature for understanding and appreciation. **Meets A.A. general education Category I. A writing emphasis course.**
- ENC 1102H English Composition II Honors.** 3 c.c.  
**TBA – Prerequisites:** ENC 1101, department permission. An accelerated course embodying the fundamentals of effective expression, with emphasis upon research techniques and writing, and reading literature for understanding and appreciation. See general requirements for participation in college honors program. **Meets A.A. general education Category I. A writing emphasis course.**

- ENC 1210 Technical Writing I.** 3 c.c.  
**TBA – Prerequisite:** Test score requirement the same as ENC 1101. The principles of expository writing (unity, clarity, coherence, organization, and corrections) are applied to a variety of industrial and technical reports, letters, and forms. Students will be given practice in writing reports, letters, and proposals.
- ENL 2012 English Literature to 1800.** 3 c.c.  
**FA, SP, SU – Prerequisite:** ENC 1102 with a grade of “C” or better. Selected British literature from the Middle Ages to the end of the eighteenth century. **Meets A.A. general education Category II. A writing emphasis course.**
- ENL 2012H English Literature to 1800.** 3 c.c.  
**FA, SP – Prerequisites:** ENC 1102 with a grade of “C” or better. This course is an advanced survey of major British literary works and movements from the Medieval Period through the eighteenth century. **Meets A.A. general education Category II. A writing emphasis course.**
- ENL 2022 English Literature from 1800.** 3 c.c.  
**FA, SP, SU – Prerequisite:** ENC 1102 with a grade of “C” or better. Selected British literature from the late eighteenth century to the present. **Meets A.A. general education Category II. A writing emphasis course.**
- EPI 0001 Classroom Management.** 3 i.c.  
**TBA –** This module prepares the participant to set up a classroom, establish classroom policies and procedures, create objective-based lesson plans, utilize various styles on presentations, employ varied teaching strategies, develop and administer various forms of assessment, integrate Sunshine State Standards into lesson development, establish and maintain cooperative relations with parents, and research professional literature to seek best practices and to hone the craft of effective instruction. A major focus of this module is the ethical and legal obligations of the teaching profession. Participants will build a developmental, assessment and professional portfolio demonstrating mastery of competencies.
- EPI 0002 Instructional Strategies.** 3 i.c.  
**TBA –** This course explores various learning styles and appropriate strategies in response to such styles. Topics include learning styles, behavioral management, and Bloom’s Taxonomy. Students will focus on lesson plan development, utilize various styles on presentations, employ varied teaching strategies, and develop and administer various forms of assessments. Student will also explore appropriate accommodations for exceptional students.
- EPI 0003 Educational Technology.** 3 i.c.  
**TBA – Lab fee.** This module prepares the participant to employ technology as an integral part of the teaching and learning process. Instruction is provided in commonly used software suites and on the internet. The use of blended learning to enrich and engage students and increase their technology skills is a major emphasis. Copyright and fair use guidelines are reinforced.
- EPI 0004 Teaching and Learning.** 3 i.c.  
**TBA –** This course is the foundation in various learning theories as applied in the instructional process. Topics will include learning theory, motivation and persistence, intelligence, exceptionalities, standardized testing, critical thinking, multiple intelligences and second language acquisition. This course is the core of understanding why and how to teach.
- EPI 0009 Foundations of Language and Cognition.** 3 i.c.  
**TBA – Prerequisite:** EPI 0010. This course is a continuation of scientifically-based research on reading that will enable the preservice teacher to effectively use language structure and function and cognition of phonemic awareness, phonics, fluency, vocabulary and comprehension. This instruction is grounded in scientifically based research that will help the students to understand reading as a process of student engagement in both fluent decoding of words and construction of meaning.
- EPI 0010 Foundations of Research-Based Practices in Reading.** 3 i.c.  
**TBA –** This module provides substantive knowledge of language structure and function and cognition of phonemic awareness, phonics, fluency, vocabulary, and comprehension. Further, it provides knowledge of the integration of the reading components. Instruction in this module is grounded in scientifically-based reading research as a mechanism to inform instructional practice.
- EPI 0020 Professional Foundations.** 2 i.c.  
**TBA –** This course provides a background for the beginning teacher. Subjects will include the purpose, history and philosophy of American education. Topics also include school governance, school finance, school law, ethics, and excellence, as well as continuing professional development.
- EPI 0030 Diversity.** 2 i.c.  
**TBA –** This module provides the participant with an understanding of the variety of backgrounds and cultures that may be found in a typical classroom. Field experiences give a broader view of the social aspects of diversity and cause the participant to reevaluate personal beliefs and prejudices that may adversely affect the learning process.
- EPI 0940 Module 3 Field Experience.** 1 i.c.  
**TBA –** This module provides the foundation for becoming a productive member of the teaching profession. The participants will gain understanding of the organization and administration of the public school, the laws governing teachers, the code of ethics and the purpose of schools. This module develops a professional perspective and creates a sense of grounding in the profession of teaching. Segment B topics: Participants will complete field experience in public, charter, or private schools. These field experiences will provide the opportunity to gain insight into the instructional process. Those participants who are teaching will be required to complete field experience in the schools where they are assigned.
- EPI 0945 Module 4 Field Experience.** 1 i.c.  
**TBA –** This module provides the participant with an understanding of the variety of backgrounds and cultures that may be found in a typical classroom. Field experiences give a broader view of the social aspects of diversity and cause the participant to reevaluate personal beliefs and prejudices that may adversely affect the learning process. Segment B topics: Participants will complete a series of experiences designed to give prospective teachers a perspective on the varied backgrounds of students in public schools. Cohorts will meet together to discuss these experiences and to relate them to their observations of students as well as student behaviors and interactions in the schools.
- ESC 1000 Earth Science.** 3 c.c.  
**FA, SP, SU –** A broad survey of geology (earth materials and processes), oceanography, meteorology, and astronomy. A course primarily designed for non-science majors taught at an introductory level which will provide the student with a solid background of the interrelated disciplines that make up the “earth sciences.” **Meets A.A. general education Category VII.**
- EST 2535C Manufacturing and Automation Instrumentation.** 3 c.c.  
**FA, SP, SU – A.A.S. only. Lab fee. Prerequisites:** CET 1462C, EET 1005C. **Prerequisite or Corequisite:** ETM 2315. This course is an overview course in the Manufacturing Technology A.A.S. degree program which includes theory and application of electronic control circuits, pneumatics and hydraulics, transducers, PLC fundamentals, and an integrated concept for Flexible Manufacturing.
- ETC 1250 Properties of Materials.** 3 c.c.  
**FA, SP – A.A.S. only.** An introductory course involving classification, physical properties, application, and use of materials used in the construction industry. The materials covered include stone, brick, concrete, wood, and other general building products.
- ETD 1399 Architectural Drafting.** 3 c.c.  
**SP – A.A.S. only. Lab fee. Prerequisites:** BCN 1001, ETD 2340 or permission of instructor. **Corequisite:** ETC 1250. An advanced computer drafting course dealing with selected topics from architectural plans as well as mechanical and electrical drafting used in the preparation of working drawings for light and heavy commercial projects. Most emphasis will be placed on the collecting of building components into a contract document rather than the drafting aspect.
- ETD 1542 Structural Drafting.** 3 c.c.  
**SU – A.A.S. only. Lab fee. Prerequisites:** BCN 1001, ETD 2340 or permission of instructor. **Corequisite:** ETC 1250. An advanced computer drafting course consisting of the drafting of steel and reinforced concrete details for commercial building. Includes minor connection details.

**ETD 1931, 1932, 1933 Special Topics in Drafting Design.**

1 c.c., 2 c.c., 3 c.c.

**TBA – A.A.S. only. Lab fee.** This course is designed to allow flexibility for presenting a variety of topics relating to drafting and design principles and applications. Some special topics may require laboratory assignments. The course may be repeated for credit when the content varies.

**ETD 2332 AutoCAD Customization.**

2 c.c.

**FA, SU – A.A.S. only. Lab fee. Prerequisite:** ETD 2340 or permission of instructor. A basic course in AutoCAD customization that enables the user to work more efficiently. This will be oriented towards the user; not for advanced programmers.

**ETD 2340 Computer Drafting.**

3 c.c.

**FA, SP, SU – A.A.S. only. Lab fee. Prerequisite:** EGS 1111 or permission of instructor. A second course in computer drafting where the drafting is emphasized. This course is intended for drafting students and covers the nuances of the computer as a drafting tool. Much of the material in EGS 1111 will be covered but in greater detail while omitting the 3D/design aspect. The course is taught “hands-on” using desktop computers with AutoCAD software.

**ETD 2355 Advanced Computer Drafting.**

3 c.c.

**SP – A.A.S. only. Lab fee. Prerequisite:** ETD 2340 or permission of instructor. A computer-drafting course dealing with advanced topics. Most of this course will dwell on 3D and technical illustration. Topics include minor customization, surface and solid modeling, and rendering.

**ETD 2364 Computer Aided Design 3-D (SolidWorks).**

4 c.c.

**TBA – Lab fee. Prerequisite:** ETI 2411 or EGS 1111 or permission of program coordinator/department head. This Course teaches the student theory and application of solid modeling techniques used in product design and Fabrication. SolidWorks and MasterCam software are used to teach model design and tool path processes to create projects using the CNC Machining centers in the Mechanical Design Lab. Improving product design and developing processes in 3-D solid modeling technology is essential to remain competitive. The course emphasizes an employable level skill in the use of SolidWorks. Students are expected to spend a lot of time working with the software at home. A student edition of SolidWorks and MasterCam is available to practice your designs. Tool path and processing will be applied to the layout by the use of MasterCam X. This is a project-based course designed to teach the student to 3-D mechanical design. Students will learn how to create, modify, and manipulate 3-D projects and develop a portfolio. The student will explore the benefits of rapid prototyping to generate finished projects by use of a 3-D Plotter. In addition various student generated designs are fabricated using the Haas Machining center, CNC Lathe, CNC Router and CNC Plasma table.

Maximize the benefits of 3-D mechanical design as it is applied in computer machining. This Course teaches the student theory and application of solid modeling techniques used in product design and Fabrication. SolidWorks and MasterCam software are used to teach model design and tool path processes to create projects using the CNC Machining centers in the Mechanical Design Lab. Improving product design and developing processes in 3-D solid modeling technology is essential to remain competitive. The course emphasizes an employable level skill in the use of SolidWorks. Students are expected to spend a lot of time working with the software at home. A student edition of SolidWorks and MasterCam is available to practice your designs. Tool path and processing will be applied to the layout by the use of MasterCam X. This is a project-based course designed to teach the student to 3-D mechanical design. Students will learn how to create, modify, and manipulate 3-D projects and develop a portfolio. The student will explore the benefits of rapid prototyping to generate finished projects by use of a 3-D Plotter. In addition various student generated designs are fabricated using the Haas Machining center, CNC Lathe, CNC Router and CNC Plasma table. Maximize the benefits of 3-D mechanical design as it is applied in computer machining.

**ETD 2395 Advanced AutoCAD with Architectural Desktop.**

3 c.c.

**TBA – Lab fee. Prerequisites:** ETD 2340. This course provides users with comprehensive training in AutoCAD Architectural Desktop. The hands-on lessons cover features, commands, and techniques for creating, and editing, drawings with Architectural Desktop.

**ETD 2550 Civil 3D.**

3 c.c.

**TBA – A.A.S. only. Lab fee. Prerequisite:** EGS1111. This course covers a typical residential subdivision design process, and covers all project phases including point importing, surface modeling, subdivision parcel layout, horizontal alignments, vertical alignments, road cross sections, site grading and volume calculations. The work of corridor modeling and pipe design, all of this is accomplished with a tool that facilitates three dimensional development.

**ETD 2551 Civil Engineering Drafting.**

3 c.c.

**FA – A.A.S. only. Lab fee. Prerequisites:** BCN 1001, ETD 2340 and appropriate scores on the Florida Entry Level Placement Exam or completion of MAT 0024C with a grade of “C” or better. 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.**

1 c.c., 2 c.c., 3 c.c.

**TBA – A.A.S. only.** Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student’s academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

**ETI 1701 Industrial Safety.**

3 c.c.

**FA – A.A.S. only. Lab fee.** Principles of safety in a typical industrial environment are studied. Emphasis is on OSHA, and the analysis and design of safety programs for industry.

**ETI 1931, 1932, 1933 Special Topics**

**in Manufacturing.**

1 c.c., 2 c.c., 3 c.c.

**TBA – Lab fee. A.A.S. only.** This course is designed to allow flexibility for presenting a variety of topics relating to manufacturing principles and applications. Some special topics may require laboratory assignments. The course may be repeated for credit when the content varies.

**ETI 2411 Manufacturing Processes**

**(CNC Machining & Welding).**

4 c.c.

**SP – A.A.S. only. Lab fee. Corequisite:** ETI2416. The course objective, for the student, is to provide training in CNC machining and Welding fabrication. The student will gain technical knowledge and programming methods employed in Haas CNC machining centers. CNC Machine programming, set-up and operations are taught using computer and hands on applications. Intermediate welding and Metal fabrication processes are taught through lectures, demonstration and student generated projects. Completion of this course offers students technical skills as a CNC operator and Welding processes to be applied in various machining and fabrication industries. The Haas VF-2 Mill, TL-1 Lathe and the CNC Plasma cutting machine are used in the lab to teach the student CNC processing. Welding processes in Gas, GMAW (Mig), GTAW (Tig) and Arc welding are taught to prepare the students as a Level 1 welder/fabricator. An introduction to MasterCam Mill will provide the student fundamental application in Computer Aided Manufacturing (CAM).

- ETI 2412 Fabrication Processes (MasterCam ART).** 4 c.c.  
**FA – A.A.S. only. Lab fee. Corequisite:** EGS1111. The course will offer a working knowledge of MasterCam Art and CNC processes and operations using our CamTech II CNC Router. The student will learn to apply the 3-D processing available in MasterCam ART. This course is an in-depth study of MasterCam Art operations, CNC processing and the set-up of our Camtech CNC router is a core student proficiency. Intermediate woodworking processes through lecture and demonstration are taught to give the student additional skills as a CNC router operator and CAD/CAM (MasterCAM programmer). The student's performance is based on a working portfolio of various projects completed.
- ETI 2414 Computer-Aided Manufacturing (MasterCam-Mill & Lathe).** 4 c.c.  
**SP – A.A.S. only. Lab fee. Prerequisites:** EGS1111, ETI2416 or permission of instructor. The course will offer students a working knowledge of Master Cam Mill, Lathe and Solidworks. This is the first class offered which teaches the student 3-D design using SolidWorks. An in-depth study of CAD/CAM software, CNC processing methods and the set-up of Haas CNC machining centers is a core student proficiency. The course lectures and labs offer students hands on applications using SolidWorks generated projects processed with Mastercam tool path software to generate various projects. The student will also learn to calculate machining Feeds and Speeds, edit CNC programs and part production using the Haas VF-2 mill, TL-1 Lathe and our CNC Router. The student's performance is based on a working portfolio of various projects completed.
- ETI 2415 Woodworking Processes (MasterCam Router).**  
**TBA – A.A.S. only. Lab fee.** This course provides to the student technical knowledge and programming methods employed in CNC woodworking machining centers. CNC Roister programming, set-up, and operations such as Engraving, Nesting, Lettering and Contouring are taught. Computer Aided Drafting and Computer Aided Manufacturing concepts and applications are taught using MasterCam Router. Novice to intermediate woodworking processes through lecture and demonstration are taught to provide tool/machinery skills. This course offers the student marketable technical skills as a CNC roister operator and CAD/CAM (MasterCam) programmer. A CamTech II CNC roister and a TMC-1000 mill system are used in this course. The student's performance is based on a working portfolio of various projects completed. This is the foundation course for the Computerized Woodworking college credit certificate.
- ETI 2416 Metal Working Processes (Welding & Fabrication).**  
**FA – A.A.S. only. Lab fee.** A study of the principles, concepts and applications of various metal fabrication methods encountered in a metalworking fabrication environment. The subject matter on hand tools, mechanical cutting and welding processes and specialized fabrication equipment covers operational applications used in the industry. Students are taught production welding and techniques used in gas welding, cutting, brazing, MIG and TIG welding, ARC welding and plasma cutting operations. Hands on training teaching fabrication applications are used to give students practical skills in metalworking for entry level job opportunities needed in the Fabrication industry. Metal fabricating processes also include sheet metal layout and aircraft solid riveting. Coursework theory and testing is accomplished with a web based textbook subscription. Students are evaluated based on their performance of the course objectives and the completion of a compiled working portfolio of various projects completed in this course.
- ETI 2947, 2948, 2949 Manufacturing Technology Co-op.** 1 c.c., 2 c.c., 3 c.c.  
**FA, SP, SU – A.A.S. only.** Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.
- EUH 1000 European History to 1700.** 3 c.c.  
**FA, SP, SU – 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 European History from 1700.** 3 c.c.  
**FA, SP, SU – Prerequisite:** Test score requirement the same as ENC 1101. Stresses the conflict of liberalism and conservatism, the Industrial Revolution, the isms which 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.**
- EUH 2010 A History of Greece and Rome.** 3 c.c.  
**FA, SP – Prerequisite:** Test score requirement the same as ENC 1101. This course introduces the student to the cultures of Greece and Rome through an historical examination of each culture's political, military and social institutions. These civilizations are studied in a chronological order. This chronology begins in the late Minoan period and culminates with the fifth century collapse of the western Roman empire. **Meets A.A. general education Category IV. A writing emphasis course.**
- FIN 2100 Personal Finance and Money Management.** 3 c.c.  
**FA, SP, SU –** 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 2720 Equipment Operation, Safety and Maintenance.** 3 c.c.  
**FA, SU – A.A.S. only. Corequisite:** FOR 2720L. Operation, maintenance and minor repair of chain saws, small air-cooled engines and other hand and mechanized tools used in natural resource measurements and activities. Personal safety and first aid included. General operation of larger processing equipment.
- FOR 2720L Equipment Operation, Safety and Maintenance Laboratory.** 1 c.c.  
**FA, SU – A.A.S. only. Lab fee. Corequisite:** FOR 2720. Two hour lab aimed at providing individual efficiency in the operation of selected natural resource tools. Some field trips will be required.
- FRE 1120 Beginning French I.** 4 c.c.  
**FA –** Fundamentals of grammar; drill in pronunciation, reading, and special emphasis on oral expression in the language. The course will include four credits of classroom instruction which may be augmented by study in the Foreign Language Laboratory. If you have had two consecutive years of French in high school, it is strongly advised you begin in FRE 1121.
- FRE 1121 Beginning French II.** 4 c.c.  
**SP – Prerequisite:** FRE 1120. Not for beginners. The course will include four credits of classroom instruction which may be augmented by study in the Foreign Language Laboratory. Emphasis will be placed upon speaking and comprehension as well as culture. A wide variety of audiovisual material will be at the student's disposal. If you have had two consecutive years of French in high school, it is strongly advised you begin in FRE 1121. **Meets A.A. general education Category V.**
- FRE 2200 Intermediate French I.** 3 c.c.  
**TBA – Prerequisite:** FRE 1121 or two years of high school French. Development of ability to read a variety of French publications, literary and journalistic, in French, French civilization, literature, and cultural history. Class discussion, complete review of grammar, practice in composition.

- FRE 2201 Intermediate French II.** 3 c.c.  
**TBA – Prerequisite:** FRE 2200. Further development of the ability to read a variety of French publications, literary and journalistic, in French. French civilization will be discussed in the hope of stimulating the imagination by isolating current events and interesting individuals rather than merely presenting a series of facts. Group discussion will be encouraged to allow students to express their own opinions.
- FSS 1063C Professional Baking.** 3 c.c.  
**FA, SP, SU – Lab fee. Prerequisite or Corequisite:** HFT 2212 or FOS 2201. This course introduces the student to the principles of professional baking. The student will become familiar with the techniques and equipment used in a bakeshop or the baking area of a commercial kitchen. The student will apply the fundamentals of baking science in the production of various products. The student will learn the basic baking skills required in the culinary arts field.
- FSS 1220C Culinary Techniques.** 3 c.c.  
**FA, SP, SU – Lab fee. Prerequisite or Corequisite:** HFT 2212 or 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 1221C Introduction to Culinary Production.** 3 c.c.  
**FA, SP, SU – Lab fee.** It is recommended that students take HFT 2212 as prerequisites or corequisites. This course is an overview of culinary production for those students pursuing a career in the hospitality industry. Emphasis is on the basic methods and chemistry of cooking, baking, kitchen operation, and kitchen management.
- FSS 1222L Culinary Production.** 3 c.c.  
**FA, SP – Prerequisites:** FSS 1220C and FSS 1063-C. Through extensive hands-on experience, students will acquire the skills necessary to plan and prepare various meals utilizing menu planning methods.
- FSS 1308C Dining Room Management Banquet and Russian Service.** 3 c.c.  
**FA, SP – Lab Fee. A.A.S. only. Prerequisite or Corequisite:** HFT 2212. Through extensive hands-on experience, students will acquire the skills necessary to plan and prepare various meals utilizing cost control methods.
- FSS 2224L Advanced Culinary Production.** 3 c.c.  
**FA, SP – A.A.S. only. Prerequisites:** FSS 1220C and FSS 1063-C. 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.** 3 c.c.  
**FA, SP – Prerequisites:** FSS 1063C, FSS 1220C. This course covers the unique food styles and preparation techniques used around the world. Students design and implement banquet style international menus. Meals are prepared for the public.
- FSS 2247C Advanced Baking.** 3 c.c.  
**SP – A.A.S. only. Lab fee. Prerequisite:** FSS 1063C. This course builds on the skill and knowledge the student gained in FSS 1063C and to familiarize the student with advanced baking theories and techniques. The student will apply the fundamentals of baking science in the production of various products. The student will learn the basic baking skills required in the culinary arts field.
- FSS 2248C Garde Manger.** 3 c.c.  
**SU – Lab fee. Prerequisites:** FSS 1220C and FSS 1222L or FSS 2224L or FSS 2242L. The student will become familiar with the techniques and equipment used in the production of Hors d'oeuvres, appetizers, charcuterie and other products found typical to catered events. Students will apply these fundamentals in actual catered events as outlined during the first day in class. Students are advised that class times vary greatly.
- FSS 2284C Catering, Banquet, and Event Management.** 3 c.c.  
**SU – Prerequisites or Corequisites:** HFT 2212. This course introduces students to the techniques and management principles necessary for the management of a catering and banquet operation. The course covers catering functions, special events, and banquets. Course topics will include planning and management, preparation and production, and service with an emphasis placed on planning and management of events. Students examine the management process and learn to apply this process to catering functions, banquet operations, and special events. This course provides students interested in event management with practical knowledge in the management of on and off premise functions.
- FSS 2382L Culinary Management Practical Exam.** 1 c.c.  
**TBA – Lab fee. A.A.S. only. Prerequisite:** Completion of all culinary courses and permission of instructor or department head. Techniques and knowledge required for a career as a professional chef. Provides knowledge needed to demonstrate artistic and creative abilities in various culinary shows, recipe contests, and exhibitions.
- FSS 2941, 2942, 2943 Culinary Management Internship.** 1 c.c., 2 c.c., 3 c.c.  
**FA, SP, SU – Internship** is a supervised hands-on training experience in which the student will observe and participate in the operation of a restaurant, food service, dietary or other food production operation. The student will learn first hand the day-to-day operations of a food production facility. The student will have the opportunity to demonstrate the knowledge and skills learned in the classroom and apply them on the job. Departmental permission required.
- FSS 2946 Basic Culinary Management Co-op.** 1 c.c.  
**FA, SP, SU – Cooperative Education (Co-op)** is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term. Departmental permission required.
- FSS 2947, 2948, 2949 Culinary Management Co-op.** 1 c.c., 2 c.c., 3 c.c.  
**FA, SP, SU – Cooperative Education (Co-op)** is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term. Departmental permission required.
- GEA 2000 World Regional Geography.** 3 c.c.  
**TBA –** A descriptive study of selected countries and regions of the world around such key topics as location, population makeup and distribution, natural environment, type of economy, potentialities, chief problems. Human activities are related to natural environmental conditions of countries, regions, and continents. **Meets A.A. general education Category IV.**
- GEB 1011 Introduction to Business.** 3 c.c.  
**FA, SP, SU –** The course includes principles of organization and management as well as operational aspects and the social and economic environment of a business, fundamentals of management controls, marketing, and financial management. This course is a prerequisite only for those students following a program of study in business administration, but is offered in two different formats: the conventional classroom style and a special format which reduces formal classroom time but requires more self-study.

- GEB 2112 Entrepreneurship.** 3 c.c.  
**FA, SP** – This course prepares students to start their own business and is designed to assist entrepreneurs to strengthen and manage their business skills. Fundamentals of starting and operating a business, developing a business plan, obtaining financing, marketing a product or service, and developing and effective accounting system will be covered.
- GEB 2139 E-Business Management.** 3 c.c.  
**FA, SP** – This course includes the applications, principles, and concepts of business transactions that take place via electronic communication networks. Specific emphasis will be placed on the process of buying and selling goods and services, and information over computer networks.
- GEB 2350 International Business.** 3 c.c.  
**FA** – This course includes the applications, principles, and concepts of international business. Specific emphasis will be placed on a global perspective, international business environments, trade and investment, financial systems, and management/marketing.
- GEB 2430 Business Ethics.** 3 c.c.  
**FA, SP** – This course 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 2947, 2948, 2949 Business Co-op.** 1 c.c., 2 c.c., 3 c.c.  
**FA, SP, SU** – Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.
- GER 1120 Beginning German I.** 4 c.c.  
**FA** – Essentials of German grammar with special emphasis on reading ability and pronunciation, as well as basic speaking ability. The course will include four credits of classroom instruction which may be augmented by study in the Foreign Language Laboratory. If you have had two consecutive years of German in high school, it is strongly advised you begin in GER1121.
- GER 1121 Beginning German II.** 4 c.c.  
**SP** – **Prerequisite:** GER 1120. Not for beginners. The course will include four credits of classroom instruction which may be augmented by study in the Foreign Language Laboratory. Emphasis will be placed upon speaking and comprehension as well as culture. A wide variety of audio-visual materials will be at the student's disposal. If you have had two consecutive years of German in high school, it is strongly advised you begin in GER 1121. **Meets A.A. general education Category V.**
- GER 2200 Intermediate German I.** 3 c.c.  
**TBA** – **Prerequisite:** GER 1121 or two years of high school German. Review of German grammar, advanced reading, and conversation.
- GER 2201 Intermediate German II.** 3 c.c.  
**TBA** – **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 news-papers) and to read the standard works of German literature with a minimum use of the dictionary. A passing grade of 70 will be required.
- GIS 2040C Geographic Information Systems.** 3 c.c.  
**FA – A.A.S. only. Lab fee. Prerequisite:** CGS 1570 or permission of instructor. A beginning course in Geographic Information Systems (GIS). GIS is the combination of data and where that data occurs spatially on a map. This computer application technology is used by utility companies, forestry managers, environmental businesses, government planners, market researchers, real estate developers, emergency planners, civil engineers, and a variety of other disciplines. Topics include map projections, database management, collection of data, spatial representation of data, analyzing spatial relations layering data in combinations, and creating presentations. This course is open to all students with basic computing skills.
- GLY 1010 Physical Geology.** 3 c.c.  
**FA, SP** – **Corequisite:** GLY 1010L. An introduction to the study of the earth, its composition (minerals and rocks), gradational processes (running water, glaciers, winds and gravity), diastrophism (plate tectonics, folding, faulting), vulcanism (volcanic and plutonic features). **Meets A.A. general education Category VII.**
- GLY 1010L Physical Geology Laboratory.** 1 c.c.  
**FA, SP** – **Lab fee. Corequisite:** GLY 1010. A study of rocks and minerals, structural features of the earth, and various earth forms as related to certain geologic processes with the aid of rock and mineral samples, topographic maps and aerial photographs. **Meets A.A. general education Category VII.**
- GRA 1140C Beginning Multimedia Production.** 3 c.c.  
**TBA – A.A.S. only. Lab fee. Prerequisite:** GRA 2151C. Beginning Multimedia 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. This class is designed for Multimedia art majors and utilizes the Macintosh® computer platform.
- GRA 2141C Advanced Multimedia Production.** 3 c.c.  
**TBA – A.A.S. only. Lab fee. Prerequisites:** GRA 1140C, GRA 2721C. Advanced Multimedia synthesizes material learned in Beginning Multimedia and Creative Web Design. Students will create projects emphasizing conceptual development through to final presentation. In addition to artistic principles of design, emphasis will be placed on professional project management, budget issues, client relations, and project scope. Students will utilize non-linear digital video editing, graphic design, illustration, sound, web and DVD authoring software on the Macintosh® computer platform. This class is designed for multimedia art majors.
- GRA 2151C Computer Graphics I.** 3 c.c.  
**FA, SU** – **A.A.S. only. Lab fee.** Explores the Macintosh® computer's capabilities as a tool for artists and graphic designers. Students will use a variety of layout and image-processing programs, digital scanning, and video images in assignments that stress creativity and technical proficiency.
- GRA 2152C Computer Graphics II.** 3 c.c.  
**TBA – A.A.S. only. Lab fee. Prerequisite:** GRA 2151C. A continuation of GRA 2151C using advanced software and programs on the user-friendly Macintosh®. Directed at artists and graphics designers.
- GRA 2158C Multimedia 3D.** 3 c.c.  
**TBA – A.A.S. only. Lab fee. Prerequisites:** GRA 1140C, GRA 2152C. Teaches the construction and development of three-dimensional objects on the personal computer using modeling programs in use in the graphics and multimedia industries. Models will be created with variable formal, lighting, and textural characteristics presented and manipulated in functional three-dimensional environments.
- GRA 2190C Graphic Design I.** 3 c.c.  
**TBA – A.A.S. only. Lab fee. Prerequisites:** ART 1201C, GRA 2151C, GRA 2152C, and PGY 2401C. Basic experience in the creative and technical processes of visual communication. Concept development, layout skills, uses of type, illustration, and computer-aided design with the Macintosh® will be covered.



- GRA 2191C Graphic Design II.** 3 c.c.  
**TBA – A.A.S. only. Lab fee. Prerequisite:** GRA 2190C.  
 Advanced techniques and projects in visual communications with emphasis on development of a professional portfolio and understanding of market demands. A high degree of creativity and craftsmanship is stressed.
- GRA 2206C Typography.** 3 c.c.  
**TBA – A.A.S. only. Lab fee. Prerequisites:** ART 1201C, GRA 2151C, GRA 2190C. A practical introduction to typography, including the development of type styles and their creative uses in graphic design from historic forms to modern and computer type, emphasizing the expressive power of type usage in design, while also covering technical aspects of fonts, letter forms, measurement, x-height, leading, kerning, and aesthetic considerations.
- GRA 2210C Electronic Prepress.** 3 c.c.  
**TBA – A.A.S. only. Lab fee. Prerequisites:** ART 1201C, GRA 2152C, PGY 2401C. This class, which replaces the former GRA 2117C, Graphic Processes, is a highly specialized course that teaches the current techniques for electronic delivery of artwork for print reproduction. Working with Quark, Photoshop, Acrobat, and Freehand, students will learn industry standards and requirements including digital file output, digital printing processes, and file management.
- GRA 2721C Creative Web Design.** 3 c.c.  
**TBA – A.A.S. only. Lab fee. Prerequisite:** GRA 2151C. Creative Web Design builds on the design and development skills gained in Beginning Multimedia Production and moves the student to the production of artistic web-based projects on the Macintosh computer platform. Focusing entirely on intranet and internet design environments, the course will emphasize advanced skills in animation, sound, video, authoring, editing and HTML coding. Students will use appropriate web development software to create product for use across both Macintosh® and PC computer platforms.
- GRA 2770C Creative Design and Communication.** 3 c.c.  
**FA, SP – A.A.S. only. Lab fee. Prerequisite:** ART 1201C, GRA 2151C, ART 1300C, PGY 2401C. Creative Design and Communication builds communication, artistic design, promotion and multimedia production skills required by commercial artists. The focus of the course is to introduce students to the importance of effective design and communication in the marketing/advertising/commercial art industry. Students will learn the structure of the commercial art industry and how to write, present and design to meet client needs in reaching their target demographic and psychographic audiences. Class exercises will emphasize the generation of simple commercial art products (posters, ads, cards, billboards, audio recordings, video recordings, etc.) to meet the demands of a commercial art client.
- GRA 2931, 2932, 2933 Multimedia Seminar.** 1 c.c., 2 c.c., 3 c.c.  
**TBA – A.A.S. only. Lab fee.** Multimedia Seminar is designed to teach about interpersonal relationships, contextual constraints, problem solving, employment possibilities and strategies for students interested in multimedia production as a career. Guest speakers and/or the instructor will present to the class concerning appropriate topics. Site visits to area businesses, industries, schools and other facilities involved in the production of multimedia may occur. Students will design, develop and present multimedia-based materials on selected topics.
- HCP 0120C Nursing Assistant.** 3 v.c.  
**FA, SP, SU – Lab fee. Corequisite:** HSC 0591C. This course is designed to prepare the student for employment in the long term care setting. Students have the opportunity to apply content learned in the classroom to the care of geriatric and long term care patients. Content includes legal, ethical, safety, comfort, nutrition, infection control and rehabilitative measures central to the care of patients by nursing assistants.
- HEV 0115 Introduction to Childcare Profession.** 1 v.c.  
**TBA –** This course provides the required hours training to those individuals employed in child-care centers. It is the initial course which must be successfully completed prior to beginning coursework leading to a Early Childhood Professional Credential. The topics covered include: rules and regulations; health, safety, and nutrition; child abuse and neglect; and child growth and development.
- HEV 0137 Learning Environments.** 2 v.c.  
**FA, SP, SU – Prerequisite:** HEV 0115 or permission of instructor. **Corequisite:** HEV 0137L. This course leads to an Early Childhood Professional Credential. This course is the lecture portion which must be taken concurrently with HEV 0137L. The purpose of this lab course is to assist students define developmentally appropriate activities for social/ emotional stages, fine/gross motor skills, and creative and musical processes. Students will meet with instructor twice in classroom and be evaluated.
- HEV 0137L Early Childhood Laboratory Practice.** 8 v.c.  
**FA, SP, SU – Prerequisite:** HEV 0115 or permission of instructor. **Corequisite:** HEV 0137. This course leads to an Early Childhood Professional Credential. This course is the lab portion of HEV 0137 which must be taken concurrently with this course. The purpose of this lab course is to assist students define developmentally appropriate activities for social/ emotional stages, fine/gross motor skills, and creative and musical processes. Students will meet with instructor twice in classroom and be evaluated.
- HEV 0152 Professionalism.** 2 v.c.  
**FA, SP, SU – Prerequisite:** HEV 0137 and HEV 0137L or permission of instructor. **Corequisite:** HEV 0152L. This course leads to an Early Childhood Professional Credential. A lecture course, it is taken with HEV 0152L, the lab portion. Students will continue to explore the ramifications of professionalism in the field of early childhood and the positive effects of such professional on pre-school children.
- HEV 0152L Early Childhood Teaching Practicum.** 8 v.c.  
**FA, SP, SU – Prerequisite:** HEV 0137 and HEV 0137L or permission of instructor. **Corequisite:** HEV 0152. This course leads to an Early Childhood Professional Credential. A lab course, it is taken with HEV 0152, the lecture portion. Students will continue to explore the ramifications of professionalism in the field of early childhood and the positive effects of such professional on pre-school children.
- HFT 1000 Introduction to the Hospitality Industry.** 3 c.c.  
**FA, SP, SU –** An introductory course designed to acquaint the student with the many facets of the hotel/lodging, restaurant, travel and tourism, and food service industries. The student will become familiar with the various interrelated professions in these industries and their relationships to each other.
- HFT 1031 Management of Environmental Services.** 3 c.c.  
**TBA –** 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 1254 Lodging Operations.** 3 c.c.  
**FA, SP** – This course introduces students to guest service operations. This course is designed for students interested in managing hotels, motels, resorts, and other related lodging businesses. The course provides students with practical knowledge of the concepts and procedures used in managing commercial lodging operations. Students are introduced to the rooming and guest service functions. The course includes the theories and principles of guest service management used in the lodging industry. The course gives students the opportunity to develop human relations and customer service skills. Operation of the various functions of the rooming department of a lodging operation is covered.
- HFT 1313 Hospitality Property Management.** 3 c.c.  
**SP** – This course focuses on three main areas of property management including physical plant management, facilities, systems engineering and management, and utilities and energy management. All phases of property management are covered from operations management to cost analysis and capital investment. The general principles of design, installation, operation, and economical evaluation are applied to hospitality operations.
- HFT 1410 Hospitality Industry Accounting.** 3 c.c.  
**FA** – Presents basic introduction to the reservation system and the accounting functions of hospitality operations. The course focuses on the reservations and billing, audit, transient ledger, city ledger, income statement, and of the statistical analysis used in the hospitality industry.
- HFT 1860 Bar and Beverage Management.** 3 c.c.  
**SU** – An in-depth study into the principles of beverage management. This course will introduce students to the production and characteristics of the different types of 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.** 3 c.c.  
**FA** – This course introduces students to the principles of oenology. The course provides students interested in wines, wine production, and service with the fundamentals of wine technology. Students are introduced to the theories and principles of marketing, merchandising and promoting wines in the hospitality industry. Practical knowledge of viticulture and vinification methods is covered in the course. Students are introduced to the theories, concepts, and principles of sensory evaluation and other quality factors of wine. The course is designed for both the hospitality manager as well as the individual who enjoys wine for personal pleasure.
- HFT 2211 Hospitality Resource Management.** 3 c.c.  
**SU** – 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 2212 Food Service Sanitation and Safety.** 2 c.c.  
**FA, SP, SU** – This course is designed to develop an understanding of the basic principles of sanitation and safety in order to maintain a safe and healthy environment for the consumer in the food industry. It includes the laws and regulations related to safety, fire, and sanitation and adhere to them in the food service operation.
- HFT 2250 Lodging Systems and Procedures.** 3 c.c.  
**SP** – This course introduces students to the principles of operating a profitable lodging operation. This course is designed for students interested in managing hotels, motels, resorts, and other related lodging businesses. The course provides students with practical knowledge of the concepts and procedures used in managing commercial lodging operation. Students are introduced to the utilization of reservation systems and the procedures for handling various types of reservations. The student will be introduced to the information systems for registration, guest accounts, checkout and the audit functions of guest services. The course includes the theories and principles of yield management, the economics principles of pricing used in the lodging industry in addition to other related topics.
- HFT 2261 Restaurant Management and Development.** 3 c.c.  
**TBA** – This course introduces students to the principles of operating a profitable restaurant. The course provides students interested in managing a restaurant and other related businesses with practical knowledge of the concepts and procedures used in managing a commercial food service facility. Students are introduced to the theories and principles of facility and menu development, design, and layout. The course covers the process of developing a commercial food service operation.
- HFT 2451 Cost Control and Purchasing.** 3 c.c.  
**FA, SP** – Prerequisite: Appropriate score on Florida Entry-Level Placement Exam or completion of MAT 0002C with a grade of “C” or better. An overview of the management system with an in-depth study of purchasing and the control component of the management cycle. This course will focus on the principles and practices concerned with the purchase and receipt of food, supplies, and equipment for various food service operations.
- HFT 2500 Marketing in the Hospitality Industry.** 3 c.c.  
**TBA** – This course is designed to study the principles of marketing and promotion as they relate to the hospitality industry. This course looks at applying promotional techniques to a hospitality operation. The course addresses such topics as using a restaurant’s menu and service staff to generate word-of-mouth advertising, the organization of a lodging operation’s sales department, promotion of special events, etc.
- HFT 2600 Concepts of Hospitality Law.** 3 c.c.  
**FA** – 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 2840C Dining Room Management French Service.** 3 c.c.  
**FA, SP – Lab Fee. Prerequisite or corequisite:** HFT 2212. This course exposes the student to advanced table service techniques and service styles to include French and Ala Ritz and buffet. Special attention is given to wine service, table-side preparation, carving and service.
- HFT 2841C Dining Room Management American Service.** 3 c.c.  
**FA, SP – Lab Fee. Prerequisite or Corequisite:** HFT 2212. This course introduces the student to the principles of managing service. This course covers the service skills required in the culinary field from taking reservations to writing guest checks and handling money.
- HFT 2850C Management of Dining.** 3 c.c.  
**FA, SP** – It is recommended that students take HFT 2212 as prerequisites or corequisites. This course is a course in management of dining room service. Students will learn the operation of the dining room of a table service restaurant. Students will use various management techniques in the operation of a restaurant dining room. The student will gain hands-on experience in American, French, and banquet table service. This course covers all aspects of dining room service required in the hospitality field. This course emphasizes learning and practicing management and customer service skills.
- HFT 2931, 2932, 2933 Hospitality Management Seminar.** 1 c.c., 2 c.c., 3 c.c.  
**TBA** – This course is designed to allow flexibility for a wide variety of topics/topic of interest, problem, need, etc. of the hospitality industry to meet the special needs of an identified group of students. This course explores current topics as they affect the hospitality industry.

- HFT 2941, 2942, 2943 Hospitality Management Internship.** 1 c.c., 2 c.c., 3 c.c.  
**FA, SP, SU –** Internship is a supervised hands-on training experience in which the student will observe and participate in the operation and management functions of a food service, lodging, dietary, or other hospitality operation. The student will learn first hand the day-to-day operations of a business in the hospitality industry. The student will have the opportunity to demonstrate the knowledge and skills learned in the classroom and apply them on the job. Departmental permission required.
- HFT 2946 Basic Hospitality Management Co-op.** 1 c.c.  
**FA, SP, SU –** Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term. Departmental permission required.
- HFT 2947, 2948, 2949 Hospitality Management Co-op.** 1 c.c., 2 c.c., 3 c.c.  
**FA, SP, SU –** Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term. Departmental permission required.
- HIM 1000C Introduction to Health Information Management.** 3 c.c.  
**FA – A.A.S. only. Prerequisite:** Permission required.  
 Orientation to medical records, history, professional associations, and ethics; introduction to confidentiality; medical record content, format, evaluation, and use; numbering, filing, indexing, storage, retrieval, and quality control.
- HIM 1442 Pharmacology.** 2 c.c.  
**FA, SP – A.A.S. only.** This course teaches the student the pronunciation, spelling, actions, and side effects of the most commonly prescribed drugs and the interpretation of pharmacological terms, abbreviations, and symbols used in prescription writing.
- HIM 1800 Health Information Management Professional Practice I.** 2 c.c.  
**FA, SU – A.A.S. only. Lab fee. Prerequisites:** HIM 1000C, HSC 2642, CPR Card. Supervised directed experience in hospital medical record department. Specific assignments: medical record admitting procedures, assembly and analysis of medical records, record and loose document filing, record controlling, release of information and medical staff relations.
- HIM 2214C Health Data Management.** 2 c.c.  
**SP – A.A.S. only. Prerequisite:** HIM 1000C. This course is designed to expand upon health information management to include an introduction to electronic health records, healthcare data sets, clinical vocabularies and nomenclature systems, healthcare reporting and compliance issues, health information, ethical issues in health information technology and project management.
- HIM 2234C Advanced ICD-9-CM Coding.** 3 c.c.  
**SP, SU – A.A.S. only. Prerequisite:** HIM 2280C. Continuation and expansion of HIM 2280C. This course covers the advanced features of the ICD-9-CM Coding System. Also included are prospective payment systems and diagnostic-related groups (DRGs).
- HIM 2253 Outpatient Reimbursement Methodologies and Third-Party Payer.** 4 c.c.  
**TBA - A.A.S. only. Prerequisite:** HSC1531. Instruction in CPT-4 Coding, HCPSC, and APC's as used in physician's offices and other out-patient settings. Includes principles and practices related to payment by insurance of health or medical expenses by private or government entities.
- HIM 2282C Coding and Classification Systems.** 3 c.c.  
**FA, SP, SU – A.A.S. only. Lab fee. Prerequisites:** BSC 1080, HSC 2550 or permission of instructor. **Corequisite** HSC 2550. Historical development and purpose of medical nomenclature and classification systems/ indexes, registers, abstracts, and an introduction to ICD-9-CM, CPT/HCPCS and DRG systems.
- HIM 2500C Quality Improvement in Healthcare** 2 c.c.  
**SP – A.A.S. only.** An introduction to the concepts, techniques, and tools in the process of improving performance in the health care environment. Emphasis is on the key processes for identification, resolution of problems in the Health Information Management profession.
- HIM 2512 Health Information Management and Supervision.** 3 c.c.  
**FA – A.A.S. only.** Application of basic principles of management related to office management in a medical record department; planning and organizing space, equipment, supplies, and personnel using systems procedures, methods and organization charts.
- HIM 2620 Medical Statistics and Financial Applications.** 3 c.c.  
**FA – A.A.S. only. Prerequisites:** HIM 1000C, MAT 1033 or MTB 1310 or higher math or permission of the instructor. Statistical concepts and procedures in data collection and preparation of statistical reports for hospital administration and accrediting agencies; financial concepts and optimum utilization of resources.
- HIM 2653C Computer Applications in Health Information Management.** 3 c.c.  
**SP – 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 Professional Practice II.** 2 c.c.  
**SP, SU – A.A.S. only. Lab fee. Prerequisite:** HIM 1800. **Corequisite:** HIM 2234C. Supervised learning experience in various health care facilities. Specific assignments: statistical applications, computer applications, coding, quality assurance and risk management.
- HIM 2931 Special Topics in Health Information Management.** 1 c.c.  
**TBA – A.A.S. only.** This course is designed to provide a comprehensive review for Preparation for the Registered Health Information Certified Coding Assistant (CCA) examination offered through the American Health Information Management Association (AHIMA).
- HIM 2932 Special Topics in Health Information Management.** 2 c.c.  
**TBA – A.A.S. only.** This course is designed to provide a comprehensive review for Preparation for the Registered Health Information Technician (RHIT) examination offered through the American Health Information Management Association (AHIMA).
- HIM 2933 Special Topics in Health Information Management.** 3 c.c.  
**TBA – A.A.S. only.** This course is designed to allow flexibility for presenting a variety of topics in Health Information Management. The course may be repeated for credit when content varies.

- HIM 2934 Health Information Management Professional Practice III.** 2 c.c.  
**TBA – A.A.S. only - Lab fee. Prerequisites:** HIM 1800, HIM 2234C, HIM 2253, HIM 2810. The third of three coordinated professional practice courses designed to provide the student with practical experience in Health Information Management with the emphasis on learned skills in coding and reimbursement. It will consist of an intense onsite practicum in reimbursement methodologies, ICD-9-CM, and CPT coding.
- HLP 1081 Concepts of Life Fitness.** 3 c.c.  
**FA, SP, SU – Lab fee.** A basic course designed to acquaint students with the principles, concepts and values of physical fitness, proper nutrition, and stress management; and the dangers attached to negative lifestyle behaviors. Students will learn to evaluate their fitness, nutrition and stress levels, identify their areas of interest, and write their own exercise prescriptions. Class periods are held in both the classroom and the LIFE Center where students will take part in a number of health and fitness assessments and will be instructed on the proper use of both strength and cardiovascular training equipment. Upon successful completion of HLP 1081, students maintaining college enrollment can use the L.I.F.E. Centers at no cost by enrolling in N00318. Former PJC students who have successfully completed HLP 1081 can gain access to the L.I.F.E. Centers each term by enrolling in and paying tuition for R00064. **Meets A.A. general education Category IV.**
- HLP 2947, 2948, 2949 Human Performance and Recreation Co-op.** 1 c.c., 2 c.c., 3 c.c.  
**TBA – Cooperative Education (Co-op)** is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.
- HOS 1010 Introduction to Horticultural Science.** 3 c.c.  
**FA –** 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.
- HOS 1014 Introduction to Organic Production Systems and Farming.** 1 c.c.  
**TBA –** An overview of the organic production systems with special attention paid to starting an organic cropping operation, cultural methods such as fertilization and pest control, organic materials, environmental issues, and business applications.
- HSA 1101 Survey of Health Services.** 2 c.c.  
**FA, SP, SU – A.A.S. only.** The purpose of this course is to introduce the student to the health care delivery system and to provide an overview of the role and responsibility of members of the health care team. Common illnesses will be discussed with a focus on prevention of disease and promotion of wellness. Legal/ethical issues, basic medical terminology, infection control and the personal and professional characteristics of the successful health care professional are also included. Skills in performing vital signs, first aid, body mechanics, gloving, and proper hand washing technique will be taught.
- HSA 2500 Introduction to Risk Management.** 3 c.c.  
**SP – A.A.S. only.** This is an introductory course in the assessment and control of risk within health-care facilities. Included in the course are analysis of possibilities of liability, methods to reduce risk of liability, and methods to transfer risk to others.
- HSC 0005 Orientation to the Health Sciences.** 1 v.c.  
**FA, SP, SU – Prerequisite:** Acceptance into the program or permission of the instructor. The purpose of this course is to introduce the student to the health care delivery system and provide an overview of the role and responsibility of members of the health care team. Common illnesses will be discussed with a focus on prevention of disease and promotion of wellness. Legal/ethical issues, basic medical terminology, infection control, and the personal and professional characteristics of the successful health care professional are also included. Skills in performing vital signs, first aid, body mechanism, gloving, and proper hand washing technique will be taught.
- HSC 0591 AIDS/OSHA for Health Professionals.** 1 v.c.  
**FA, SP, SU –** A study of Human Immunodeficiency Virus (HIV), Acquired Immune Deficiency Syndrome (AIDS), and OSHA standards for blood borne pathogens, Domestic Violence education and medical errors for the health professional. This course satisfies the minimum HIV/AIDS education requirements including transmission, infection control, prevention, general treatment, legal aspects, confidentiality, testing and attitudes. Within this course, requirements are met for OSHA standards for universal precautions, PPE, microbiological practices, Hepatitis B vaccination, post exposure evaluation/follow-up and hazard communication in working with blood borne pathogens. Domestic violence and medical errors are included.
- HSC 1531 Medical Terminology.** 3 c.c.  
**FA, SP – A.A.S. only.** The study of medical terminology as the language of medicine including the study of prefixes, suffixes, word roots, with emphasis on spelling, pronunciation, definition, and usage.
- HSC 1590 AIDS/OSHA for Health Professionals.** 1 c.c.  
**FA, SP, SU – A.A.S. only.** A study of Human Immunodeficiency Virus (HIV), Acquired Immune Deficiency Syndrome (AIDS), and OSHA standards for blood borne pathogens, Domestic Violence education and medical errors for the health professional. This course satisfies the minimum HIV/AIDS education requirements including transmission, infection control, prevention, general treatment, legal aspects, confidentiality, testing and attitudes. Within this course, requirements are met for OSHA standards for universal precautions, PPE, microbiological practices, Hepatitis B vaccination, post exposure evaluation/follow-up and hazard communication in working with blood borne pathogens. Domestic violence and medical errors are included.
- HSC 2100 Personal and Community Health.** 3 c.c.  
**FA, SP –** This course includes information and principles for protection and promotion of individual and public health. Emphasis is given to mental health, parenthood, nutrition, disease prevention, and community organization for maintaining and improving health in society. **Meets A.A. General Education Category IV.**
- HSC 2400 First Aid and Injuries.** 3 c.c.  
**FA, SP – Lab fee.** This course includes standards and accepted principles of first aid, discussion and laboratory practices in dressings and bandages, wounds and their care, rescue breathing and CPR, poisonings, fractures, burns, and transportation of the injured. The course includes the American Red Cross first aid course. Upon successful completion of all tests, students will be certified in CPR and Basic First Aid.
- HSC 2402 Managing Medical Emergencies.** 3 c.c.  
**SP –** A course designed to instruct 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 2550 Pathophysiology.** 4 c.c.  
**FA, SP – A.A.S. only. Prerequisite:** HSC 1531. A study of the nature, cause, and treatment of specific disease entities. Basic understanding of the body's defense mechanism and modalities to treat disease.

- HSC 2641 Health Care Law.** 3 c.c.  
**FA** – An introduction to health-care law. Covers the legal aspects of the delivery of health care in various settings. Includes an introduction to the American legal system, the liabilities of health-care organizations and health-care professionals, patient rights and responsibilities, labor relations, and insurance, among other topics.
- HUM 1930 Lyceum.** 1 c.c.  
**TBA** – This class meets once a week for lectures and discussions designed to help the student understand and enjoy the Lyceum Series distinguished speakers and offerings in art, music, dance, and drama. The student attends at least six Lyceum events and is tested at midterm and final exam on vocabulary and appreciation skills presented in eight lectures.
- HUM 2210 Humanities in the Ancient World.** 3 c.c.  
**FA, SP, SU** – **Prerequisite:** Test score requirement the same as ENC 1101. An integrated approach to the humanities which examines philosophy and the arts in terms of their relationships, rather than as separate activities. The emphasis throughout will be on the ways in which a shared cultural outlook gives meaning to human experience and is, in turn, expressed through works of art. This course considers the achievements of Greece, Rome, and the Middle Ages, treating them chronologically in order to provide a sense of change and development in succeeding epochs. There will be lectures, correlated readings and illustrations of representative works from each period studied. **Meets A.A. general education Category V. A writing emphasis course.**
- HUM 2230 Humanities in the Modern World.** 3 c.c.  
**FA, SP** – **Prerequisite:** Test score requirement the same as ENC 1101. An integrated approach to the humanities which examines philosophy and the arts in terms of their relationships, rather than as separate activities. The emphasis throughout will be on the ways in which a shared cultural outlook gives meaning to human experience and is, in turn, expressed through works of art. This course considers the achievements of the Renaissance, the Modern Era, and the Post-Modern Era, treating them chronologically in order to provide a sense of change and development in succeeding epochs. There will be lectures, correlated readings and illustrations or representative works from each period studied. **Meets A.A. general education Category V. A writing emphasis course.**
- HUM 2454 African-American Humanities.** 3 c.c.  
**FA, SP, SU** – **Prerequisite:** Test score requirement the same as ENC 1101. The course will examine the impact that the Atlantic slave trade has had on the new world. It will trace Western African Culture and how it “re-appears” in the Caribbean, Latin America and North America. The course will examine the history, music, literature and art of these places as well. **Meets A.A. general education Category V. A writing emphasis course.**
- HUM 2740 Humanities Travel.** 3 c.c.  
**SU** – **Prerequisite:** Test score requirement the same as ENC 1101. Each offering is specially designed to expose the student to the culture of other countries. The exact itinerary and experience is determined by the faculty member in charge. Inquiries should be made to the appropriate department head. **Meets A.A. general education Category V. A writing emphasis course.**
- HUN 1201 Elements of Nutrition.** 3 c.c.  
**FA, SP, SU** – 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 VI.**
- HUN 1201L Elements of Nutrition Laboratory.** 1 c.c.  
**FA, SP, SU** – **Lab fee. Corequisite:** HUN 1201. A laboratory course to accompany HUN 1201. The course will cover various topics including measurements in metric and English systems, macromolecules, chemistry of digestion, anatomy of digestive system, and aesthetics. **Meets A.A. general education Category VI.**
- HUS 2400 Drugs and Behavior.** 3 c.c.  
**FA, SP** – “Addiction” is often, incorrectly, equated with physical dependence.” In this course, we will come to understand “addiction” in terms of its defining patterns of behavior; and examine the effects of addiction on family dynamics, and society. The different classes of drugs will be discussed. Also, the scope of the problem of chemical dependence and possibilities for intervention and treatment will be examined.
- IDH 2109 Summer Study at Cambridge University.** 6 c.c.  
**SU** – **Prerequisites:** Test score requirement the same as ENC 1101, completion of nine credits of core courses in the Honors Program. This is an interdisciplinary humanities course that students will take at Cambridge University International Summer School in England. Students will choose two courses in literature, art, music, theater, international relations, or cultural studies. In addition, they will attend daily plenary lectures given by various international scholars. Specific course outlines are available for every course that students will take in the International Summer School. **Meets A.A. general education Category V. A writing emphasis course.**
- INR 2002 Introduction to International Relations.** 3 c.c.  
**SP** – **Prerequisite:** Test score requirement the same as ENC 1001. The student who successfully completes this course will develop a framework for the logical analysis of international politics. By combining the study of historical events of international importance and the study of various theories of international behavior, the student will develop an ability to evaluate and comprehend current world events. This course will address: the structure of the nation-state system; the motivations, interests and interactions of the various actors; the cultural and structural effects on decision-making and crises management; and, the various ways in which we can think about international relations. The student should gain a better appreciation for and a deeper comprehension of the variety and complexity of the behavior of states and the system which governs international relations today. **Meets A.A. general education Category IV. A writing emphasis course.**
- INT 2000 Fundamentals of Interpreting.** 3 c.c.  
**SP, SU** – **Prerequisite:** ASL 2160C or permission of department. An introduction to the basic theories, principles and practices of interpreting. This course will address the history of the interpreting profession, interpreters’ roles and responsibilities, and local/national organizations for interpreters. It is appropriate for beginning interpreters, advanced sign language students, and professionals who work with deaf people.
- IPM 1011 Pests and Pest Control.** 2 c.c.  
**TBA** – **A.A.S. only. Corequisite:** IPM 1011L. This course is designed to provide information on identification and control of plant diseases, insects and weeds in woody ornamentals. Information on fungicides, bactericides, insecticides, nematocides, herbicides, EPA regulations and training for state licensing will be included.
- IPM 1011L Pests and Pest Control Laboratory.** 1 c.c.  
**TBA** – **Lab Fee. 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.
- ISS 2930 Special Topics in Interdisciplinary Social Sciences.** 3 c.c.  
**FA, SP** – This course focuses on in-depth coverage of one or more topics that are not covered in great detail in other Social Science courses. The course stresses an interdisciplinary approach. Course content varies according to the interests of students and faculty. Students should enroll upon completion of 50% (18 credit hours) of General Education requirements.
- JOU 1100 Reporting I.** 3 c.c.  
**FA** – **Prerequisite:** Test score requirement the same as ENC 1101. Teaches news writing and touches on some other kinds of journalistic articles such as feature stories and press releases. With exercises and real assignments for The Corsair, students gain experiences gathering news, interviewing, writing and editing. **A writing emphasis course.** (Available as hybrid course JOU 1100J.)

- JOU 1303 Feature Article Writing.** 3 c.c.  
**SP – Prerequisite:** Test score requirement the same as ENC 1101. Covers the writing of articles that are not straight news or opinion pieces. Human interest stories, personality profiles, and news backgrounders are among types studied. Students select their own topics, gather information, and write several articles for publication. Skills taught include fact gathering, interviewing, and querying of editors. **A writing emphasis course.** (Available as hybrid course JOU 1303J.)
- JOU 1400 College Publications.** 1 c.c.  
**FA, SP – Prerequisite:** Test score requirement the same as ENC 1101. Introduces the student to the practical world of print and online journalism. The course surveys news and feature writing, headline writing, and legal concerns (libel, privacy). Students electing to take a course a second time work on special projects. **A writing emphasis course.** (Available as hybrid course JOU 1400J.)
- JOU 2941 Journalism Practicum.** 1 c.c.  
**TBA – Internship** with the Pensacola News Journal or other area publication or agency. Student works in the newsroom and is supervised by editors. The publication (or agency), the college, and the student arrange work schedules.
- LAT 1120 Beginning Latin I.** 4 c.c.  
**FA –** This course will introduce the student to the fundamentals of Latin grammar and vocabulary, and enable the student to translate fairly simple Latin passages. If you have had two consecutive years of Latin in high school, it is strongly advised you begin in LAT 1121.
- LAT 1121 Beginning Latin II.** 4 c.c.  
**SP – Prerequisite:** LAT 1120. Not for beginners. This course will provide the student with an introduction to Roman and Greek writers via Latin translations of their works. It will also provide the student with an in-depth look at the culture and history of the classical world. If you have had two consecutive years of Latin in high school, it is strongly advised you begin in LAT 1121. **Meets A.A. general education Category V.**
- LDE 2000C Landscape Design.** 3 c.c.  
**TBA – A.A.S. only. Lab fee.** Students practice analysis of landscape design, emphasizing residential and commercial properties.
- LEI 1141 Introduction to Recreation and Leisure Services.** 3 c.c.  
**FA –** An exploratory course primarily designed to serve those students curious about or committed to Leisure Services as a major. Considers historical and philosophical foundations and interpretations of the meaning of leisure as well as a practical examination of status and crucial issues. Served well also are students seeking a personal perspective on the value and place of leisure in their lives.
- LEI 1541 Outdoor Recreation Management.** 3 c.c.  
**SP, SU –** An orientation and participation course designed for those students who plan to pursue a career in Recreation and Leisure Services. Course includes outdoor activity planning, conservation, nature activities, safety and hazard procedures and outdoor facility management. Field observation is included as a part of the course.
- LEI 2730 Adaptive/Therapeutic Recreation.** 3 c.c.  
**FA –** 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.** 3 c.c.  
**FA, SP, SU – Prerequisite:** Appropriate score on Florida Entry-Level Placement Exam or ENC 0002C. A comprehensive course including grammar, usage, and mechanics; basic sentence structure; and effective writing strategies. Course satisfies A.A.S. general education requirement for Category I. LIN 1670C is useful as a college elective.
- LIS 1004 Introduction to Internet Research.** 1 c.c.  
**FA, SP, SU – Lab fee.** This course provides an introduction to Internet search concepts and vocabulary. Emphasis is on using a variety of search terms and techniques employed in library research to access information sites on the Internet. Lessons cover history of the Internet; electronic communication; research strategies covering topic decision making using a variety of search statements, refining searches using Boolean terms, phrase, proximity, truncation and field searching; web search tools; evaluating websites and documentation of websites using Modern Language Association (MLA) standards. Meets A.A. computer competence requirement.
- LIT 2090 Contemporary Literature.** 3 c.c.  
**FA, SP, SU – Prerequisite:** ENC 1102 with a grade of “C” or better. Selected literature of the mid-to-late twentieth and early twenty-first centuries. **Meets A.A. general education Category II. A writing emphasis course.**
- LIT 2110 World Literature to 1650.** 3 c.c.  
**TBA – Prerequisite:** ENC 1102 with a grade of “C” or better. Selected literature from the classical period, the Middle Ages, and the Renaissance. **Meets A.A. general education Category II. A writing emphasis course.**
- LIT 2120 World Literature from 1650.** 3 c.c.  
**TBA – Prerequisite:** ENC 1102 with a grade of “C” or better. Selected literature from the Age of Enlightenment to the beginning of the twentieth century. **Meets A.A. general education Category II. A writing emphasis course.**
- LIT 2933 Special Topics in Literature.** 3 c.c.  
**TBA – Prerequisite:** ENC 1102. A course designed to allow flexibility in presenting a variety of topics in literature, such as Southern Literature, Science Fiction, and Children’s Literature. **A writing emphasis course.**
- MAC 1105 College Algebra.** 3 c.c.  
**FA, SP, SU – 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.** 3 c.c.  
**FA, SP, SU – Prerequisite:** Completion of MAC 1105 with a grade of “C” or better or permission of the instructor. This is a basic course designed to prepare the student for more advanced mathematics. The course treats both circular and trigonometric functions. Topics covered include fundamental concepts, identities, graphs of the functions, the inverse functions and their graphs, application to right and oblique triangles, trigonometric equations, vectors, and complex numbers. **Meets A.A. general education Category III.**
- MAC 1140 Precalculus Algebra.** 3 c.c.  
**FA, SP, SU – Prerequisite:** Completion of MAC 1105 with a grade of “C” or better. This course furthers the preparation of students in important areas such as graphing techniques, algebraic functions, and transcendental functions. Special emphasis is given to the algebra needed in calculus. Calculators are used to contribute to the goals of the course. **Meets A.A. general education Category III.**
- MAC 1147 Precalculus Algebra/Trigonometry.** 4 c.c.  
**FA, SP, SU – Prerequisites:** Completion of MAC 1105 with a grade of “C” or better and high school trigonometry; by permission of department head only. This course furthers the preparation of students in important areas such as graphing techniques, algebraic functions, trigonometry functions and transcendental functions. Special emphasis is given to the algebra needed in calculus. Calculators are used to contribute to the goals of the course. A background in Trig. is essential. **Meets A.A. general education Category III.**

- MAC 2233 Calculus with Business Applications I.** 3 c.c.  
**FA, SP, SU – Prerequisite:** Completion of MAC 1105 with a grade of “C” or better. Designed for the business major. Topics include graphing techniques, differential calculus, exponential and logarithmic functions; with applications to supply and demand curves, cost functions, revenue and profit functions, market equilibrium, taxation, and elasticity. **Meets A.A. general education Category III.**
- MAC 2234 Calculus with Business Applications II.** 3 c.c.  
**SP – Prerequisite:** Completion of MAC 2233, with a grade of “C” or better. Designed for the business major. Integral calculus, techniques of integration, multivariable calculus, differential equations, sequences and series, systems of equations, matrices, linear programming, with applications to business, economics, geometry, the social and physical sciences. **Meets A.A. general education Category III.**
- MAC 2311 Analytic Geometry and Calculus I.** 4 c.c.  
**FA, SP, SU – Prerequisites:** Completion of MAC 1114 and MAC 1140; or MAC 1147 with a grade of “C” or better. This course of elements of plane analytic geometry differentiation of algebraic functions and integration of the polynomial functions with application. **Meets A.A. general education Category III.**
- MAC 2312 Analytic Geometry and Calculus II.** 4 c.c.  
**FA, SP, SU – Prerequisite:** Completion of MAC 2311 with a grade of “C” or better. A course including differentiation and integration of the trigonometric, logarithmic, and exponential functions; integration by algebraic and trigonometric substitutions, partial fractions, and parts, vectors, and polar coordinates. **Meets A.A. general education Category III.**
- MAC 2313 Analytic Geometry and Calculus III.** 4 c.c.  
**FA, SP, SU – Prerequisite:** Completion of MAC 2312 with a grade of “C” or better. This course includes a study of vectors, solid analytic geometry, infinite series, partial differentiation and multiple integrals. **Meets A.A. general education Category III.**
- MAN 2021 Principles of Management.** 3 c.c.  
**FA, SP, SU –** The basic principles of planning, organizing, and controlling operations in the process of management. Emphasis is directed toward the development on the part of the student of soundly coordinated managerial philosophy.
- MAP 2302 Differential Equations.** 3 c.c.  
**SP – Prerequisite or Corequisite:** MAC 2313. A course in ordinary differential equations. It includes solutions to first and higher order differential equations, series solutions of linear differential equations, graphical and numerical methods, and an introduction to the La Place Transform. **Meets A.A. general education Category III.**
- MAR 2011 Marketing.** 3 c.c.  
**FA, SP, SU –** The analysis of the potential target market, the marketing mix in relation to its market, channels of distribution, sales promotion, and marketing management.
- MAT 0002C Basic Mathematics.** 3 c.p.  
**FA, SP, SU – Prerequisite:** Appropriate score on Florida Entry-Level Placement Exam. This course is a mathematics skills course designed for the student who needs to develop basic arithmetic, geometry, and pre-algebra skills.
- MAT 0012C Prealgebra.** 3 c.p.  
**TBA – Prerequisite:** Appropriate score on Florida Entry-Level Placement Exam. This course is designed for students who have little or no algebra background. The major topics in the course are operations with signed numbers, fractions, decimals, ratios and proportions, percents, and geometric figures. The prealgebra topics will include properties of signed numbers, simplifying polynomials, and equation solving. Students must earn a grade of “C” or higher in order to advance to the next higher mathematics course which is MAT0024C.
- MAT 0024C Beginning Algebra.** 3 c.p.  
**FA, SP, SU – Prerequisite:** Appropriate score on Florida Entry-Level Placement Exam. This course is designed for the student who has had no algebra or has very little knowledge of the subject. Topics to be covered will include simplifying and evaluating variable expressions; solving linear equations, inequalities and related word problems; operations with polynomials; factoring; some algebraic fractions; quadratic equations; radicals and introduction to graphing.
- MAT 1033 Intermediate Algebra.** 3 c.c.  
**FA, SP, SU – Prerequisite:** Appropriate score on Florida Entry-Level Placement Exam or completion of MAT 0024C with a grade of “C” or better. This course covers the following topics: factoring, algebraic fractions, radicals and rational exponents, complex numbers, quadratic equations, rational equations, linear equations, and inequalities in two variables and their graphs, systems of linear equations and inequalities introduction to functions, and applications of the above topics.
- MCB 1000 Applied Microbiology.** 3 c.c.  
**FA, SP, SU – Corequisite:** MCB 1000L. This course consists of the study of the characteristics and activities of microorganisms; survey of microbial groups with emphasis on pathogenic forms; theories of destruction, removal and inhibition of microorganisms; relationships between infection, immunity, and allergy. While the course is recommended for student nurses and dental hygienists, students in other programs will be admitted.
- MCB 1000C Applied Microbiology.** 4 c.c.  
**FA, SP, SU – Lab fee.** This course consists of the study of the characteristics and activities of microorganisms; survey of microbial groups with emphasis on pathogenic forms; theories of destruction, removal and inhibition of microorganisms; relationships between infection, immunity and allergy. While the course is recommended for student nurses and dental hygienists, students in other programs will be admitted. In laboratory, students will learn aseptic techniques, culture of microorganism and use a variety of microorganism and metabolic tests to identify organisms.
- MCB 1000L Applied Microbiology Laboratory.** 1 c.c.  
**FA, SP, SU – Lab fee. Corequisite:** MCB 1000. Laboratory course to complement MCB 1000. In laboratory, students will learn aseptic techniques, culture of microorganisms, and use a variety of microorganism and metabolic tests to identify organisms.
- MCB 2010 General Microbiology.** 2 c.c.  
**SP – Prerequisites:** BSC 2010, CHM 1045. **Corequisite:** MCB 2010L. A study of the taxonomy, morphology, and physiology of bacteria and related organisms, with a brief introduction to pathology, immunology, and food microbiology. Recommended for majors and students in certain four-year medically related programs.
- MCB 2010L General Microbiology Laboratory.** 2 c.c.  
**SP – Lab fee. Corequisite:** MCB 2010. A laboratory course designed to accompany MCB 2010. Laboratory work includes 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.** 3 v.c.  
**SP – Lab fee. Prerequisite:** MEA 0222C. This course teaches operation and maintenance of clinical equipment for patient examination and treatment. The learner will practice a variety of skills necessary in assisting the physician in providing patient care. Ethical and theoretical principles will be presented insuring quality and safe practice.
- MEA 0201C Medical Assisting Theory and Practice III.** 3 v.c.  
**SU – Lab fee. Prerequisite:** MEA 0200C. **Corequisite:** MEA 0960. This course is designed to provide a comprehensive review of all clinical, administrative, and transdisciplinary skills in the Medical Assisting program. Students will be prepared to sit for the Certified Medical Assisting (CMA) examination in addition to being ready for the medical assisting externship course (MEA 0801L).
- MEA 0222C Medical Assisting Theory and Practice I.** 3 v.c.  
**FA – Lab fee. Corequisites:** BSC 0070, MEA 0230. This course introduces the students to the basic principles of clinical practice in the physician’s office. Includes aseptic technique, maintaining of the clinical setting, and principles of psychology.

- MEA 0230 Medical Terminology with Anatomy and Physiology.** 3 v.c.  
**FA** – This course gives the student a thorough working knowledge of anatomy and physiology of the human body in health and disease on which the terms are based. Medical terms are analyzed in detail as to the meaning of their component parts. Pronouncing, spelling, and defining are emphasized. The names and locations of body structures and the functions of each structure are correlated with the terms. A basic understanding of the etiology, symptomatology, diagnosis, and treatment of disease is included.
- MEA 0232 Pharmacology Terminology.** 3 v.c.  
**SP – Prerequisites:** BSC 0070, MEA 0230. 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 0234 Basic Pathophysiology.** 3 v.c.  
**SP – Prerequisites:** BSC 0070, MEA 0230. The purpose of this course is to expand the student's knowledge of medical information through a comprehensive study of common diseases and disorders encountered in medical facilities. The material is organized by body system (respiratory, digestive, etc.). Causes, signs/symptoms, method(s) of diagnosis and treatment are discussed for each disease.
- MEA 0270C Medical Office Procedures I.** 4 v.c.  
**FA – Lab fee. Corequisite:** MEA 0230. This course familiarizes the student with the daily activities encountered in the ambulatory care setting and provides actual practice in skills needed to attain the competencies to perform these entry-level skills. Human relations are emphasized throughout the course.
- MEA 0271 Medical Office Procedures II.** 4 v.c.  
**SP – Lab fee. Prerequisite:** MEA 0270C, MEA 0322. This course is a continuation of Medical Office Procedures I. This course continues to familiarize the student with the daily activities encountered in the ambulatory care setting and provides actual practice in skills to attain the needed competencies to perform these entry-level skills. Human relations are emphasized throughout the course.
- MEA 0322 Computers in the Medical Office.** 3 v.c.  
**MEA FA – Lab fee.** This course is designed to give the student a working knowledge of basic computer skills as well as software applications designed specifically for the medical office.
- MEA 0334 Medical Insurance and Coding.** 2 v.c.  
**SP – Lab fee. Prerequisite:** : MEA 0230. This course is designed to provide students with a foundation in billing and collection principles and procedures as well as a working knowledge of coding principles.
- MEA 0801L Medical Assisting Preceptorship.** 8 v.c.  
**SU – Prerequisite:** MEA 0201C. On-the-job training is designed to give the student work experience in a medical agency or physician's office. The experience allows the student to practice skills learned in the classroom, to build confidence, to adjust to a work environment, and to increase opportunities for employment in a medical field.
- MEA 0960 Medical Assisting Exam Review.** 3 v.c.  
**SU – Prerequisite:** MEA 0200C. **Corequisite:** MEA 0201C. This course is designed to provide a comprehensive review of all clinical, administrative, and transdisciplinary skills in the medical assisting program. Students will be prepared to sit for the Certified Medical Assisting (CMA) examination in addition to be ready for the medical assisting preceptorship course (MEA 0801L).
- MET 1010 Introduction to Meteorology.** 3 c.c.  
**TBA** – An introduction to the atmosphere, its structure, composition and processes. Major topics will include atmospheric structure and composition, heating and cooling, temperature, pressure and winds, weather systems and climate. **Meets A.A. general education Category VII.**
- MGF 1106 Mathematics for Liberal Arts I.** 3 c.c.  
**FA, SP, SU – Prerequisite:** Appropriate score on Florida Entry-Level Placement Exam or completion of MAT 1033 with a grade of "C" or better. This course consists of the following topics: set theory, symbolic logic, introductory combinatorics, probability, descriptive statistics, number theory, linear programming and geometries with applications, history of mathematics, and algebra applications. **Meets A.A. general education Category III.**
- MGF 1107 Mathematics for Liberal Arts II.** 3 c.c.  
**FA, SP, SU – Prerequisite:** Appropriate score on Florida Entry-Level Placement Exam or completion of MAT 1033 with a grade of "C" or better. This course 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.**
- MKA 2511 Advertising.** 3 c.c.  
**FA, SP – A.A.S. only.** A study of the basic promotional objective, advertising markets, the product to be advertised, media, and the composition of the advertisement.
- MLT 0042C Phlebotomy.** 2 v.c.  
**FA, SP, SU – 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.** 4 v.c.  
**FA, SP, SU – Lab fee. Prerequisite:** MLT 0042C. This course provides 120 hours of clinical experience in a patient care environment. Students will perform a minimum of 125 successful unaided phlebotomies. Students will be exposed to a variety of patients and a variety of collection techniques, including capillary and skin puncture methods.
- MMC 2000 Survey of Mass Communication.** 3 c.c.  
**FA, SP** – This course covers the history and development of mass media in the U.S. and how those media affect society. Media covered include newspapers, magazines, radio, television, and film along with a study of the impact of advertising and public relations. **Meets A.A. general education Category IV.**
- MMC 2102 New Media Technologies.** 3c.c.  
**TBA – Prerequisite:** Test score requirement the same as ENC 1101. This course introduces the student to convergence journalism. Topics include news and feature writing in print and online forms, blogging, podcasting, incorporation of audio and video elements into stories and legal concerns (libel, privacy). A writing emphasis course. (Available as hybrid course MMC 2102J.)
- MMC 2107 New Media Technologies.** 1c.c.  
**TBA – Prerequisite:** Test score requirement the same as ENC 1101. This course introduces the student to convergence journalism. Topics include news and feature writing in print and online forms, blogging, podcasting, incorporation of audio and video elements into stories and legal concerns (libel, privacy). A writing emphasis course. (Available as hybrid course MMC 2107J.)
- MMC 2212 Media Law.** 3 c.c.  
**FA** – 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, obscenity and indecency, protection of intellectual property, copyright and media contract writing.
- MNA 1161 Customer Service.** 3 c.c.  
**FA, SP** – This course is designed to teach and improve the customer service skills and the professionalism of the student. This course teaches customer relations and customer service skills that are applicable to any job position that has contact with customers. Included in the topics of the course are the subjects of communication, customer service, handling complaints and customer relations.



- MNA 1300 Human Resource Management.** 3 c.c.  
**FA, SU** – This course presents the functions of a personnel manager, the philosophy of general management, organizational structure, employee socio-economic climate and career job finding information. Included are job descriptions and specifications, recruiting practices, correspondence for job application, resumes, interviewing, placement, training, performance appraisals, motivational techniques, union-management relations, and wage and salary administration.
- MNA 2100 Human Relations.** 3 c.c.  
**FA, SP** – This course includes the patterns of human behavior that lead to effective work relationships, an analysis of factors that shape the industrial environment and influence the human relations that develop within this environment, and the application of psychological principles of the business problems of leadership and motivation, productivity and morale, personnel and industrial relations policy.
- MNA 2345 Applied Supervision.** 3 c.c.  
**SP** – This course provides the first-time supervisor with the practical knowledge and technical job skills required for getting things done with and through people. It focuses on the managerial functions of planning, organizing, staffing, directing, and controlling as they apply to private and public agencies at national, state, and local levels of government. It also includes instruction in skills associated with supervising, decision making, communication, recordkeeping, human relations, discipline, grievance resolution, personnel selection, and training. Speaking, reading, case studies, written reports, and a notebook are requirements.
- MSL 1001 Foundations of Officership.** 1 c.c.  
**FA** – Introduce freshman level students to issues and competencies that are central to a commissioned officer's responsibilities. These initial lessons establish a framework for understanding officership, leadership, and Army values. Additionally, "life skills" including fitness and time management are addressed. Designed to give the student accurate insight into the Army profession and the officer's role within the Army.
- MSL 1002 Basic Leadership.** 1 c.c.  
**SP** – Establishes foundation of basic leadership fundamentals such as problem solving, communications briefings and effective writing, goal setting, techniques for improving listening and speaking skills, and an introduction to counseling.
- MSL 2101 Individual Leadership Studies.** 2 c.c.  
**FA** – Course is designed to develop cadet's knowledge of self, self confidence, and individual leadership skills. Cadets develop problem solving and critical thinking skills and apply communication, feedback and conflict resolution skills through experiential learning activities.
- MSL 2102 Leadership and Teamwork.** 2 c.c.  
**SP** – Study examines how to build successful teams, various methods for influencing action, effective communication in setting and achieving goals, the importance of timing the decision, creativity in the problem solving process, and obtaining team buy-in through immediate feedback.
- MSS 0001 Introduction to Massage Therapy.** 2 v.c.  
**FA, SP** – This course teaches the student the theories and principles of therapeutic massage including the effects, benefits, indications, and contraindications, the history of massage, creating the therapeutic massage environment, the future of massage therapy in the evolving health care system, state of Florida laws and rules pertaining to massage therapist. (Florida Statue 480.455 and rule 64B7, 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 0156 Overview of Anatomy & Physiology for Massage Therapists.** 2 v.c.  
**TBA** – This course is an overview of the structures and functions of the human body systems. It will provide foundational knowledge for the theory and practice of therapeutic massage. Included in the course will be pathology, contraindications, and indications that related to massage therapy body work.
- MSS 0160C Massage Therapy Muscle Anatomy and Kinesiology.** 3 v.c.  
**FA, SP** – This course places emphasis on learning the skeletal and muscular anatomy of the human body. Students will learn skeletal and muscle anatomy and kinesiology and medical terminology as applicable to massage therapy.
- MSS 0215 Legal and Ethical Compliance to Florida Law.** 1 v.c.  
**TBA** – This course will discuss the practice of good business ethics, Florida Law and medical errors and will offer an introduction to Nutrition. This course will present a logical sequence of the necessary steps for practical judgment of ethical behavior in the operations of a small business. The course also will provide knowledge of a safe medical environment.
- MSS 0253C Massage Therapy I.** 3 v.c.  
**FA, SP – Lab fee.** This course teaches the student to demonstrate the principles of Swedish table massage, chair massage, and Chinese medicine and massage. Included in this course is sequence and flow of basic massage, proper therapist body mechanics, proper use of equipment and supplies, creating the therapeutic massage environment, client positioning and draping techniques, conditioning, strengthening and flexibility, and indications and contraindications. Principles and theories are applied in the clinical environment.
- MSS 0254C Massage Therapy II.** 2 v.c.  
**TBA – Prerequisite:** MSS 0253C or permission of instructor. This course teaches students the second phase of the theories and principles of Swedish table massage and chair massage. Included in this course is sequence and flow of basic massage, proper therapist body mechanics, proper use of equipment and supplies, creating a 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 III.** 4 v.c.  
**SP, SU – Prerequisite:** permission of instructor. 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 III Clinic.** 4 v.c.  
**SP, SU – Prerequisite:** MSS 0254C. 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.
- MSS 0272 Medical Massage.** 1 v.c.  
**TBA – Prerequisites:** MSS 0253C, MSS 0254C. The purpose of this course is to introduce the student to the health care delivery system and provide and overview of the role and responsibility of members of a health care team, with a focus on medical massage assessment and treatment protocols. This course, which is intended as a general overview of pathology for Massage Therapy and Allied Health students, will cover the most basic concepts and terminology of health and disease. Students will acquire knowledge of different disorders, focus on the assessment of orthopedic conditions and structure, nature, causes, diagnostic procedures, and treatment of the most common diseases of selected human body systems.
- MSS 0300 Hydrotherapy, Spa Theory & Techniques.** 1 v.c.  
**TBA – Lab Fee.** This course teaches the student the theories and principles of hydrotherapy and spa training. The course teaches contraindications and indications of cold and heat applications and the use of ultra- sound and galvanic stimulation, as well as the application of spa therapies and the contraindications and indications of these treatments. The course will include an overview of current trends in spa therapy and the study of paraffin baths, salt scrubs, mud treatments, aromatherapy and heliotherapy, hot stone therapy and herbal facial massage application. Various spa applications also will be covered.

- MSS 0602 Massage Therapy Entrepreneurship.** 1v.c.  
**TBA** – This is a basic course in entrepreneurship. The course teaches the student 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, and management will be presented within the context of the small business. The course also will include insurance billings and networking.
- MSS 0960L National Board Prep.** 1 v. c.  
**TBA** – **Prerequisite:** MSS 0260L or permission of instructor. This course is designed to review pertinent areas in massage therapy in order to prepare the student for the National Board examination for licensure. This review course focuses on both theory and practical examination questions and provides the student with practice test in evaluating and answering situational problems.
- MTB 1310 Applied Mathematics.** 3 c.c.  
**TBA** – **A.A.S. only. Prerequisite:** Completion of MAT 0024C with a grade of “C” or better. This course emphasizes elementary algebra based applications in business and technical areas. Topics include: metric system, measurement, algebra, ratio and proportion, exponents and logarithmic, descriptive statistics, applications and problem solving, and hands-on use of calculator.
- MUH 2011 Music Appreciation.** 3 c.c.  
**FA, SP, SU** – No previous musical experience necessary. A course for the inexperienced music listener in which the emphasis is on listening. A survey of music from the beginning to the present, introducing the student to various types of music through the use of recordings and videotapes. **Meets A.A. general education Category V.**
- MUH 2110 Introduction to Music History.** 3 c.c.  
**FA, SP** – **Prerequisite:** Test score requirement the same as ENC 1101. This course is a survey of music literature from the Middle Ages to the present. Emphasis is placed on musical forms and performing mediums for Western heritage and their development through the ages. **Meets A.A. general education Category V. A writing emphasis course.**
- MUN 1120C Band.** 1 c.c.  
**FA, SP** – **Prerequisite:** Permission of band director. Open to all qualified instrumental students enrolled in the college. The credit received for participation, however, is in addition to the normal academic load. Required for all wind and percussion music majors unless otherwise specified by the director. This course may be repeated three times for credit.
- MUN 1180C Pensacola Civic Band.** 1 c.c.  
**FA, SP, SU** – **Prerequisite:** Permission of band director. Open to all qualified wind and percussion players who may also be members of MUN 1120C (other interested students should see the instructor prior to registering). This course may be repeated once for credit.
- MUN 1310C Concert Chorale.** 1 c.c.  
**FA, SP** – The PJC Concert Chorale is a mixed voice (SATB) chorus presenting concert performances of choral masterworks. A wide variety of musical styles centered around the classical repertoire and including popular, ethnic and theatre works performed a capella, with keyboard and orchestra provides a well rounded musical experience for the 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.** 1 c.c.  
**FA, SP** – A community organization devoted to the performance of major choral works. This course may be repeated once for credit by audition only.
- MUN 1410C String Ensemble.** 1 c.c.  
**FA, SP** – An approach to ensemble singing or playing is available in several applied music areas. Course is open to all students with the permission of the instructor. Composition of the organization is dependent upon available talent. This course may be repeated three times for credit.
- MUN 1420C – MUN 1480C Music Ensemble.** 1 c.c.  
**FA, SP** – **Prerequisite:** Permission of instructor. An approach to ensemble singing or playing is available in several applied music areas. Course is open to all students with the permission of the instructor. Composition of the organization is dependent upon available talent. This course may be repeated once for credit.
- MUN 1450C Piano Ensemble.** 1 c.c.  
**FA, SP** – **Prerequisite:** Permission of instructor. An approach to ensemble singing or playing is available in several applied music areas. Course is open to all students with the permission of the instructor. Composition of the organization is dependent upon available talent. This course may be repeated three times for credit.
- MUN 1710C Jazz Ensemble.** 1 c.c.  
**FA, SP** – **Prerequisite:** Permission of instructor. An approach to ensemble singing or playing is available in several applied music areas. Course is open to all students with the permission of the instructor. Composition of the organization is dependent upon available talent. To repeat for credit, see the Music and Theatre department head.
- MUN 1720C Jazz Choir.** 1 c.c.  
**FA, SP** – **Corequisite:** MUN 1310C. A select ensemble of 12-16 of the finest student singers; open to all student singers in the a capella chamber choir repertoire with an emphasis on jazz “tight harmony” arrangements, Broadway and doo-wop.
- MUS 1360 Music and Computers.** 3 c.c.  
**FA, SP, SU** – **Lab fee. Prerequisite:** 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.** 3 c.c.  
**FA, SP, SU** – 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.** 3 c.c.  
**FA** – **Prerequisite:** MUT 1001 or passing score on departmental music fundamentals test, or permission of department head. The fundamentals of musicianship approached through visual and aural analysis, notation, scales and intervals, and formation of triads, leading to a study of harmony and nonharmonicism. Elementary exercises in reading at sight and writing from dictation.
- MUT 1122 Integrated Music Theory II.** 3 c.c.  
**SP** – **Prerequisite:** MUT 1121 or permission of department head. A continuation of MUT 1121. Modulation to closely related keys; chords of the seventh. Further exercises in reading and writing for dictation.
- MUT 2126 Integrated Music Theory III.** 3 c.c.  
**FA** – **Prerequisite:** MUT 1122 or permission of department head. A continuation of MUT 1122. A study of modulation to remote keys, binary and ternary form, and formation and use of diminished and diatonic seventh, dominant and ninth, eleventh and thirteenth, and borrowed chords. Advanced problems in sight reading and dictation.

- MUT 2127 Integrated Music Theory IV.** 3 c.c.  
**SP – Prerequisite:** MUT 2126 or permission of department head. A continuation of MUT 2126. A brief introduction to two part counterpoint instrumentation and modern composition with emphasis on completing the study of composition of the 18th and 19th centuries. Analysis of music of the 19th and 20th centuries. Advanced problems in chromatic, sight reading and dictation.
- MV \_\_, 121 \_\_, 222 \_\_ Applied Music (Principal Instrument).**  
**One 1/2 hour lesson a week.** 1 c.c.  
**FA, SP, SU – Lab fee.** Private instruction in the student's secondary performing medium. Required for most music majors. See schedule for special fees. Open to music majors or minors. Open to general students if faculty load permits. For further information see department head.
- MV \_\_, 131 \_\_, 232 \_\_ Applied Music (Principal Instrument).**  
**Two 1/2 hour lessons a week.** 2 c.c.  
**FA, SP, SU – Lab fee.** Private instruction in the student's principal performing medium required of all music majors.
- MV \_\_, 141 \_\_, 242 \_\_ Applied Music (Principal Instrument).**  
**Three 1/2 hour lessons a week.** 3 c.c.  
**FA, SP, SU – Lab fee.** Applied music for the student who is advanced beyond the normal junior college level of performance.
- MVK 1111C Beginning Class Piano I.** 1 c.c.  
**FA, SP, SU – Lab fee.** For beginners in the respective performance area. (For further information, see the Music and Theatre department head).
- MVK 1112C Beginning Class Piano II.** 1 c.c.  
**SP – Lab fee. Prerequisite:** MVK 1111C or permission of the instructor. This is a continuation of MVK 1111C.
- MVK 1800C Beginning Piano for Non-Music Majors.** 1 c.c.  
**FA, SP – Lab fee.** This course is designed for the non-music major student who has had no previous musical instruction.
- MVS 1116C Beginning Guitar Class.** 1 c.c.  
**FA, SP, SU – Lab fee.** This course is for beginners in their respective performance areas.
- NSP 2270C Critical Care Nursing.** 9c.c.  
**TBA - Lab Fee. Prerequisite:** Licensure as a Registered Nurse. This advanced certificate is designed for the registered nurse who has had no previous experience in critical care. At the completion of this course, it is expected that the nurse will be able to practice independently at the beginning level in a high acuity setting. Course content includes knowledge and skills required to provide nursing care to patients with multi-system disorders.
- NSP 2290 Perioperative Nursing.** 9 c.c.  
**TBA – Lab fee. Prerequisite:** Licensure as Registered Nurse. The Perioperative Nursing course will provide Registered Nurses with basic knowledge and clinical skills necessary to function independently in an entry level Perioperative Nursing position. Course content includes principles of aseptic technique, patient safety, universal protocol, and the nursing process in the perioperative setting. The course will also address ethical, moral, and legal issues as well as specific considerations for various types of procedures and specialty services in the circulating role.
- NUR 1020C Introduction to Nursing.** 8 c.c.  
**TBA – Lab fee. Prerequisite:** Admission to the program. This nursing course introduces the nursing student to client care needs: safe effective care environment, health promotion and maintenance, psychosocial integrity, and physiological integrity. Client care needs, professional behaviors, communication, clinical decision-making, caring interventions, teaching and learning, collaboration, and managing care activities form the integrated framework for clinical practice in long term and acute care settings.
- NUR 1211C Adult Health Nursing I.** 8 c.c.  
**TBA – Lab fee. Prerequisite:** NUR 1020C, NUR 1511. The first of three adult-health nursing courses that focuses on basic care of adults. Client care needs (safe effective care environment, health promotion and maintenance, psychosocial integrity, and physiological integrity) and professional behaviors, communication, clinical decision-making, caring interventions, teaching and learning, collaboration, and managing care activities form the integrated framework for clinical practice.
- NUR 1511 Mental Health I.** 1.0  
**TBA – Lab fee. Prerequisite:** NUR1020C. This is an introductory course designed for beginning nursing students to develop knowledge and skills with concepts such as: therapeutic environment, therapeutic communication, therapeutic relationships and additional foundations for safe and effective care. Studies will encompass legal and ethical issues of the nurse, including Florida Statutes and the concept of professional boundaries.
- NUR 2003C Career Mobility Nursing Concepts.** 3 c.c.  
**TBA – Lab fee. Prerequisites:** Acceptance into Career Mobility Program. This transition course introduces the role of the registered nurse to the LPNs and paramedics. Client care needs (safe effective care environment, health promotion and maintenance, psychosocial integrity, and physiological integrity) and professional behaviors, communication, clinical decision-making, caring interventions, teaching and learning, collaboration, and managing care activities form the integrated framework for clinical practice.
- NUR 2212C Adult Health Nursing II.** 6 c.c.  
**TBA – Lab fee. Prerequisites:** NUR 1211C. The second of three adult-health nursing courses that focuses on care of adults with altered health states in acute care settings. Client care needs (safe effective care environment, health promotion and maintenance, psychosocial integrity, and physiological integrity) and professional behaviors, communication, clinical decision-making, caring interventions, teaching and learning, collaboration, and managing care activities form the integrated framework for clinical practice.
- NUR 2213C Adult-Health Nursing III.** 6 c.c.  
**TBA – Lab fee. Prerequisite:** NUR 2212C, NUR 2440C.  
**Corequisites:** NUR 2212C, NUR 2440C. The last of three adult-health nursing courses that focuses on basic care of adults in high acuity states. Client care needs (safe effective care environment, health promotion and maintenance, psychosocial integrity, and physiological integrity) and professional behaviors, communication, clinical decision-making, caring interventions, teaching and learning, collaboration, and managing care activities form the integrated framework for clinical practice.
- NUR 2440C Maternal-Child Health Nursing.** 6 c.c.  
**TBA – Lab fee. Prerequisites:** NUR 1211C This maternal-child health nursing course focuses on care of the child and family group during health and altered health states. Client care needs (safe effective care environment, health promotion and maintenance, psychosocial integrity, and physiological integrity) and professional behaviors, communication, clinical decision-making, caring interventions, teaching and learning, collaboration, and managing care activities form the integrated framework for clinical practice.
- NUR 2523C Mental Health II.** 3.0  
**TBA – Lab fee. Prerequisite:** NUR2213C. This course focuses on the care of the child, adolescent and adult experiencing acute and chronic psychiatric alterations in health in inpatient and outpatient facilities. Client care needs (safe effective care environment, health promotion and maintenance, psychosocial and physiological integrity) and professional behaviors, communication, clinical decision-making, caring interventions, teaching and learning, collaboration, and managing care activities form the integrated framework for clinical practice.
- NUR 2811L Transitional Practice/Preceptorship.** 4 c.c.  
**SP, SU – Lab fee. Prerequisites:** NUR 2523C, NUR 2213C  
**Corequisite:** NUR 2523C Culminating clinical course focused on promoting student transition from student role to graduate professional nurse. Multiple client assignments in acute care settings with RN preceptors assisting faculty in supervision and evaluation of student preceptees. Management of care groups of clients and leadership functions with other health care team members are emphasized. Client care needs (safe effective care environment, health promotion and maintenance, psychosocial integrity, and physiological integrity) and professional behaviors, communication, clinical decision-making, caring interventions, teaching and learning, collaboration, and managing care activities form the integrated framework for clinical practice.

- OCB 2000 Marine Biology.** 3 c.c.  
**FA, SU – Corequisite:** OCB 2000L. 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 2000L Marine Biology Laboratory.** 1 c.c.  
**FA, SU – Lab fee. Corequisite:** OCB 2000. Laboratory work and field trips to specific marine habitats will be required. **Meets A.A. general education Category VI.**
- OCE 1001 Oceanography.** 3 c.c.  
**TBA –** An integrated study of the basic principles of chemical, physical, and geological oceanography. **Meets A.A. general education Category VII.**
- OCE 1001L Oceanography Laboratory.** 1 c.c.  
**TBA – Lab fee. Corequisite:** OCE 1001. An optional laboratory course to accompany OCE 1001. This course covers the experimental or hands-on aspects of bathymetry, water chemistry, and physical oceanography. **Meets A.A. general education Category VII.**
- ORH 1260 Greenhouse Crop Management.** 3 c.c.  
**SP – 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.** 1 c.c.  
**SP – 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 1511 Plant Materials for Landscape Use.** 2 c.c.  
**TBA – A.A.S. only. Corequisite:** ORH 1511L. Ornamental trees, shrubs, vines and ground cover for landscape use with emphasis on their identification, characteristics, adaptability, and use. Field trips are required.
- ORH 1511L Plant Materials for Landscape Use Laboratory.** 1 c.c.  
**TBA – A.A.S. only. Lab fee. Corequisite:** ORH 1511. 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.** 2 c.c.  
**TBA – 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.** 1 c.c.  
**TBA – 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 2820C Landscape Irrigation.** 3 c.c.  
**TBA – 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.** 3 c.c.  
**TBA – A.A.S. only. Prerequisite:** ORH 1511. **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.** 1 c.c.  
**TBA – A.A.S. only. Lab fee. Prerequisite:** ORH 1511. **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 2862 Landscape Project Management.** 3 c.c.  
**TBA – 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.** 3 c.c.  
**FA, SP –** A course that teaches the aesthetics and performance of selections of literature. Students practice oral reading of prose and poetry and group interpretation of various works. **Meets A.A. oral communications requirement.**
- OST 1100 Keyboarding I.** 3 c.c.  
**FA, SP, SU – Lab fee.** This course includes practice in keyboard control; developing speed and accuracy; and typing reports, tables, and business letters. (Open Exit)
- OST 1110 Keyboarding II.** 3 c.c.  
**FA, SP, SU – Lab fee. Prerequisite:** OST 1100. This course includes continued emphasis on building keyboarding speed and accuracy, developing communication skills, and refining the technical aspects of formatting acceptable business correspondence. Work on tables, letters, memos, reports, and forms will result in a more efficient production level. (Open Exit)
- OST 1146 Basic Keyboarding.** 1 c.c.  
**FA, SP, SU – Lab fee.** This course includes practice in keyboard control for inputting information (words, numbers, and symbols) into electronic information processing systems. (Open Exit)
- OST 1355 Records Management.** 3 c.c.  
**FA – A.A.S. only.** This course is a study of record systems, fundamentals of indexing and filing rules, procedures, the five methods (alphabetic, numeric, geographic, subject, and chronological) microrecords, and the selection of filing equipment and supplies.
- OST 1461 Medical Office Practice.** 3 c.c.  
**SP – A.A.S. only. Lab fee. Prerequisites:** ENC 1101 or LIN 1670C, HSC 1531. This course familiarizes the student with the daily activities of a physician's office and provides actual practice in scheduling appointments, answering the telephone, processing the mail, maintaining the medical records, billing and collecting, ordering supplies, and performing office management procedures.
- OST 1464 Computerized Medical Office Systems.** 2 c.c.  
**FA – A.A.S. only. Lab fee.** This course is designed to provide students with practical experience on computerized applications in a medical office, patient record keeping, billing and accounting, insurance and coding, third party reimbursements, and appointment scheduling.
- OST 1611 Medical Transcription I.** 3 c.c.  
**SP – A.A.S. only. Lab fee. Prerequisite:** HSC 1531. This course is designed to improve typewriting skills and give the student a working knowledge of transcription equipment. Skill is gained in transcribing accurately all type of medical dictation with special emphasis on accuracy, medical terminology, confidentiality and mailable work.
- OST 1612 Medical Transcription II.** 3 c.c.  
**SU – A.A.S. only. Lab fee. Prerequisite:** OST 1611. This course is a continuation of Medical Transcription I.
- OST 1613 Medical Transcription III.** 3 c.c.  
**SU – A.A.S. only. Lab fee. Prerequisites:** OST 1612. This course is a continuation of Medical Transcription II.
- OST 1713 Word Processing I.** 3 c.c.  
**FA, SP – Lab fee. Prerequisite:** OST 1100 or typing speed of 30 wpm. This course is designed to enable the student to learn basic word processing concepts and procedures. Special emphasis is given to current office procedures in word processing. After the basic concepts are learned, office-related problems are produced on microcomputers.

- OST 1821 Business Applications for Desktop Publishing.** 3 c.c.  
**FA, SP – Lab fee. Prerequisite:** OST 1713. 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 2402 Office Procedures.** 3 c.c.  
**SP – A.A.S. only. Prerequisite:** Ability to type. It is also desirable to have had the following courses: Records Management, Human Relations, and Business Communications. This is a course for office management and secretarial majors designed to allow the student to coordinate and utilize the knowledge and skills developed in previous courses.
- OST 2717 Word Processing II.** 3 c.c.  
**FA, SP – Lab fee. Prerequisite:** OST 1713. This course is intended to provide hands-on experience in advanced word processing applications on computers using word processing software. The students will work with macros, styles, fonts, graphics, merge documents, various sizes of paper, tables/columns, and floppy and hard disk management.
- OST 2941, 2942, 2943 Office Systems Internship.** 1 c.c., 2 c.c., 3 c.c.  
**FA, SP, SU – A.A.S. only. Prerequisite:** Permission of department. This course is designed to provide students with work experience in a business office, a legal office, in a hospital or medical facility, or a 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. **(Allowed only during last semester of classwork)**
- OST 2947, 2948, 2949 Office Systems Co-op.** 1 c.c., 2 c.c., 3 c.c.  
**FA, SP, SU – A.A.S. only.** Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student’s academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.
- OTA 0101 Keyboarding.** 1 v.c.  
**FA** – This course provides instruction in using keyboards to enter data into microcomputers. It includes familiarization with computer keyboards and the mechanics of data entry. Correct finger positioning and accuracy will be emphasized. Letters, memoranda, reports, letters, memoranda, and other materials generated by health care organizations.
- PCB 2030 Introduction to Environmental Science.** 3 c.c.  
**FA, SP, SU** – An introduction to basic ecological principles and current environmental problems. **Meets A.A. general education Category VI.**
- PEL 1121 Beginning Golf.** 1 c.c.  
**FA, SU** – 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.** 1 c.c.  
**SP** – This course enables students to enhance and practice intermediate-level skills in the sport of golf. Green fee of \$4.00 may be required on occasion.
- PEL 2341 Beginning Tennis.** 1 c.c.  
**FA, SU – Lab Fee.** This course includes a brief history of the game, followed by instruction and practice in the fundamental techniques of the game. Racket and one can of new balls required.
- PEL 2342 Intermediate Tennis.** 1 c.c.  
**SP, SU – Lab Fee.** 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.** 1 c.c.  
**FA, SP** – 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.** 1 c.c.  
**FA, SP, SU** – 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.** 1 c.c.  
**SP – 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.** 1 c.c.  
**TBA** – This course concentrates on increasing muscle tone and aerobic capacity through continuous rhythmic movement to music. Step aerobics are included. Discussions are held in nutrition and injury prevention. This is a co-ed class.
- PEM 1181 Walk, Jog, Run.** 1 c.c.  
**FA, SP** – This course involves instruction in physical conditioning methods and their effects. Students may either walk, jog or run to fulfill the aerobic requirement.
- PEN 1114 Lifeguard Training.** 1 c.c.  
**SP – Lab fee.** This course assists the student in developing the skills necessary to recognize a person in a distress or drowning situation and to effectively rescue that person. American Red Cross Lifeguard Certification is offered with this course. A qualifying swim test is administered during the first class meeting.
- PEN 1121 Beginning Swimming.** 1 c.c.  
**TBA** – This course includes practice in the elementary fundamentals of swimming and drownproofing. It is designed to familiarize the nonswimmer with water and to assist him in developing skills in the basic strokes used in swimming. Nonswimmers only.
- PEN 1122 Intermediate Swimming.** 1 c.c.  
**TBA – Prerequisite:** PEN 1121 or permission of instructor. This course includes training and practice in four basic strokes; breaststroke, sidestroke, crawl, and elementary backstroke. Other related water safety skills will be taught.
- PEO 1011 Team Sports.** 3 c.c.  
**FA** – Principles, methods, and techniques of teaching a variety of team sports, including organization and management, instruction of skills and concepts, motivation, and evaluation.
- PEO 1031 Individual Sports.** 3 c.c.  
**SP** – Principles, methods, and techniques of teaching a variety of individual sports, including organization and management, instruction of skills and concepts, motivation and evaluation.
- PEO 2013C Sports Officiating.** 3 c.c.  
**SP** – This course includes theory and practice in officiating various selected sports. Two hours of lecture and one hour of laboratory each week.
- PEQ 2105C Management of Aquatic Programs.** 3 c.c.  
**SP** – This course is designed to give Recreational Technology A.S. 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.
- PET 2622 Care and Prevention of Athletic Injuries.** 3 c.c.  
**FA, SP, SU – Lab fee.** This course empowers the student with the knowledge and understanding of the principles and techniques involved in the prevention and care of athletic injuries. The student will obtain extensive hands-on practice in taping techniques and other methods for preventing and treating athletic injuries.

- PET 2941, 2942, 2943 Recreation Internship.** 1 c.c., 2 c.c., 3 c.c.  
**TBA – Prerequisite:** Completion of all course work for the A.S. Degree in Recreation Technology. This course is designed for students preparing for careers in recreation and leisure services. Whether the internship is on or off campus and where it is off campus (city recreation, YMCA, retirement facility, therapeutic recreation, outdoor recreation, etc.) will be determined by the interest of the student and available facilities.
- PGY 1000 History of Photography.** 3 c.c.  
**TBA – A** study of the history and the development of photography both as a technology and art form from its inception to current digital and commercial uses. Course will also explore photography from the standpoint of its sociological, cultural, communicative, and economic impacts.
- PGY 1110C Color, Materials, and Methods.** 3 c.c.  
**TBA – Lab fee. Prerequisites:** ART 1201C, PGY 2401C. An introductory course that explores basic creative methods of color processes in photographic imagery. Explores the technical conceptual, and production relationships in contemporary color photography. Emphasis is placed on color theory, effects of lighting techniques, color-correct printing, and aesthetics.
- PGY 2107C Large Format Camera.** 3 c.c.  
**TBA – Lab fee. Prerequisite:** PGY 2401C, PGY 2410C. An advanced course that introduces concepts, techniques and applications of large format cameras. The course examines the uses of large format cameras in fine art photography, commercial illustration, and historical documentation.
- PGY 2220C Commercial Photography I.** 3 c.c.  
**TBA – Lab fee. Prerequisites:** PGY 2401C and GRA 2151C or permission of instructor. An advanced photo course which introduces the student to studio and color photography.
- PGY 2221C Commercial Photography II.** 3 c.c.  
**TBA – Lab fee. Prerequisite:** PGY 2220C. A continuation of Commercial Photography I in which the demands of specific commercial assignments are investigated. Experience with color positive material, lighting appropriate to subject, and issues unique to the large format medium will be covered.
- PGY 2272C Photography Seminar.** 3 c.c.  
**TBA – Prerequisites:** PGY 2220C, PGY 2802C. Designed to acquaint the student photographer with developments and special topics in the field. May consist of studio visits, visiting professionals, product demonstrations, and research projects.
- PGY 2401C Photography I.** 3 c.c.  
**FA, SP, SU – Lab fee.** An introductory course with emphasis on the creative use of the camera and dark room. The fundamentals of camera operation, successful black and white film development and printing are taught. A 35 mm SLR camera with manual controls is required for this class.
- PGY 2404C Photography II.** 3 c.c.  
**TBA – Lab fee. Prerequisite:** PGY 2401C or permission of instructor. In this course emphasis is placed on the refinement of techniques that are necessary for the use of the camera as a means of individual creative expression. It also includes an introduction to print manipulation and photo essays.
- PGY 2600C Techniques of Photojournalism.** 3 c.c.  
**TBA – Lab fee. Prerequisite:** PGY 2401C and PGY 2801C. Covers the basics of setting up and shooting news, features, sports, and photo essays. Topics will include photo editing, layout, darkroom techniques, and a special emphasis on digital photo manipulation in Photoshop.
- PGY 2801C Digital Photography I.** 3 c.c.  
**TBA – Lab fee. Prerequisites:** GRA 2151C, PGY 2401C. Digital Photography introduces students to electronic imaging using computers, scanners, and image-manipulation software (Adobe Photoshop). Individual portfolios are created.
- PGY 2802C Digital Photography II.** 3 c.c.  
**TBA – Lab fee. Prerequisite:** PGY 2801C. A continuation of work in Adobe Photoshop established in Digital Photography I. Students will work with advanced Photoshop techniques in the application of personal images that may have application in fine art, graphics, and multimedia productions.
- PHI 2010 Introduction to Philosophy.** 3 c.c.  
**FA, SP, SU – Prerequisite:** Test score requirement the same as ENC 1101. A general survey of the philosophies that have shaped the growth of Western civilization from the ancient Greeks to modern times. This course is designed to present a comprehensive view of what philosophy is and to demonstrate the benefit students can expect to derive from its study. **Meets A.A. general education Category V. A writing emphasis course.**
- PHI 2070 Introduction to Eastern Philosophy.** 3 c.c.  
**TBA – Prerequisite:** Test score requirement the same as ENC 1101. A survey of the philosophical thought of Asia. Hindu systems, Buddhist philosophy, and the philosophies of China and Japan will be considered. Comparisons with Western ideas will be made whenever feasible. **Meets A.A. general education Category V. A writing emphasis course.**
- PHI 2100 Logic.** 3 c.c.  
**FA, SP, SU – Prerequisite:** Test score requirement the same as ENC 1101. Study of and practice in reasoning and critical thinking in deductive and inductive logic. Techniques the student learns are directly related to other courses and will help the student in solving everyday problems. Additional treatment may be given to symbolic logic. **Meets A.A. general education Category V. A writing emphasis course.**
- PHI 2600 Ethics.** 3 c.c.  
**FA, SP, SU – 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.**
- PHI 2701 Introduction to the Philosophy of World Religions.** 3 c.c.  
**FA, SP, SU – Prerequisite:** Test score requirement the same as ENC 1101. Philosophical, historical and cultural analysis of selected world religions. Special emphasis on the fundamental philosophy of each tradition and the relationships between social institutions and religious systems. **Meets A.A. general education Category V. A writing emphasis course.**
- PHM 2122 Philosophy And Feminism.** 3 c.c.  
**SP – Prerequisite:** Test score requirement the same as ENC 1101. This course is designed to introduce students to key aspects for feminist thought. We will explore both the content and the methodologies of feminism through a philosophical approach and attitude. Additionally, we will be discussing issues ranging over, but not limited to oppression, gender, sex and sexism with the goal of understanding the role that each plays in different feminist ideologies. Authors we will discuss include Marilyn Frye, Simone de Beauvoir, and bell hooks. **Meets A.A. general education Category V. A writing emphasis course.**
- PHT 1000 Introduction to Physical Therapy.** 2 c.c.  
**FA – A.A.S. only. Prerequisite:** . Permission Only. **Corequisite:** BSC 1093. Introduction to the history, present practice and future trends of the profession; structure and services of the American Physical Therapy Association (A.P.T.A.); introduction to the team concept in health care including the role and responsibilities of the physical therapist assistant; and introduction to common disease processes. The scope of expanded practice for the PTA will be introduced.
- PHT 1120 Functional Anatomy and Kinesiology.** 3 c.c.  
**SP – A.A.S. only. Prerequisite:** Permission Only. **Corequisite:** PHT 1120L. The student will have a basic knowledge and understanding of the biomechanical principles of human motion. The structure and function of the musculoskeletal and nervous systems will be studied and applied in basic analysis of therapeutic exercise and gait.
- PHT 1120L Functional Anatomy and Kinesiology Laboratory.** 2 c.c.  
**SP – A.A.S. only. Prerequisite:** Permission Only. **Corequisite:** PHT 1120. Laboratory sessions are designed to develop student skills in palpation of bony landmarks, goniometry, gross manual muscle testing, basic gait analysis and analysis of muscle function as it relates to the biomechanical principles of human motion.

- PHT 1210 Therapeutic Modalities.** 3 c.c.  
**SU – A.A.S. only. Prerequisite:** PHT 1120. **Corequisite:** PHT 1210L. This course is designed to instruct the student in the operation of therapeutic modalities used by the physical therapist assistant. The student will be given the opportunity to develop knowledge of the physical principles, physiological effects, indications and contraindications of heat, cold, light, traction, massage, and therapeutic electricity on the body; and understanding of selected tests and evaluation procedures which are related to the application of the modalities; and the modality or procedure which would be most appropriate in the application to a specific clinical symptom.
- PHT 1210L Therapeutic Modalities Laboratory.** 2 c.c.  
**SU – A.A.S. only. Lab fee. Prerequisite:** PHT 1120. **Corequisite:** PHT 1210. Laboratory sessions designed to develop student skills in actual performance of all modalities/procedures presented in Therapeutic Modalities I (Lecture).
- PHT 1224 Therapeutic Techniques and Disabilities I.** 3 c.c.  
**SP – A.A.S. only. Prerequisite:** PHT 1224. **Corequisites:** PHT 1224L. 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.** 2 c.c.  
**SP – 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.** 2 c.c.  
**FA – A.A.S. only. Prerequisite:** Permission Only. **Corequisites:** 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.** 2 c.c.  
**FA – A.A.S. only. Lab fee. Prerequisite:** Permission Only. **Corequisite:** PHT 1251. This is a laboratory course in which there is practice in activities basic to the care of patients in health agencies. The development of manual dexterity with patient safety and comfort, and all skills discussed in the lecture portion of this course.
- PHT 1351 Pharmacology for Physical Therapist Assistants.** 1 c.c.  
**SP – A.A.S. only. Prerequisite:** PHT 1224. This course is a study of pharmacology correlated to the clinical practice of the PTA. Drug actions, interactions, adverse effects, toxicity, and biotransformation will be stressed. Wound care and burn management will be an important aspect of this course.
- PHT 1801 PTA Clinic I.** 1 c.c.  
**SU – A.A.S. only. Lab Fee. Prerequisite:** PHT 1120. The first clinical experience. A supervised planned learning experience in a physical therapy practice setting. Focus is on training, transfers, positioning, draping, note writing, gait training, vital sign measurements, and wound measurement/debridement. Thirty-five hours conducted over three weeks.
- PHT 2162 Therapeutic Techniques and Disabilities II.** 2 c.c.  
**FA – A.A.S. only. Prerequisite:** PHT 1224. **Corequisites:** PHT 2162L. The pathology of complex neurological disorders and congenital deformities are presented. Specific topics include: cerebrovascular accidents, parkinsonism, alzheimer's, and cerebral palsy. Therapeutic exercises and special facilitation techniques will be covered along with basic neuroanatomy. Special concerns related to physical therapy and the geriatric patient will be presented.
- PHT 2162L Therapeutic Techniques and Disabilities II Laboratory.** 2 c.c.  
**FA – A.A.S. only. Prerequisite:** PHT 1224. **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 2401 Psychosocial Issues of the Disabled.** 2 c.c.  
**SP – A.A.S. only. Prerequisites:** PHT 1224. This 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 2703C Special Topics in Rehabilitation.** 4 c.c.  
**SP – A.A.S. only. Prerequisites:** PHT 1224. **Corequisite:** PHT 2162. Various special topics related to the topic of Physical Therapy will be discussed. The pathology, medical management of special patient populations will be presented. Special patient populations will include: psychiatric disorders, cardiac dysfunction, respiratory dysfunction, amputations, congenital birth defects, burns, arthritic patients, diabetic patients, oncology patients, the young athlete and gender-related health issues.
- PHT 2810 PTA Clinic II.** 4 c.c.  
**FA – A.A.S. only. Prerequisite:** PHT 1801. 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 six weeks.
- PHT 2820 PTA Clinic III.** 5 c.c.  
**SP – A.A.S. only. Prerequisite:** PHT 1801. The third clinical experience. Focus is on integrating all previously learned skills (in addition to electrotherapy and neurological treatment).
- PHT 2830 PTA Clinic IV.** 5 c.c.  
**SU – A.A.S. only. Prerequisite:** PHT 1801. 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.** 2 c.c.  
**SP – A.A.S. only. Prerequisites:** PHT 2162. This course is designed to broaden the scope of the student's understanding of health care. Topics to be presented include trends in health care and their influence on physical therapy; administrative procedures utilized in physical therapy; employment techniques. The student will also be required to prepare an individual or group project relevant to a specific aspect of physical therapy practice.
- PHY 1025 Introduction to Fundamentals of Physics.** 3 c.c.  
**FA, SP – Prerequisite or Corequisite:** MAC 1105. An introductory course designed to prepare students for PHY 1053 General Physics I. Emphasis is on the fundamental concepts, language and mathematics used in physics. Topics include mechanics, sound, and heat.
- PHY 1053 General Physics I.** 3 c.c.  
**FA, SP, SU – Prerequisite:** MAC 1114 or MAC 1147 or PHY 1025. **Corequisite:** PHY 1053L. General Physics I is the first term of a two term non-calculus based physics course sequence. Topics included are: scalar and vector quantities, Newton's laws of motion, linear and rotational motion, energy, momentum, fluid dynamics, heat and sound. Meets A.A. general education Category VII.
- PHY 1053L General Physics I Laboratory.** 1 c.c.  
**FA, SP, SU – Lab fee. Corequisite:** PHY 1053. A laboratory course designed to illustrate the laws and principles presented in PHY 1053. Meets A.A. general education Category VII.

- PHY 1054 General Physics II.** 3 c.c.  
**SP – Prerequisite:** Completion of PHY 1053 with a grade of “C” or better. **Corequisite:** PHY 1054L. Major topics include the study of magnetism, electricity, light and the elements of modern physics. **Meets A.A. general education Category VII.**
- PHY 1054L General Physics II Laboratory.** 1 c.c.  
**SP – Lab fee. Prerequisite:** Completion of PHY 1053L with a grade of “C” or better. **Corequisite:** PHY 1054. A laboratory course designed to illustrate the laws and principles presented in PHY 1054. **Meets A.A. general education Category VII.**
- PHY 2048 Physics I with Calculus.** 4 c.c.  
**FA, SP – Corequisites:** MAC 2312, PHY 2048L. A physics course with emphasis on fundamental principles, the quantitative and mathematical aspects of the subject. For engineers and physics majors, optional for chemistry majors. Includes the study of mechanics and thermodynamics. A free use of calculus methods and derivations lay the foundation for basic principles. **Meets A.A. general education Category VII.**
- PHY 2048L Physics I with Calculus Laboratory.** 1 c.c.  
**FA, SP – Lab fee. Corequisite:** PHY 2048. A laboratory course designed to illustrate the laws and principles presented in PHY 2048. **Meets A.A. general education Category VII.**
- PHY 2049 Physics II with Calculus.** 4 c.c.  
**FA, SP – Prerequisites:** MAC 2312, completion of PHY 2048 with a grade of “C” or better. **Corequisite:** PHY 2049L. Includes the study of waves, sound, optics, special relativity, electromagnetism, and quantization. **Meets A.A. general education Category VII.**
- PHY 2049L Physics II with Calculus Laboratory.** 1 c.c.  
**FA, SP – Lab fee. Prerequisite:** Completion of PHY 2048L with a grade of “C” or better. **Corequisite:** PHY 2049. A laboratory course designed to illustrate the laws and principles presented in PHY 2049. **Meets A.A. general education Category VII.**
- PLA 1003 The Legal Profession.** 3 c.c.  
**FA, SP, SU –** This course is designed to provide students an overview of the legal system including ethics, our court system, and the functions of a law office, an introduction to procedural and substantive law, and an introduction to civil trial practice.
- PLA 1104 Legal Research and Writing I.** 3 c.c.  
**FA, SP – Corequisite:** PLA 1003 This course emphasizes learning to use the law library, basic research of both common law and statutory sources, tools and techniques for research, and introduces legal writing culminating in the student writing a legal memorandum.
- PLA 1203 Civil Litigation I.** 3 c.c.  
**FA – Corequisites:** PLA 1003, PLA 1104, and PLA 1273. The Civil Litigation I course is designed to give the students hands-on experience and practical knowledge of civil litigation from the inception of a case through trial of the case, including familiarity with the Florida Rules of Civil Procedure.
- PLA 1273 Torts I.** 3 c.c.  
**FA, SP, SU – Corequisite:** PLA 1003. This course covers in depth the law of intentional torts, negligence, strict liability and related defenses. Other topics covered include malpractice, insurance, and other business torts.
- PLA 1303 Criminal Law and Procedure.** 3 c.c.  
**FA – Corequisites:** PLA 1003, PLA 1104, and PLA 1273. This course is designed to provide an overview of the foundations of the criminal law system, its institutions, and an overview of substantive offenses, criminal procedures, and criminal trials.
- PLA 2114A Legal Research and Writing II.** 3 c.c.  
**SP – Lab fee. Prerequisites:** ENC 1101, PLA 1104, and PLA 2730. This course applies the research principles and techniques learned in PLA 1004 and PLA 2730 to develop, refine, and incorporate effective legal research into legal memoranda and other written legal communications required in a law office. The student is expected to be able to use Westlaw.
- PLA 2223 Civil Litigation II.** 3 c.c.  
**SP – Prerequisite:** PLA 1203. This course provides an in-depth study of Rules of Civil Procedure and involves students in practical trial exercises. (Not taught every spring).
- PLA 2260 Evidence.** 3 c.c.  
**FA – Prerequisite:** PLA 1273. This course covers the rules regarding the admissibility of evidence in trials presented through a review of the Florida Evidence Code and its application in case law.
- PLA 2276 Torts II.** 3 c.c.  
**SP – Prerequisite:** PLA 1273. This course involves in-depth study of Florida automobile insurance law and workers’ compensation law.
- PLA 2364 Forensic Science Survey.** 3 c.c.  
**SP – Prerequisite:** PLA 1303. By use of numerous guest lecturers who are experts in their various fields of forensic science, the student receives an overview of methods of accident reconstruction, crime scene investigations, speed devices, sound spectrograms, neutron analysis, pathology, DNA and other forensic evidence.
- PLA 2423 Contracts.** 3 c.c.  
**SP – Prerequisite:** PLA 1003, PLA 1104, and PLA 1273. This course covers the fundamentals of contract law including contract formation, the UCC, contract provisions and drafting of simple contracts.
- PLA 2433 Business Organizations.** 3 c.c.  
**FA – Corequisites:** PLA 1003, PLA 1104, and PLA 1273. This course involves a study of the law of business organizations together with its application in the related fields of agency and vicarious liability.
- PLA 2601 Probate.** 3 c.c.  
**FA – Prerequisite:** PLA 1003. This course covers probate law, wills, intestacy, duties of personal representatives, trusts, and estate administration. (Available Online - FA, SP, SU.)
- PLA 2610 Real Estate Law.** 3 c.c.  
**SP – Prerequisite:** PLA 1003. **Corequisites:** PLA 1104 and PLA 1273. This course reviews the principles of real property transactions including real versus personal property, deeds, concurrent estates, mortgages, liens, easements and title considerations.
- PLA 2630 Real Estate Sales and Closings.** 3 c.c.  
**FA – Prerequisite:** PLA 2610. **Corequisites:** PLA 1104 and PLA 1273. This course provides practical knowledge and application of the closing process including title insurance, preparing closing documents, notes, mortgages, and the closing.
- PLA 2730 Computers in Legal Drafting and Research.** 3 c.c.  
**SP – Lab fee. Prerequisite:** PLA 1003, and PLA 1104. Students utilize computers in legal research, drafting, with a primary focus on using Westlaw in research. The student will prepare legal documents customarily prepared in the law office, and be introduced to case management software.
- PLA 2800 Domestic Relations.** 3 c.c.  
**FA – Prerequisite:** PLA 1003. **Corequisites:** PLA 1104 and PLA 1273. This course covers research into and drafting of pleadings for dissolution of marriage, separation, custody, legitimacy, adoption, change of name, and support.
- PLA 2880 Constitutional Law.** 3 c.c.  
**FA, SP –** This Constitutional Law course is designed to give an overview from a lawyer’s perspective of the constitutional articles and amendments. The student will explore the three branches of government, the interpretation of the articles creating each, individual rights in society, changes in constitutional interpretation, and the role of the Supreme Court in this interpretation.
- PLA 2943 Law Office Internship.** 3 c.c.  
**FA, SP, SU – Prerequisites:** Permission of Paralegal Studies (Legal Assisting) program coordinator, forty-five credit hours in PLA courses and a 3.5 GPA. This course is designed to provide students with practical law office experience working as a paralegal trainee. This is a non-paid position that involves working in a law office 135 hours during the semester. A student will receive a pass/fail grade based upon the employer’s evaluation of the student.



- PLA 2949 Paralegal Studies (Legal Assisting) Co-op.** 3 c.c.  
**FA, SP, SU – Cooperative Education (Co-op)** is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.
- POS 2041 American National Government.** 3 c.c.  
**FA, SP, SU – 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.** 1 c.c.  
**FA, SP, SU – Prerequisite:** POS 2041. Students will work with government agencies and public officials in local, state and national offices performing meaningful tasks to learn duties of officials and operations of the agencies.
- PRN 0001C Practical Nursing Foundations I.** 4 v.c.  
**SU – Lab Fee. Corequisites:** HSC 0591, PRN 0030. This practical nursing course introduces the practical nursing student to client care needs: safe effective care environment, health promotion and maintenance, physiological integrity, and psychosocial integrity. Client care needs and professional behaviors, communication, clinical decision-making, caring interventions, and collaboration form the integrated framework for clinical practice in the long term practice area. Focus is on the elderly population, theories of aging, and concerns of aging families and adjustments confronted by the elderly.
- PRN 0002C Practical Nursing Foundations II.** 7 v.c.  
**FA – Lab Fee. Prerequisites:** HSC 0591, PRN 0001C.  
**Corequisites:** BSC 0070. This is the second foundation course in the Practical Nursing Program. The course introduces the practical nursing student to care of adults in the acute care setting. Client care needs (safe effective care environment, health promotion and maintenance, physiological integrity, and psychosocial integrity) and professional behaviors, communication, clinical decision-making, caring interventions, and collaboration form the integrated framework for clinical practice in the acute care practice area.
- PRN 0015 Interpersonal Relationships for Nurses.** 1 v.c.  
**FA, SP –** This course introduces mental health and psychosocial concepts in nursing. The nursing process is emphasized, including recognition, intervention and evaluation measures for individuals with common problems of mental health. Interviews of clients in various health care settings are required.
- PRN 0030 Pharmacology I/Medical Terminology.** 1 v.c.  
**SP, SU – Prerequisite:** Acceptance to Practical Nursing Program. This course reviews basic mathematic computations and basic dosage and solutions necessary to safely administer medications and word building skills so that words and medical conditions can be identified by word parts.
- PRN 0100C Practical Nursing IV.** 5 v.c.  
**SU – Lab Fee. Prerequisite:** PRN 0202C. This practical nursing course focuses on the care of the child and family unity during health and altered health states. Client care needs (safe effective care environment, health promotion and maintenance, physiological integrity, and psychosocial integrity) and professional behaviors, communication, clinical decision-making, caring interventions, and collaboration form the integrated framework for clinical practice in the acute care practice area.
- PRN 0200C Practical Nursing I.** 7 v.c.  
**FA – Lab Fee. Prerequisite:** PRN 0001C, PRN 0030, HSC 0591.  
**Corequisite:** BSC 0070. This is the first of three adult-health practical nursing courses that focuses on the basic care of adults. Client care needs (safe effective care environment, health promotion and maintenance, physiological integrity, and psychosocial integrity) and professional behaviors, communication, clinical decision-making, caring interventions, and collaboration form the integrated framework or clinical practice in the acute care practice area.
- PRN 0201C Practical Nursing II.** 8 v.c.  
**SP – Lab Fee. Prerequisite:** PRN 0200C. This is the second of three adult-health practical nursing courses that focuses on the basic care of adults. Client care needs (safe effective care environment, health promotion and maintenance, physiological integrity, and psychosocial integrity) and professional behaviors, communication, clinical decision-making, caring interventions, and collaboration form the integrated framework for clinical practice in the acute care practice area.
- PRN 0202C Practical Nursing III.** 8 v.c.  
**SP – Lab Fee. Prerequisite:** PRN 0201C. This is the final of three adult-health nursing courses that focuses on the basic care of adults with complex chronic needs. Client care needs (safe effective care environment, health promotion and maintenance, physiological integrity, and psychosocial integrity) and professional behaviors, communication, clinical decision-making, caring interventions, and collaboration form the integrated framework for clinical practice in the acute care practice area.
- PRN 0904 Practical Nursing Seminar.** 1 v.c.  
**FA, SU –** The Practical Nursing Seminar provides the student with an opportunity to learn about employment opportunities, licensure, continuing education, legal and ethical aspects of nursing, substance abuse and its effect on individuals and families, community agencies dealing with health issues and other major issues affecting nurses and the nursing profession.
- PSC 1351 Physical Science Survey.** 3 c.c.  
**TBA – 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.**
- PSY 2012 General Psychology.** 3 c.c.  
**FA, SP, SU – Prerequisite:** Test score requirement the same as ENC 1101. A survey of psychology as a social science incorporating the physiological aspects of personality development and mental health. The course focuses on the adaptation of the individual to his physical and social environments. Human motives and emotions, learning and memory, attention, thinking, intelligence, personality, and abnormal mental conditions are among the topics covered. The emphasis is on the physiological and socio-environmental causes of behavior. **Meets A.A. general education Category IV. A writing emphasis course.**
- PSY 2941 Psychology Internship.** 1 c.c.  
**TBA –** This course is designed for students preparing for careers in psychology and/or social science disciplines. Students learn about the sequence of steps involved in the scientific research process including topic selection, literature review, data collection, selection of research design and methodology, presentation of findings, and interpretation of findings. Students gain first-hand knowledge about practicing the social science of psychology by participating in activities such as meetings of the Southeastern Psychological Association.

- PSY 2942 Psychology Internship.** 2 c.c.  
**TBA** – This course is designed for students preparing for careers in psychology and/or social science disciplines. Students participate in crisis intervention training. Upon successful completion of training, students work as supervised volunteers in a crisis intervention and counseling setting.
- PSY 2943 Psychology Internship.** 3 c.c.  
**TBA** – This two-component internship is designed for students preparing for careers in psychology and/or social science disciplines. In the first component students learn about and practice the sequence of steps involved in the scientific research process by preparing for and participating in activities such as meetings of the Southeastern Psychological Association (SEPA). In the second component students participate in crisis intervention training and service. Upon successful completion of training, students work as supervised volunteers in a crisis intervention and counseling setting.
- REA 0001C College Preparatory Reading I.** 3 c.p.  
**FA, SP, SU – Prerequisite:** Appropriate score on Florida Entry-Level Placement Exam. This is a basic course designed to increase a student's reading comprehension and vocabulary. This course will provide basic skills in word usage and reading comprehension.
- REA 0002C College Preparatory Reading II.** 3 c.p.  
**FA, SP, SU – Prerequisite:** Appropriate score on Florida Entry-Level Placement Exam or REA 0001C. This course is required for students reading below the college level. It provides instruction in vocabulary skills, listening skills, and comprehensive skills.
- REA 1105C Reading.** 3 c.c.  
**FA, SP, SU – Prerequisite:** Appropriate score on Florida Entry-Level Placement Exam or REA 0002C. This course is designed to improve reading comprehension and vocabulary skills. Reading skills appropriate for college assignments are emphasized. The course can also be used as an elective for anyone wishing to improve the above skills.
- REA 1125 Essential Reading Skills.** 1 c.c.  
**FA, SP, SU** – This course is recommended for students preparing for the CLAST. It provides a review of each of the reading skills tested on the CLAST.
- RTE 1000 Introduction to Radiologic Technology.** 1 c.c.  
**FA – A.A.S. only.** An introduction to the role of the radiographer, the hospital, and the regulations of the program. Medical ethics and legal considerations are emphasized.
- RTE 1111C Radiographic Nursing Procedures.** 3 c.c.  
**FA – A.A.S. only.** An introduction to basic nursing procedures required in the Imaging Department. Body mechanics, lifting, and transferring patients, vital signs, emergency and infection control procedures, pharmacology, drug administration and contrast media procedures are presented and demonstrated to the students.
- RTE 1418C Principles of Radiographic Exposure.** 3 c.c.  
**FA, SP – A.A.S. only.** Lab fee. 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 1503 Radiographic Positioning I.** 2 c.c.  
**FA – A.A.S. only. Corequisites:** RTE 1702, RTE 1804. Positioning of the chest, abdomen, and extremities is coordinated with Radiography Clinic I.
- RTE 1513 Radiographic Positioning II.** 2 c.c.  
**SP – A.A.S. only. Prerequisite:** RTE 1503. **Corequisite:** RTE 1712. Correct positioning of the bones of the body, as well as the GI and GU tracts will be presented and correlated with the clinical experiences of semester II.
- RTE 1562 Radiographic Special Procedures.** 2 c.c.  
**SU – A.A.S. only. Prerequisite:** RTE 1418C. An overview of angiographic procedures and equipment as well as advanced nursing procedures.
- RTE 1613 Radiographic Physics.** 1 c.c.  
**FA – A.A.S. only.** An introduction to the concept of radiation, atomic structure, energy, magnetism, basic electricity, and the use and production of high voltage as well as the x-ray machine parts and safeguards.
- RTE 1702 Radiographic Anatomy and Physiology I.** 2 c.c.  
**FA – A.A.S. only. Corequisite:** RTE 1503. Chest, abdomen, extremity and spine anatomy and physiology is presented and correlated with the clinical experience of the first semester.
- RTE 1712 Radiographic Anatomy and Physiology II.** 2 c.c.  
**SP – A.A.S. only. Prerequisites:** RTE 1503, RTE 1702. **Corequisites:** RTE 1513, RTE 1814. Skull, cell tissue, G.I., G.U. and circulatory anatomy and physiology is presented and correlated with the clinical experience of the second semester.
- RTE 1804 Radiography Clinic I.** 5 c.c.  
**FA – A.A.S. only. Lab fee. Corequisites:** RTE 1503, RTE 1702. Under direct supervision, students participate in actual clinical settings, combining the theory and concepts presented during the didactic portion of semester I.
- RTE 1814 Radiography Clinic II.** 5 c.c.  
**SP – A.A.S. only. Lab fee. Prerequisite:** RTE 1804. **Corequisites:** RTE 1513, 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.** 2 c.c.  
**SU – A.A.S. only. Lab fee. Prerequisite:** RTE 1814. Under direct supervision, students participate in actual clinical settings combining the theory and concepts presented during the didactic portion of semesters I, II and III.
- RTE 1834 Radiography Clinic IV.** 3 c.c.  
**SU – A.A.S. only. Lab fee. Prerequisite:** RTE 1824. Under direct supervision, students participate in actual clinical settings, combining the theory and concepts presented during the didactic portion of semesters I, II, and III.
- RTE 1931L, 1932L, 1933L, 1934L, 1935L Special Topics in Radiography.** 1 c.c., 2 c.c., 3 c.c., 4 c.c., 5 c.c.  
**TBA – A.A.S. only. Lab fee.** Under direct supervision, students practice in actual clinical settings combining the theory and concepts of the program for the current semester. Additionally, the student is required to pass all clinical competencies of the previous semester(s).
- RTE 2212 Computer Applications in Radiology.** 1 c.c.  
**FA – A.A.S. only. Lab fee.** An overview of the types and uses of computers in the Radiologic Sciences.
- RTE 2385 Radiation Biology.** 1 c.c.  
**SP – 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.** 1 c.c.  
**SP – 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.** 2 c.c.  
**FA – 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.** 3 c.c.  
**FA – A.A.S. only. Corequisite:** RTE 2212. An overview of advanced procedures in various areas, including radiation therapy, cardiac catheterization, magnetic resonant imaging, and computed tomography.
- RTE 2572 Advanced Radiographic Procedures I.** 2 c.c.  
**SP – A.A.S. only. Prerequisite:** RTE 2212. 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 2601 Radiographic Imaging I.** 2 c.c.  
**FA – A.A.S. only. Prerequisite:** RTE 1418C. An overview of radiographic, fluoroscopic, and image recording equipment.

- RTE 2602 Radiographic Imaging II.** 2 c.c.  
**SP – A.A.S. only. Prerequisite:** RTE 2601. A continuation and a more in-depth study of radiographic, fluoroscopic and image recording equipment.
- RTE 2722 Radiographic Anatomy and Physiology III.** 2 c.c.  
**FA – 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.** 2 c.c.  
**SP – A.A.S. only.** Disease processes which affect the body, as well as those which are commonly demonstrated radiographically.
- RTE 2844 Radiography Clinic V.** 4 c.c.  
**FA – 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.** 4 c.c.  
**SP – 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.** 2 c.c.  
**FA – A.A.S. only.** Current events pertinent to the field of Radiology as well as film evaluation of studies done by the students.
- RTV 2216C Advanced Video/Commercial Production.P** 3 c.c.  
**TBA – Lab fee. Prerequisites:** GRA 1140C, GRA 2152C, GRA 2158C, GRA 2190C, and GRA 2241C. This is a capstone course in the Multimedia Technology curriculum. Students in this class work with clients to produce video programming that meets the multimedia needs of the client. Students handle all aspects of planning and production, including legal, ethical, budgetary and creative decisions. Students will hone advanced post production techniques in animation, graphics and audio production.
- RTV 2241C Introduction to Digital Video and Sound.** 3 c.c.  
**TBA – Lab fee. Prerequisites:** GRA 2151C, ART 1201C, DIG 2151C, PGY 2401C. **Corequisite:** GRA 2152C. This course covers the basics of video and audio production for multimedia. Course content includes camera operation, set design, performance, lighting, video editing, audio recording and sound editing. Students will learn audio and video file formats and protocols and will apply creative and artistic skills to the production of multimedia content. Students will use nonlinear audio and video editing software within a MacIntosh computing environment.
- RTV 2245C Video Field Production and Editing.** 3 c.c.  
**TBA – Lab fee. Prerequisite:** RTV 2241C and DIG 2151C. **Corequisite:** GRA 1140C. 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.** 1 v.c.  
**TBA –** This course is designed to prepare students for planning and implementing a successful job search and for maintaining productive work experience on the job. Specific topics include: interpersonal skills, interview skills, problem solving techniques, job planning and developing responsible work behaviors.
- SLS 0380 Introduction to Entrepreneurship.** 2 v.c.  
**SP, SU – Prerequisite:** Permission of program manager. This is a basic course in entrepreneurship: the formation, planning, management and operation of a small business. This course will present a logical sequence of the necessary steps for either starting a new business or strengthening and continuing an existing business. Basic principles of finance, marketing, business law, accounting, management will be presented within the context of the small business. Also included is insurance billing and networking.
- SLS 1101 College Success.** 3 c.c.  
**FA, SP, SU –** College Success is designed to assist students in developing effective college survival skills, life management skills, and career achievement skills that will enable them to succeed in college, in the workplace, and in becoming productive members of society. The student has the opportunity to explore career opportunities and to develop good time management skills, positive social skills, an awareness of and appreciation for diversity, critical and creative thinking skills, effective reading techniques, test-taking and note-taking strategies, and goal setting techniques.
- SLS 1101L College Lab.** 1 c.c.  
**FA, SP – Lab Fee. Corequisite:** SLS 1101. This course is designed to assist Target Group (first generation) students attain and utilize strategies of learning to learn learning for life. This course will assist students in developing computer skills and competencies to support their learning styles, motivation, locus of control, personal responsibility and thinking and learning strategies which are essential to academic pursuits and life. Using various computer assessment tools, students will operate and manage technology assignments.
- SLS 1122 Introduction to College Life.** 1 c.c.  
**SU –** This course is designed to introduce students to the many educational opportunities and services at Pensacola Junior College. It will include the techniques of educational planning, how to register, and will provide experiences for establishing identity, determining strengths, clarifying values, setting goals, and taking action. Students are encouraged to participate in appropriate developmental services to enable them to achieve optimal success in college.
- SLS 1353 Generations at Work.** 3 c.c.  
**FA, SP, SU –** This course covers basic skills needed for workplace success such as problem solving, critical thinking, team work and cooperation, time management, good communication, stress management and conflict resolution. Classroom sessions includes discussions, role playing, video modeling, practice, feedback, and activities to build participants skills and encourage the transfer of new skills to the workplace.
- SON 1004C Basic Procedures.** 4 c.c.  
**SP – A.A.S. only. Prerequisites:** BSC 1093, BSC1093L, PHY 1025. An introduction to clinical protocols/procedures and the role of the sonographer. Competency in patient care skills required of a sonographer is acquired. This course also includes common disease processes, medical terminology, and professional issues.
- SON 1100C Principles and Protocols of Sonography.** 4 c.c.  
**SU – A.A.S. only. Lab fee. Corequisite:** SON 1170. An introduction to the basic principles of sonographic scanning and scanning protocols for the abdomen, pelvis, and vascular system with laboratory practice of basic skills and application of basic principles.
- SON 1111 Abdominal Sonography I.** 3 c.c.  
**FA – A.A.S. only. Prerequisite:** SON 1170. This course covers the sonographic appearance of abdominal cavity, recognition of abnormality sonographically, and optimizing imaging of the abdomen. Gross anatomy and physiology of abdomen structures and congenital malformations are included.
- SON 1112 Abdominal Sonography II.** 3 c.c.  
**SP – A.A.S. only. Prerequisite:** SON 1111. This course is a continuation of SON 1111 stressing deviation from normal and customizing the sonographic examination to make a diagnostically optimal study.
- SON 1121 OB/GYN Sonography I.** 3 c.c.  
**FA – A.A.S. only. Prerequisite:** SON 1170. This course covers the sonographic appearance of the female reproductive system with and without pregnancy, recognition of abnormality sonographically, and optimizing imaging of the female pelvis. Gross anatomy and physiology of the female reproductive system and congenital malformations are included. Anatomy and physiology of normal obstetrics from fertilization through the post natal period is covered as well as obstetrical sonographic imaging.

- SON 1122 OB/GYN Sonography II.** 3 c.c.  
**SP – A.A.S. only. Prerequisite:** SON 1121. This course is a continuation of SON 1121 stressing deviation from normal and customizing the sonographic examination to make a diagnostically optimal study.
- SON 1144 Superficial Structures (Small Parts).** 3 c.c.  
**SU – A.A.S. only. Prerequisite:** SON 1112. This course includes anatomy, physiology, and pathophysiology of the superficial structures imaged with sonography. Sonographic recognition of normal and pathologic states and the techniques unique to superficial structure imaging is stressed.
- SON 1170 Sonography of the Circulatory System.** 3 c.c.  
**SU – A.A.S. only. Corequisite:** SON 1100C. An introduction to the hemodynamics of circulatory systems and the sonographic imaging and Doppler assessment of the cardiac and vascular structures.
- SON 1211 Medical Sonography Physics I.** 3 c.c.  
**FA – A.A.S. only. Prerequisite:** SON 1170. This course offers the principles of diagnostic ultrasound and presents the fundamental properties of ultrasound physics. Tissue interactions and interfaces, focusing characteristics and methods and intensity and power considerations are introduced, along with system resolution considerations.
- SON 1212 Medical Sonography Physics II.** 3 c.c.  
**SP – A.A.S. only. Prerequisite:** SON 1211. This course offers further consideration of the properties of diagnostic ultrasound stressing the operation of the diagnostic equipment, the display system, biological effects and quality assurance methods. Current developments in ultrasound are included.
- SON 1214 Practical Aspects of Sonography I.** 3 c.c.  
**FA – A.A.S. only. Prerequisite:** SON 1170. This course offers the principles of diagnostic ultrasound and presents the practical aspects of scanning techniques, film critique, film identification and patient care and handling as related to sonographic Doppler examination. Stresses the operation of diagnostic ultrasonic equipment and obtaining routine images.
- SON 1215 Practical Aspects of Sonography II.** 3 c.c.  
**SP – A.A.S. only. Prerequisite:** SON 1214. This course offers more advanced principles of diagnostic ultrasound, adding knowledge of pathological processes. Further presenting the practical aspects of scanning techniques, film critique, film identification and patient care and handling as related to the sonographic examination. Stressing the correlation of all patient data, including sonographic images obtained to assist in the differential diagnostic process.
- SON 1804 Sonography Clinic I.** 3 c.c.  
**FA – A.A.S. only. Lab fee. Prerequisite:** SON 1170. Under professional supervision students learn and practice in actual clinical settings combining skills learned in previous courses and didactic knowledge. Professionalism and personal interactions are stressed along with technical abilities for obtaining images.
- SON 1814 Sonography Clinic II.** 3 c.c.  
**SP – A.A.S. only. Lab fee. Prerequisite:** SON 1804. This course is a continuation of SON 1804. Students will continue to build skills utilizing clinical facilities. Deviation from normal and adaptation of sonographic studies to obtain optimal data is stressed.
- SON 1824C Sonography Clinic III.** 4 c.c.  
**SU – A.A.S. only. Lab fee. Prerequisite:** SON 1814. This course is a continuation of SON 1814. Students will continue to build skills utilizing clinical facilities. Professionalism and personal interactions are stressed along with advanced technical abilities.
- SOW 2031 Introduction to Social Work and Social Welfare.** 3 c.c.  
**FA, SP –** This course is a survey of the social work profession from its historical roots to the present. Emphasis is placed on introducing the students to the field, practice standards, issues in social welfare, the social work process, and practice settings. Particular emphasis will be placed on the role of social workers in advancing the human condition. Students will learn about the role professional social workers play in attaining equality of opportunity, fairness, and social justice.
- SPC 1006C Basic Speaking and Listening Skills.** 1 c.c.  
**FA, SP –** This introductory speech communication course focuses on the critical listening, message composition, and speech delivery components prescribed by the Florida College-Level Academic Skills Program. A speaking-intensive course, it involves comprehensive and critical listening, instruction of general speech concepts, and performance of basic types of speeches. **Meets A.A. oral communications requirement.**
- SPC 1017 Fundamental Communication Concepts.** 3 c.c.  
**TBA –** This course provides an introduction to oral communication, examining the fundamentals of public, small group, intrapersonal, and interpersonal communication, and may include professional, mass communication, and technology-based components. Student participation in formal oral presentations, informal speaking, and listening situations are learning techniques, in addition to traditional lecture format. **Meets A.A. oral communications requirement.**
- SPC 1608 Public Speaking.** 3 c.c.  
**FA, SP, SU –** This rhetoric-based course examines the concepts of speech communication via lecture, discussion, and practical experiences in public speaking, small group discussion and problem-solving, and comprehensive and critical listening. This is a speaking-intensive course, and participation may include original research, writing, and delivery of several types of formal speeches, panel discussions, and critical analysis and evaluation of other speakers. **Meets A.A. oral communications requirement. Available as hybrid course (SPC 1608J).**
- SPC 2300 Interpersonal Communication.** 3 c.c.  
**FA, SP, SU –** This comprehensive course studies the speech communication principles involved in one-to-one interaction, family, social, and occupational group communication, comprehensive listening, and intrapersonal thought. Discussions and activities focus on application of verbal and nonverbal communication to convey messages about the self, to create and maintain relationships, to improve academic and professional performance, and to manage/resolve conflict, among other concepts. Learning techniques may include formal and informal presentations, role play, simulation, and small group participation. **Meets A.A. oral communications requirement.**
- SPC 2933 Special Topics in Communication.** 3 c.c.  
**TBA – Prerequisites:** A grade of “C” or better in ENC 1102 or SPC 1600 or SPC 2300. This course is designed to allow flexibility for presenting a variety of topics in communication, including but not limited to interpersonal relationships; communication in film; small group dynamics; voice and diction; nonverbal communication; and intercultural communication. Oral performance may be required. Course(s) may be repeated for credit when content varies. Lab fees may be required.
- SPN 1120 Beginning Spanish I.** 4 c.c.  
**FA, SP, SU –** Fundamentals of grammar, drill in pronunciation, reading, and special emphasis on oral expression in the language. The course includes four credits of classroom instruction which may be augmented by study in the Foreign Language Laboratory. If you have had two consecutive years of Spanish in high school, it is strongly advised you begin in SPN 1121.
- SPN 1121 Beginning Spanish II.** 4 c.c.  
**FA, SP, SU – Prerequisite:** SPN 1120. Not for beginners. The course will include four credits of classroom instruction which may be augmented by study in the Foreign Language Laboratory. Emphasis will be placed upon speaking and comprehension as well as culture. A wide variety of audio-visual materials will be at the student’s disposal. This course is available in an intensive, six-week version during the summer term. If you have had two consecutive years of Spanish in high school, it is strongly advised you begin in SPN 1121. **Meets A.A. general education Category V.**
- SPN 2200 Intermediate Spanish I.** 3 c.c.  
**TBA – Prerequisite:** SPN 1121. Development of ability to read with comprehension varied material on literature, culture, or history of Spanish-speaking countries with the emphasis on the oral-aural aspects of the language. The study of grammar is continued on a more advanced level.

- SPN 2201 Intermediate Spanish II.** 3 c.c.  
**TBA – Prerequisite:** SPN 2200. This course is designed to further enhance the knowledge of students in the Spanish language. The four language skills of listening, reading, writing and speaking will offer the students the opportunity to learn more about the stylistics of the language. Creative material will be introduced that will help students acquire more information about the history and the culture of the language.
- SPN 2240 Conversational Spanish I.** 3 c.c.  
**TBA – Prerequisite:** SPN 2201. The course is intended for any student with at least six hours of Spanish who desires proficiency in spoken Spanish. The student is urged to use Spanish in class in the practicing of structural drills and the discussion of varied materials in Spanish.
- SPN 2241 Conversational Spanish II.** 3 c.c.  
**TBA – Prerequisite:** SPN 2240. A continuation of Conversational Spanish I, SPN 2240.
- STA 2023 Elementary Statistics.** 3 c.c.  
**FA, SP, SU – Prerequisite:** Appropriate score on Florida Entry-Level Placement Exam or completion of MAT 1033 with a grade of “C” or better. This is a study of fundamental statistical methods including organization, analysis and interpretation of numerical data, measures of central tendency and dispersion, statistical distributions, sampling techniques, hypothesis testing, probability, z-tests, chi-square tests, correlations, and regression equations. **Meets A.A. general education Category III.**
- STS 0003C Introduction to Surgical Technology.** 6 v.c.  
**FA – Lab fee. Prerequisite:** Admission to the Surgical Technology program. **Corequisites:** HSC 0005, STS 0804. The purpose of this course is to introduce students to the duties and responsibilities of the surgical technologist as a member of the surgical team in a health care organization. Course topics will include surgical suite organization and management, the physical environment of the surgical suite, and the historical development of surgery. Communication skills and ethical, legal, and moral responsibilities of the surgical technologist will be emphasized throughout the course. Beginning skills needed in the operating room will be taught in the campus lab setting. Students will complete a clinical experience in perioperative observation.
- STS 0120 Surgical Specialties I.** 4 v.c.  
**FA – Prerequisites:** BSC 0070, HSC 0005, MEA 0230, STS 0003C, STS 0804. **Corequisites:** STS 0255L, STS 0803C. This course is an introduction to the various types of general, obstetric and gynecologic surgical procedures, ophthalmic, otorhinolaryngology, oral and maxillofacial and genitourinary surgery.
- STS 0121 Surgical Specialties II.** 1 v.c.  
**SU – Prerequisite:** STS 0255L. **Corequisite:** STS 0256L. This course continues with and builds upon, the various types of specialty surgical procedures introduced in Surgical Specialties I. The types of surgical specialties covered will include: pediatric surgery, orthopedic surgery, plastic and reconstruction, diagnostic procedures and biomedical science.
- STS 0122 Surgical Specialties III.** 1 v.c.  
**SU – Prerequisites:** STS 0121, STS 0256L. **Corequisite:** STS 0257L. This course is the last in a series of courses which focus on specialty surgical procedures. More complex surgical specialties will also be covered: cardiothoracic, peripheral vascular and neurosurgery will be covered.
- STS 0255L Surgical Procedures Clinical I.** 9 v.c.  
**SP – Lab fee. Prerequisites:** HSC 0005C, STS 0003C, STS 0804, S00758. **Corequisites:** STS 0120, STS 0803C. This course consists of supervised, beginning-level learning experiences in clinical settings. Students will apply and reinforce concepts, principles, and skills of surgical technology practice while progressing from the role of observer to that of a supervised member of the surgical team. Emphasis will be placed on general surgery and the specialties of gynecology and obstetric surgery, ophthalmic surgery, otorhinolaryngology surgery, oral and maxillofacial surgery and genitourinary surgery.
- STS 0256L Surgical Procedures Clinical II.** 6 v.c.  
**SU – Lab fee. Prerequisite:** STS 0255L. **Corequisite:** STS 0803C. The focus of this course is to provide clinical experience which will allow the student to develop increased competency of surgical technology skills in general surgery and selected specialty areas. Emphasis will be placed on pediatric surgery, orthopedic surgery, plastic and reconstructive surgery, diagnostic procedures and biomedical science.
- STS 0257L Surgical Procedures Clinical III.** 6 v.c.  
**SU – Prerequisites:** STS 0121, STS 0256L. **Corequisite:** STS 0122. This course will reinforce and extend the instructional experiences of the previous courses. The focus is on integrating all previously learned concepts, principles, and skills essential to the role of the entry-level surgical technologist. Emphasis will be placed on the specialties of cardiothoracic, peripheral vascular surgery and neurosurgery.
- STS 0803C Pharmacology and Anesthesia.** 2 v.c.  
**SP – Prerequisites:** BSC 0070, MEA 0230, STS 0804. An introduction to pharmacology and anesthesia from the perspective of the surgical technologist. Participants will become familiar with the care and handling of drugs and solutions, the use of drugs in the care of surgical patients, and the principles of anesthesia administration.
- STS 0804 Basic Microbiology.** 2 v.c.  
**FA –** This course covers the characteristics and activities of micro organisms. It surveys the various microbial groups, especially bacteria, viruses, and fungi, with an emphasis on pathogenic forms. Bacterial growth, metabolism, and genetics are discussed in some detail. Theories and methods of destruction, removal and inhibition of microorganisms in the environment are studied, as well as how the human body's natural defenses act to protect us against pathogenic microorganisms and how chemotherapeutic agents assist in this task. Various significant aspects of several infectious diseases that occur in humans are also covered.
- SUR 1100C Construction Surveying.** 4 c.c.  
**SU – A.A.S. only. Lab fee. Corequisite:** MAT 1033 or higher math or permission of instructor. An introductory course including the fundamentals of plane surveying and the use and care of equipment. Topics covered are theory of leveling, angles and bearings, curves and topography. An introductory laboratory designed to include measurement of distance, leveling, and land surveying. Includes use of Laser/Electronic Distance Meter.
- SWS 2006 Introduction to Soil Science.** 4 c.c.  
**SP –** A study of the relationships of soil water, fertilizers and plant roots. The course will include soil properties, classification, management and use. The social issues surrounding soil water use will be covered. The laboratory period will give students practical experience in the above areas.
- SYG 2000 Introduction to Sociology.** 3 c.c.  
**FA, SP, SU – Prerequisite:** Test score requirement the same as ENC 1101. Sociology is the systematic study of human group dynamics. As such, this introductory course will cover the theoretical foundations of sociology and their application to modern society. Some topics covered include: race and ethnicity, gender and age inequalities, globalization, education and politics. The course invites students to view and analyze their social world in a new and exciting perspective. **Meets A.A. general education Category IV. A writing emphasis course.**
- SYG 2010 Social Problems.** 3 c.c.  
**FA, SP – Prerequisite:** SYG 2000 or permission of the department head. This course utilizes current sociological research and theory to analyze the origins and possible solutions to those problems found in modern-day social institutions such as marriage, the economy, government, education and health care. Other topics include social costs of environmental degradation, ethical issues associated with rapidly changing technology, poverty and crime. Students are encouraged to participate actively in this discussion-based class. **Meets A.A. general education Category IV. A writing emphasis course.**

- TAX 2000 Income Tax Procedures.** 3 c.c.  
**FA, SP – A.A.S. only. Prerequisite:** ACG 2001 or ACG 2021.  
 This course is the study of current Federal Income Tax Laws and rules as they apply to individual income tax returns. Actual tax forms are studied and prepared by the student. Topics include gross income, inclusions, and exclusions, personal itemized deductions, tax credits and pre-payments, capital gains and losses, and rental and self-employment income.
- THE 2000 Introduction to Theatre.** 3 c.c.  
**FA, SP, SU – Prerequisite:** Test score requirement the same as ENC 1101. Designed to instill in the student a curiosity and interest in all areas of the theatre by inspiring him or her to look at this collaborative art form from the point of view of those who create it. This is not an acting class. **Meets A.A. general education Category V. A writing emphasis course.**
- THE 2083 Theatre Problems.** 3 c.c.  
**TBA – Prerequisite:** THE 2000. This is an advanced course for students who have demonstrated that they are capable of advanced, highly specialized work in a particular area of the theatre such as scene design, acting methods, play writing, and directing. Students are assigned to a teacher who will design, supervise, and evaluate their projects. May be used for certification or recertification of high school drama teachers. May be repeated for credit (three times).
- THE 2300 Dramatic Literature.** 3 c.c.  
**SP –** This course explores dramatic literature and develops the student's knowledge and appreciation of the elements of literature through the study of selected scripts, playwrights and dramatic theories. Among these elements are the history of dramatic literature, genre study and the theory and practice of dramatic analysis and criticism.
- TPA 2200 Introduction to Technical Theatre.** 3 c.c.  
**SP –** Basic design practice as applied to stage settings, practical exercises in construction, painting, mounting, and lighting a stage production. Students enrolled in this course will not be permitted to enroll in Stagecraft Workshop during the same semester.
- TPA 2290C Technical Laboratory.** 1 c.c.  
**FA, SP, SU –** Course constitutes participation in the backstage technical operation of the current production. This course may be taken three times. Hours to be arranged.
- TPP 1100 Introduction to Acting.** 3 c.c.  
**SU –** An introduction to the basic skills of acting, voice, and dance for the stage. Course consists of one hour daily lectures/participation covering various aspects of theatre arts, including costumes, scenery, and make-up to be followed by three hours of rehearsal. Students will participate on stage or back stage in a musical or dramatic production. This course may be repeated as different productions are performed.
- TPP 1110 Acting I.** 3 c.c.  
**FA –** A practical study of beginning acting. Basic skills will be practiced in pantomime, improvisations, and selected scenes. Participation in current PJC production is encouraged, as well as studying other actors in performance in area theaters: Pensacola Little Theatre, University of West Florida, and local secondary schools.
- TPP 1111 Acting II.** 3 c.c.  
**SP – Prerequisite:** TPP 1110 or permission of instructor. A study of acting styles with practical application of acting skills in classroom exercises and extra-curricular activities. A study of the advantages and disadvantages of theatre as a vocation and/or an avocation.
- TPP 2190 Rehearsal and Performance.** 1 c.c.  
**FA, SP, SU – Prerequisite:** Permission of instructor. This credit hour is restricted to the students who are cast in performing roles in the dramatic productions of the semester. This credit may be earned three times. Hours to be arranged.
- TPP 2250 Introduction to Musical Theatre.** 3 c.c.  
**SP –** Introduction to the study of musical theatre analysis, creation, and performance as applied to the study of voice, dance, and acting.
- TPP 2300 Directing I.** 3 c.c.  
**FA – Prerequisite:** TPP 1110 or permission of instructor.  
 Introduction of the fundamental principles and techniques of play direction to include script selection and analysis, casting, blocking, composition, picturization, interpretation and staging of plays.
- VPI 0100 Vocational Preparatory Reading.** 1 v.p.  
**FA, SP, SU – Prerequisite:** A student must apply for a Vocational Certificate Program. The course is designed to develop reading skills, basic study skills and comprehension. Development of these skills is through individual lab activities, computer-assisted instruction, lab and home assignments, and pre/post evaluation. Two repeats are allowed.
- VPI 0200 Vocational Preparatory Mathematics.** 1 v.p.  
**FA, SP, SU – Prerequisite:** A student must apply for a Vocational Certificate Program. The course is designed for the student who needs to develop basic arithmetic skills focusing on relating math to the specific vocational training area. Emphasis is on individualized learning including lab activities, computer-assisted instruction, lab and home assignments and pre/post evaluation. Two repeats are allowed.
- VPI 0311 Vocational Preparatory Language.** 1 v.p.  
**FA, SP, SU – Prerequisite:** A student must apply for a Vocational Certificate Program. The course is designed for the student who needs to develop basic writing skills and language skills, including language mechanics, punctuation, and sentence and paragraph development. Individualized approaches include lab activities, computer-assisted instruction, lab and home assignments, and pre/post evaluation. Two repeats are allowed.
- WCL 0050C Health Unit Coordinator Functions.** 8 v.c.  
**FA, SP – Lab Fee - Prerequisites or Corequisites:** HSC 0005, OTA 0101. Classroom instruction and laboratory practice in receptionist duties, transcription of physician's orders, orientation to the hospital environment, maintenance of patient charts and forms, and coordinating the non-clinical tasks associated with health care nursing units. (Students must be preadmitted into the Health Unit Coordinator Program to take this course.)
- WCL 0055L Health Unit Coordinator Clinical I.** 6 v.c.  
**SP, SU – Prerequisite:** WCL 0050C. Provides instruction in the use of a specific hospital's computer order entry system. On-the-job training is designed to give the student work experience in hospitals on various nursing units. The experience allows the student to practice health unit coordinating skills learned in the classroom under the supervision of practicing health unit coordinators and the instructor.
- ZOO 1010 General Zoology.** 3 c.c.  
**FA, SP, SU – Corequisite:** ZOO 1010L. Morphological, physiological, and taxonomic aspects of animals are studied. Representative animals are used to illustrate significant characteristics of major and animal groups. Variety of form and function in animals is given considerable emphasis throughout the course. Local beach and marine animals are emphasized. Recommended for biology majors. **Meets A.A. general education Category VI.**
- ZOO 1010L General Zoology Laboratory.** 1 c.c.  
**FA, SP, SU – Lab fee. Corequisite:** ZOO 1010. An introductory course with the appropriate microscope and dissection exercises to accompany ZOO 1010. **Meets A.A. general education Category VI.**
- ZOO 2303 Vertebrate Zoology.** 3 c.c.  
**FA – Prerequisite:** ZOO 1010. **Corequisite:** ZOO 2303L. A survey of the biology of vertebrates, with emphasis on evolution, taxonomy, anatomy, physiology, behavior, and ecology.
- ZOO 2303L Vertebrate Zoology Laboratory.** 1 c.c.  
**FA – Lab fee. Prerequisite:** ZOO 1010L. **Corequisite:** ZOO 2303. A laboratory course covering the anatomy, taxonomy, and behavior of the vertebrates, including survey of related chordates. Dissection of representatives of vertebrate classes, use of taxonomic keys, and a project are included in class assignments.

# COLLEGE PERSONNEL

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# PENSACOLA JUNIOR COLLEGE DISTRICT BOARD OF TRUSTEES

Carol H. Carlan  
Monsignor Luke Hunt  
Edward H. Moore, Jr.  
Marjorie T. Moore  
John L. O'Conner

Paul R. Snider  
Dona W. Usry  
Herb Woll  
Deidre L. Young

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## ADMINISTRATIVE STAFF

Edward Meadows, Ed.D.  
President

Martin Gonzalez, Ph.D.  
Vice President for Instructional Affairs

James E. Martin, Ph.D.  
Vice President for Student Affairs

Gean Ann Emond, M.B.A.  
Vice President for Business Affairs

Gael Frazer, J.D.  
Associate Vice President for Institutional Diversity,  
Community and Media Relations

Erin Spicer, Ph.D.  
Dean of Warrington Campus

Anthea Amos  
Dean of Milton Campus

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## PRESIDENT'S OFFICE

President ..... Dr. Edward Meadows  
Staff Assistant to the President ..... Patricia Crews  
Senior Administrative Assistant ..... Sharon Sanders  
Executive Director, Government Relations ..... Larry Bracken

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## COLLEGE DEVELOPMENT/FOUNDATION & ALUMNI AFFAIRS

Executive Director ..... Patrice Whitten  
Senior Administrative Assistant ..... Katherine Hall  
Business Manager-PJCF ..... Lynn Hobbs  
Donor Relations Manager ..... Angela McGhee  
Database and Reporting Manager ..... Catherine Ganley  
Annual Giving and Alumni Affairs ..... Breena Bruni  
Accounting Specialist ..... Rosemary Ropke  
Database Specialist ..... Sharon Halford

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## 2008-2010 FOUNDATION BOARD OF GOVERNORS

Grover Robinson IV, president; Pam Hunt Caddell, vice president; Margaret Stopp, secretary; Tom Owens, treasurer; Carolyn Davis, immediate past president; Patrice Whitten, executive director. Directors are Diane Gup, Ralph Emerson, Karen Hendrix, John Hutchinson, Kramer Litvak, Ginger Moore, Gerald Morrison, Gwen Snowden. Governors are Rhetta Anderson, David Apple, Dick Appleyard, David E. Bailey Sr., George Bailey, Donna Bloomer, Fred Bond, Barry Cole, Lisa McKenzie Dampier, Robert de Varona, Kathy Dunagan, Sparkie Folkers, Hank Gonzales, Keith Gregory, Pam Michelle Grier, David Hawkins, Sharon Hess-Herrick, Tad Ihns, Coy Irvin, Ted Kirchharr, Michelle Lee, Lumon May, LuTimothy May, Jan Miller, Jim Mitchell, Robert Montgomery, Mike Morette, Pat Odom,

Jan Peterson, James Reeves, Elba Robertson, Gene Rosenbaum, Ray Russenberger, Sandy Sansing, Charles Sherrill Jr., Wendy Simon, Steve Timberlake, Joseph Von Bodungen, Roger Wallace, Suzanne Whibbs, Celeste Hinojosa Whisenant, Michael Wiggins, Ken Wilder, Denise Windham, Greg Woodfin, Ken Woolf, Johnnie Wright, Steve Zieman. Governors emeriti are H. Miller Caldwell Jr., Carol Carlan, Bo Carter, Eric Nickelsen, Jim Hill, Donnie McMahon, Margie Moore, Wayne Peacock, James Stohlhanske, Tommy Tait. Ex-officio are Ed Meadows, Herbert Woll.



## INFORMATION TECHNOLOGY SERVICES

|   |                        |
|---|------------------------|
| <b>Chief Information Officer</b> .....                          | <b>Vacant</b>          |
| Senior Administrative Assistant .....                           | Linda Ripley           |
| Information Security Manager .....                              | Jeff Ward              |
| <b>Director, Systems Support</b> .....                          | <b>Vacant</b>          |
| Systems Support Analyst .....                                   | Ralph Crago            |
| Systems Support Analyst .....                                   | Erin Hernandez         |
| Network Administrator .....                                     | Bryan Eubanks          |
| Network Administrator .....                                     | Keith Ward             |
| <b>Director, MIS Support</b> .....                              | <b>Bert E. Merritt</b> |
| <b>Systems Coordinator</b> .....                                | <b>Beau McHenry</b>    |
| Senior Computer Systems Analyst .....                           | Jamie Beck             |
| Senior Computer Systems Analyst .....                           | Tammy Vander Hey       |
| Computer Systems Analyst .....                                  | Jonathan Alexander     |
| Computer Systems Analyst .....                                  | Barry Coker            |
| Computer Systems Analyst .....                                  | Lisa Daughtry          |
| Computer Systems Analyst .....                                  | Richard Fowler         |
| Computer Systems Analyst .....                                  | Mary Graves            |
| Computer Systems Analyst .....                                  | Wayne Hill             |
| Computer Systems Analyst .....                                  | Tyce Parker            |
| Computer Systems Analyst .....                                  | Patricia Warner        |
| Computer Systems Analyst .....                                  | Steven Zukowski        |
| Senior Internet Systems Analyst .....                           | Paul Chaney            |
| Internet Systems Analyst .....                                  | Jason King             |
| Internet Systems Analyst .....                                  | Daulta Niles           |
| <b>Director, Software Development</b> .....                     | <b>Vacant</b>          |
| Documentation Technologist .....                                | Julie Robinson         |
| Senior Computer Systems Analyst .....                           | Jeffrey Starke         |
| Computer Systems Analyst .....                                  | Michelle Dean          |
| Computer Systems Analyst .....                                  | David DeLarge          |
| Computer Systems Analyst .....                                  | Evelyn Gutknecht       |
| Computer Systems Analyst .....                                  | Madonna Parker         |
| FCCCC Consortium Specialist .....                               | Donna Woodcock         |
| <b>Director, Computer Services and Telecommunications</b> ..... | <b>William Meloy</b>   |
| Computer Services Supervisor .....                              | Lydia Suarez           |
| Systems and Computer Operation Technician .....                 | BettyLou Reid          |
| Systems and Computer Operation Technician .....                 | James Mills            |
| Systems and Computer Operation Technician .....                 | Bruce Summers          |
| Telecommunications Network Analyst .....                        | Charles (Bill) Jones   |
| Telecommunications Network Analyst .....                        | Frederick Forehand     |
| Network Systems Analyst .....                                   | Cookie Duncan          |
| <b>Director, Technology Support</b> .....                       | <b>Liz Gomez</b>       |
| <b>Coordinator, Microcomputer Support</b> .....                 | <b>Jim Hines</b>       |
| Microcomputer Specialist .....                                  | Owen Chen              |
| Help Desk Specialist .....                                      | Erica Hilton           |
| Help Desk Specialist .....                                      | Karol Robertson        |
| Multimedia Specialist .....                                     | Gregory Simpson        |
| <b>Senior Coordinator, Academic Computing</b> .....             | <b>Mike Hual</b>       |
| Computer Lab Technician .....                                   | Ferdinand Sapiera      |
| Computer Lab Technician .....                                   | Gregory King           |
| Computer Lab Technician .....                                   | John Barksdale         |
| Computer Lab Technician .....                                   | Clint Morgan           |
| Electronics Technician .....                                    | Winston Fish           |

## INSTITUTIONAL DIVERSITY, COMMUNITY AND MEDIA RELATIONS

|  |                      |
|--|----------------------|
| <b>Associate Vice President</b> .....          | <b>Gael Frazer</b>   |
| Executive Assistant .....                      | Mary Scott           |
| Administrative Assistant .....                 | Rhonda Basler        |
| <b>Coordinator, Art and Graphics</b> .....     | <b>Robin Mertins</b> |
| Graphic Artist/Graphic Design Specialist ..... | Kathleen Villines    |
| Public Information Specialist .....            | Alice Crann Good     |

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## WSRE-TV

|  |                        |
|--|------------------------|
| <b>Executive Director, Center for Telecommunications/</b>            |                        |
| <b>General Manager</b> .....   | <b>Sandra Ray</b>      |
| Senior Administrative Assistant .....                                | Susan Payne            |
| <b>Director, Engineering/Broadcast Operations/</b>                   |                        |
| <b>Assistant Station Manager</b> .....                               | <b>Darrel Harrison</b> |
| Assistant Director, Engineering and Operations .....                 | Herb Gilbert           |
| <b>Manager, Project Development</b> .....                            | <b>Bill Harrell</b>    |
| Director, Administrative Operations, WSRE.....                       | Karen Pope             |
| Graphic Artist/Graphic Design Specialist.....                        | Tracey Martin          |
| Manager, Donor Services, WSRE.....                                   | Kathryn Holsworth      |
| Coordinator, Donor Services, WSRE .....                              | Melissa Carter         |
| Administrative Assistant .....                                       | Deanna Moretz          |
| <b>Director, Educational Services &amp; Community Outreach</b> ..... | <b>Jill Hubbs</b>      |
| Television Services Engineer .....                                   | Charles Rice           |
| Manager, Promotions.....   | Robin McArthur         |
| <b>Director, Reading Services</b> .....                              | <b>Stanley Suarez</b>  |
| Accounting Specialist .....  | Ann McGuire            |
| Office Assistant .....   | Danny Lombardozi       |
| <b>Director, Station Operations/WSRE-TV</b> .....                    | <b>Eric Fundin</b>     |
| <b>Director, WSRE-TV Performance Studio</b> .....                    | <b>Vacant</b>          |
| <b>Senior Television Producer/Director</b> .....                     | <b>Michael Rowan</b>   |
| Television Producer/Director .....                                   | Kenneth L. Gaddis      |
| Television Producer/Director.....                                    | James Roy              |
| Manager, Program Operations .....                                    | Terry Williams         |
| Assistant Manager, Program Operations .....                          | Frank Burton           |
| Operations Specialist .....  | Carl Jakim             |
| Operations Specialist .....  | Donna Lymons           |
| Videographer/Production Specialist .....                             | Edward King            |
| Manager, Online Media Technologies                                   |                        |
| & Web Content, WSRE.....   | Colin Skelton          |

# DISTRICT OFFICES

## INSTRUCTIONAL AFFAIRS

|                                       |                   |
|---------------------------------------|-------------------|
| Vice President .....                  | Martin Gonzalez   |
| Senior Executive Assistant .....      | Nan G. James      |
| Dean of Instructional Affairs .....   | Vacant            |
| Dean, Curriculum and Assessment ..... | June Linke        |
| Dean of Milton Campus .....           | Anthea Amos       |
| Dean of Warrington Campus.....        | Erin Spicer       |
| Dean, Continuing Education .....      | Rebecca J. Causey |

## CONTINUING EDUCATION/WORKFORCE AND ECONOMIC DEVELOPMENT

|  |                   |
|--|-------------------|
| Dean .....                                 | Rebecca J. Causey |
| Senior Administrative Assistant.....       | Vacant            |
| Coordinator, Continuing Education.....     | Frances Yeo       |
| Administrative Assistant .....             | Beverly Donnell   |
| Coordinator, Training and Development..... | Ruth McKinon      |
| Administrative Assistant .....             | Rebecca Garber    |

## INSTRUCTIONAL AFFAIRS AND CAREER EDUCATION

|  |               |
|--|---------------|
| Dean of Instructional Affairs .....    | Vacant        |
| Senior Administrative Assistant .....  | Beth Herndon  |
| Coordinator, Curriculum Services ..... | Karen Roshell |
| Office Assistant .....                 | Sarah Dowdy   |

## CAREER AND TECHNICAL EDUCATION STUDENT RESOURCES

|                           |                   |
|---------------------------|-------------------|
| Program Coordinator ..... | Laurie Winterberg |
| Office Assistant .....    | Autumn Henderson  |
| Program Specialist .....  | Damarcus Smith    |
| Program Specialist.....   | Timothy Miller    |

## Robinson Honors Program

Director .....Charlie Schuler

### 2008-2009 Honors Faculty

|                 |                 |
|-----------------|-----------------|
| Professor ..... | Tom Bailey      |
| Professor ..... | Sharon Harmon   |
| Professor ..... | Charlie Schuler |
| Professor ..... | Karen Sirmans   |
| Professor ..... | Virginia Vail   |
| Professor ..... | Guangping Zeng  |

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## LIBRARY SERVICES

Vice President .....Martin Gonzalez  
District Department Head of Libraries .....Winifred Bradley  
Administrative Assistant .....Rebecca Nicklow

### LRC Technical Services

Coordinator .....Shirley A. Korinchak  
Instructor/Librarian .....Linda V. Broyles  
Instructor/Librarian .....Vacant  
LRC Acquisitions Technician .....Jennifer Tart  
LRC Acquisitions Technician .....Darene Harris  
LRC Acquisitions Technician .....Wanda Osborne  
LRC Acquisitions Technician .....Linda Winesett  
LRC Circulation Technician .....Martha Weyels

### LRC Reader Services

District Department Head of Libraries .....Winifred Bradley  
Professor/Librarian .....Charlotte Sweeney  
Professor/Librarian .....Virginia Vail  
Instructor/Librarian .....Vacant  
Instructor/Librarian .....Vacant  
Library Technician .....Annie Blackwell  
Library Technician .....Cindy Koklas  
LRC Circulation Technician .....Roberta Martin

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## TITLE III

Project Coordinator .....Keith Samuels  
Administrative Assistant .....Glenn Carter  
Activities Director .....Carol Hobbs  
Instructional Technologist .....Patricia Farley

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## DISTRIBUTED LEARNING

Director .....Bill Waters  
Administrative Assistant .....Rose Hall  
Instructional Technologist .....Holly Vaughn  
Instructional Technologist .....Mary Louise Winter  
Instructional Technologist .....Vacant  
Distance Learning Specialist .....Billy Jackson

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## PLANETARIUM

Director, Operations .....Bill Waters

## BUSINESS AFFAIRS

**Vice President** ..... **Gean Ann Emond**  
**Senior Executive Assistant** ..... **Carol Quinn**  
**Legal Assistant** ..... **Carmel Doyle**

### Bursar's Office

**Bursar** ..... **Brenda Carrier**  
**Administrative Assistant** ..... **Mary Henry**  
**Finance Coordinator** ..... **Bradley Hill**  
**Coordinator, Student Accounting** ..... **Anesia Watkins**  
**Accounting Specialist** ..... **Mary Beth Johnson**  
**Accounting Specialist** ..... **Barbara McLean**  
**Senior Accounting Clerk** ..... **Donna Curtis**  
**Senior Accounting Clerk** ..... **Jeanette Williams**  
**Senior Accounting Clerk** ..... **April Peak**  
**Senior Accounting Clerk** ..... **Casey White**  
**Accounting Clerk** ..... **Lecia Bradley**  
**Accounting Clerk** ..... **Barbara Floyd**

### Comptroller's Office

**Comptroller** ..... **Jackie Padilla**  
**Senior Administrative Assistant** ..... **Lanatta Barrett**  
**Assistant Comptroller** ..... **Sandra Harris**  
**Coordinator, General Accounting** ..... **Ella Barker**  
**Accounting Specialist, General Accounting** ..... **Frances Jackson**  
**Senior Accounting Clerk, Accounts Payable** ..... **Hank Nellums**  
**Senior Accounting Clerk** ..... **Brenda Pou**  
**Grant Accountant** ..... **Vickie Thorn**  
**Restricted Accounting Specialist** ..... **Vauna Long**  
**Capital Outlay Accountant** ..... **Jeanne Branch**  
**Accounting Assistant** ..... **Donna Carlisle**

### Payroll Office

**Director, Payroll Services** ..... **Margaret Libbey**  
**Accounting Specialist, Payroll** ..... **Barbara Beck**  
**Accounting Specialist, Payroll** ..... **Pat Duncan**  
**Senior Accounting Clerk** ..... **Sandra Buck**

### Purchasing and Auxiliary Services, Mail and Distribution, and Receiving

**Director** ..... **Angie C. Jones**  
**Administrative Assistant** ..... **Renee Jenkins-Hosea**  
**Purchasing Coordinator** ..... **Todd Harrington**  
**Purchasing Specialist** ..... **Emily Weddington**  
**Central Services Supervisor** ..... **Robert Seay**  
**Senior Shipment Handler** ..... **Warren Bradley**  
**Courier** ..... **John Burdette**  
**Courier** ..... **Renee Cartwright**  
**Courier** ..... **Thomas Good**

## FINANCIAL AID/VETERANS AFFAIRS

**Director** ..... **Karen Kessler**  
**Coordinator** ..... **Laurie Carmean**  
**Coordinator** ..... **Virginia Santoni**  
**Coordinator, Veterans Affairs** ..... **David Sutton**  
**Administrative Assistant** ..... **Kathie Geyer**  
**Financial Aid Clerk** ..... **Verlinda Poindexter**  
**Financial Aid/VA Representative** ..... **Elizabeth Faires**  
**Financial Aid/VA Representative** ..... **Edith Fox**  
**Financial Aid/VA Representative** ..... **Rod Goben**  
**Financial Aid/VA Representative** ..... **Stephen Hill**  
**Financial Aid/VA Representative** ..... **Traci Jones**  
**Financial Aid/VA Representative** ..... **Carolyn Laster**  
**Financial Aid/VA Representative** ..... **Sandra Randall**  
**Financial Aid/VA Representative** ..... **Chela Smith**  
**Financial Aid/VA Representative** ..... **John Warren**  
**Financial Aid/VA Specialist** ..... **Maroline Campbell**  
**Financial Aid/VA Specialist** ..... **Mike Driggers**  
**Financial Aid/VA Specialist** ..... **Ardy Wright**  
**Scholarship Representative** ..... **Pat Owens**

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## INSTITUTIONAL RESEARCH AND GRANTS

**Director** .....Debbie Douma  
Senior Administrative Assistant .....Sheran Noles  
Research Specialist .....Robbie A. Gregg

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## HUMAN RESOURCES

**Director** .....Tammy R. Henderson  
**Assistant Director** .....Rhonda A. Likely  
Senior Administrative Assistant .....Susie Barrett  
**Human Resources Support Specialist**.....Edward Austin, Jr.  
**Benefits Administrator** .....Deborah M. Taylor  
Employment Specialist .....Tanesha McCreary  
Human Resources Specialist .....Vacant  
Human Resources Representative .....Abrenda Adams  
Human Resources Representative .....Monica Williams  
Office Assistant .....Sandra Brown

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## STAFF AND PROGRAM DEVELOPMENT

**Director** .....Juanita Scott  
Administrative Assistant .....Renay Pierre-Robinson

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## POLICE DEPARTMENT, PENSACOLA CAMPUS

**Chief/Director** .....Nancy Newland  
Administrative Assistant .....Coreen Goben  
Police Sergeant .....Al Alston  
Police Sergeant .....Peggy Smith  
Police Sergeant .....Lisa Van Natter  
Police Officer .....Stanley Pagonis  
Police Officer .....Christopher Phillips  
Police Officer .....Rodney Rani  
Police Officer .....James Wilburn  
Police Officer/Resource Officer .....Henry Shirah  
Service Officer/Dispatcher .....Wendy Cox

## PHYSICAL PLANT

|   |                         |
|---|-------------------------|
| <b>Director</b> .....   | <b>Walter Winter</b>    |
| Senior Administrative Assistant .....                           | Cathy Wassmer           |
| Office Assistant .....  | Veronica Turner         |
| Maintenance Computer Operator .....                             | Malcolm Nelson Jr.      |
| Senior Storekeeper .....  | Rodney Weddington       |
| <b>Energy Education Specialist</b> .....                        | <b>Shannon Keithley</b> |
| <b>Coordinator, Facilities, Planning and Construction</b> ..... | <b>Michael Hayse</b>    |
| Administrative Assistant .....                                  | Betty Freney            |

### Building Services

|   |                       |
|---|-----------------------|
| <b>Maintenance Manager, Building Services</b> ..... | <b>Charles Knight</b> |
| Laborer Supervisor .....                            | Shawn Davis           |
| Truck Driver/Laborer Lead .....                     | David Willis          |
| Custodial Supervisor, Northside .....               | Ottle Dale            |
| Custodial Supervisor, Southside .....               | King Campbell         |
| Custodial Supervisor, Milton.....                   | Daniel Showers        |
| Custodial Supervisor, Warrington .....              | Catherine McDonald    |
| Senior Storekeeper/Custodian .....                  | Agnes Hollinhead      |

### Renovation Services

|   |                     |
|---|---------------------|
| <b>Maintenance Manager, Renovations</b> ..... | <b>Kent Spencer</b> |
| Maintenance Supervisor, Carpenter Shop .....  | William Warner      |
| Maintenance Specialist .....                  | Larry Hunt          |
| Maintenance Specialist .....                  | Michael Nash        |
| Maintenance Specialist.....                   | Obediah Bonham      |
| Maintenance Specialist .....                  | Alvin Jackson       |

### Transportation Services

|  |                          |
|--|--------------------------|
| Maintenance Supervisor, Transportation ..... | Kevin Hofer              |
| Maintenance Specialist.....                  | Annette Daniels-Williams |

### Grounds

|   |                        |
|---|------------------------|
| <b>Maintenance Manager</b> .....            | <b>Robert Lovelace</b> |
| 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 .....                 | Gordon Cartwright      |

### Maintenance Services

|   |                    |
|---|--------------------|
| <b>Maintenance Manager,</b>                     |                    |
| <b>Mechanical &amp; Electrical</b> .....        | <b>Doug Adkins</b> |
| Maintenance Supervisor (HVAC).....              | Michael Miller     |
| Maintenance Supervisor, Electrical Shop .....   | Charles Decker     |
| Maintenance Supervisor, Milton .....            | Wayne Henry        |
| Maintenance Specialist, Milton (HVAC).....      | Wayne Faires       |
| Maintenance Supervisor, Warrington (HVAC) ..... | Thomas Kurant      |
| Maintenance Specialist, Warrington(HVAC) .....  | Tommy Hooks        |
| Maintenance Specialist, Warrington .....        | Paul Owens         |
| Maintenance Specialist (Electrical).....        | Michael Allen      |
| Maintenance Specialist (HVAC) .....             | Michael Barrett    |
| Maintenance Specialist (HVAC) .....             | Michael Womble     |
| Maintenance Specialist (HVAC) .....             | Dale Moore         |
| Maintenance Specialist (HVAC) .....             | Don Oglesby        |
| Maintenance Specialist (HVAC).....              | Scott Russell      |
| Maintenance Specialist (HVAC) .....             | Randy Studdard     |
| Maintenance Specialist (Electrical).....        | John Rocky         |
| Maintenance Technician .....                    | Kristopher Kembro  |
| Maintenance Technician .....                    | Ernest Banks       |
| Maintenance Technician .....                    | Vacant             |
| Maintenance Technician, Milton .....            | Charles Messer     |

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## STUDENT AFFAIRS

Vice President .....James E. Martin  
Senior Executive Assistant .....Samantha Munoz  
Environmental Management Supervisor .....Bob Long

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## ADMISSIONS AND REGISTRATION

Registrar .....Martha Caughey  
Registrar Systems Specialist .....Joyce Edgar  
Admissions/Registration Specialist .....Becky Johnson  
Admissions/Graduation Technician .....Sheila Shiver  
Clerk .....Michele Stiffin  
Clerk .....Diane Lewis-Davis  
Data Scheduling Specialist .....Barbara Grandison  
Office Assistant .....Odalys Alvarez  
Office Assistant .....Trisha Cohron  
Office Assistant .....Keith Rapley  
Student Services Representative .....Maria Brake  
Student Services Representative .....Sylvia Campbell  
Student Services Representative .....Michele Faucher  
Student Services Representative .....Arnetta Holifield  
Student Services Representative .....Robin Brundige  
Student Services Representative .....Wilson Poteet  
Student Services Representative .....Mildred Richardson

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## ATHLETICS

Director/Head Coach, Baseball .....Bill Hamilton  
Administrative Assistant .....Marcie Grace  
Coach, Softball, Women .....Brenda Pena  
Coach, Volleyball, Women .....Vacant  
Coach, Basketball, Men .....Pedro (Pete) Pena  
Coach, Basketball, Women .....Chanda Rigby  
Assistant Coach, Baseball .....Keith Little  
Assistant Coach, Basketball, Men .....Vacant  
Assistant Coach, Basketball, Women .....Leah Drury  
Activities Coordinator, Dance, Cheerleading and Fitness .....LaRita Carter  
Coordinator, Intramurals .....Doug Rogers  
Transportation Technician .....John Noski



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## Educational Opportunity Center

**Program Director** .....Carla Thompson  
Administrative Assistant .....Mary Betances  
Student Services Specialist .....Gail Davis  
Student Services Specialist .....Robin Giacin  
Student Services Specialist .....Rita Parker  
Student Services Specialist .....Vacant

---

## Educational Talent Search

**Program Director** .....Linda Sheppard  
Administrative Assistant .....Betty A. Ellis  
Student Services Specialist .....Lynne Butcher  
Student Services Specialist .....Chandra Jones  
Student Services Specialist .....Kimberly Calloway

---

## Enrollment Services/Academic Advising

**Director** .....Kathy Dutremble  
Recruitment/Retention Specialist .....Summer Kreiser  
Administrative Assistant .....Lori Hahn  
Recruitment Specialist .....Michelle Horton  
Academic Advisor .....Debbie Gerard  
Assistant Professor/Counselor .....Monique Collins  
Academic Advisor .....Mary Esslinger

---

## Student Support Services

**Director** .....Rachelle Burns  
Administrative Assistant .....Penny Taylor  
**Coordinator of Student Services**.....Pamela Justice  
**Coordinator of Transfer Services** .....James Blackwell

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## Career Connection

**Director** .....Rachelle Burns  
Advising/Career Specialist .....Saundra Colville  
**Associate Professor/Advisor** .....William David Beck  
**Learning Lab Supervisor** .....Randall Broxton

---

## Testing and Assessment

**Director** .....Joan Ziel  
**Coordinator** .....Kathryn Quillen  
Administrative Assistant .....Karen Kilpatrick  
Senior Test Technician .....Jane Duke  
Test Technician .....Debra Mowery

---

## Student Job Services

**Director** .....Gil Bixel  
Administrative Assistant .....Gerry Pea

---

## Disability Support Services/ADA

**Director** .....Rebecca Adkins  
**Coordinator and Interpreter**.....Shelley Lawson

---

## Veterans Upward Bound Project

**Program Director** .....Gary Gamo  
**Coordinator** .....Charlotte Windom  
Administrative Assistant .....Nikkol Wymer

---

## Student Life

**Director** .....Vacant  
**Assistant Coordinator, Student Leadership  
and Activities**.....Angie Jones  
**Coordinator, Health Clinic** .....Judy Harrington

# DISTRICT INSTRUCTIONAL DEPARTMENTS

## DIVISION OF THE ARTS

Vice President .....Martin Gonzalez

### Music and Theatre

District Department Head .....Don Snowden  
Administrative Assistant.....Kelly Ryan  
Office Assistant .....Rhoda Moya  
Professor.....Xiaolun Chen  
Professor .....Joe W. Stallings  
Professor .....Richard Jernigan  
Instructor .....Rodney Whatley  
Technical Director .....Robert Gandrup

### Visual Arts

District Department Head.....Krist Lien  
Administrative Assistant .....Kathy Brower  
Professor .....Michael F. Boles  
Professor .....William R. Clover  
Professor .....David S. Hinds  
Professor .....Patricia Reppenhagen  
Professor.....Patrick M. Rowe  
Associate Professor.....Cynthia App  
Assistant Professor .....Mark Francis  
Instructor .....Mark Hopkins  
Instructor .....Kristen Regan  
Computer Graphics/Multimedia Specialist .....Spiros Zachos

## DIVISION OF HEALTH SCIENCES

Vice President .....Martin Gonzalez  
Dean of Warrington Campus.....Erin Spicer

### Allied Health

District Department Head.....Steve Bannow  
Administrative Assistant.....Brenda Brantley  
Professor .....Dale Brewer  
Professor .....Liesa Bromet  
Professor.....Marilyn Coseo  
Professor .....Wilma Duncans-Burnett  
Professor .....Sheila Peterson  
Professor .....Donna Shumway  
Professor.....Margaret Ward  
Associate Professor.....Donna Flynn  
Associate Professor.....Marie Hattabaugh

### Health Sciences

District Department Head .....Sandra Hartley  
Administrative Assistant.....Tracy Hunter  
Dental Clinic Technician .....Debbie Stallworth  
Office Assistant.....Gina Hartigan  
Professor.....Cena Harmon  
Professor .....Mindy Jay  
Professor .....Linda Lambert  
Assistant Professor.....Barbara Tarwater  
Instructor .....Teena Carroll  
Instructor .....Donna Mathias  
Instructor .....Donald Lee  
Instructor .....Stephen White

### Nursing

Director .....Patricia Jones  
Administrative Assistant .....Vacant  
Administrative Assistant.....Eugenia Taylor  
Professor .....Shirley Holt-Hill  
Professor .....Carol Stinson  
Associate Professor.....Mary Turner  
Assistant Professor.....Jana Lyner  
Assistant Professor .....Pat Miller-Coburn  
Assistant Professor .....Mary Turner  
Instructor .....Constance Ackeret  
Instructor .....Ann Brooker  
Instructor.....Rhonda Cowan  
Instructor .....Judith Evans  
Instructor .....Haley Horn  
Instructor .....Uletha Jones  
Instructor .....Anna Mae Maano  
Instructor .....Johnnie Mixon  
Instructor .....Lynette Ruckman  
Instructor .....Angela Sanders  
Instructor .....Dusti Sluder  
Instructor .....Cynthia Smith-Peters  
Instructor .....Suzanne Taylor  
Instructor .....Karen Young  
Coordinator, Student Services .....Drucilla Thomas

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## DIVISION OF LIBERAL ARTS

Vice President, Instructional Affairs .....Martin Gonzalez  
Director, Institutional Quality Enhancement Plan .....Vacant

---

## CURRICULUM AND ASSESSEMENT

Dean .....June W. Linke  
Senior Administrative Assistant .....Nettie Varnell

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### History/Languages/Social Sciences

District Department Head .....Susan Morgan  
Administrative Assistant .....Sherrill Halftown  
Professor .....Sharon Harmon  
Professor .....Brian Rucker  
Professor .....Vincent Sullivan  
Professor .....Zeida Ward  
Associate Professor .....Michael Gilbert  
Associate Professor .....Charlie Schuler  
Associate Professor .....Lisa Sims  
Assistant Professor .....Vicki Carson  
Assistant Professor .....Sandra Emory  
Assistant Professor .....Monisa Mooney  
Instructor .....John Holder

---

### English/Communications

District Department Head .....Thom Botsford  
Administrative Assistant .....Sandra Vick  
Professor .....Stacey Albaugh  
Professor .....Tom Bailey  
Professor .....Dan Bell  
Professor .....Rodney Garrett  
Professor .....Carol Hemmye  
Professor .....Kenneth J. McAferty  
Professor .....Jelle Roos  
Professor .....Guangping Zeng  
Professor .....Narla Zinermon  
Associate Professor .....Keith Prendergast  
Associate Professor .....K. Blaine Wall  
Associate Professor .....Raymond Wolf  
Assistant Professor .....Jennifer Ehrhardt O'Leary  
Assistant Professor .....William Fisher  
Assistant Professor .....Todd Neuman  
Assistant Professor .....Julia Ruengert  
Instructor .....Brigette Robinson  
Instructor .....Michael Will

---

### Mathematics

District Department Head .....Vicki Schell  
Administrative Assistant .....Teresa Jackson  
Professor .....Christine Bond  
Professor .....Lynn Cade  
Professor .....Mary Anne C. Petruska  
Professor .....Mickey Settle  
Professor .....Sharon Spencer  
Associate Professor .....Mary Benson  
Associate Professor .....Peter Falzone  
Associate Professor .....Katherine Schultz  
Assistant Professor .....Gregory Bloxom  
Assistant Professor .....Jennifer Brahier  
Assistant Professor .....Chris Turner  
Instructor .....Jeremy Carr  
Instructor .....Bethany Mueller  
Instructor .....Chad Smudde

---

## DIVISION OF PRECOLLEGIATE STUDIES

Vice President .....Martin Gonzalez

---

### Adult Basic Education

District Department Head .....Carolyn W. Formsmma  
Administrative Assistant .....Lois Stallworth  
Professor .....Phyllis Hardaway  
Professor .....Cheryl Sexton  
Instructor .....Margaret Sowa

---

### Developmental Studies

District Department Head .....Brenda Kelly  
Administrative Assistant .....Barbara Wells  
Learning Lab Supervisor, SAIL Pensacola .....Rhae Tullos  
Learning Lab Supervisor, SAIL Warrington .....Rebecca Spiegel  
Office Assistant, SAIL Pensacola .....Cathy Rowe  
Computer Lab Technician .....Sarah Snyder  
Learning Lab Supervisor,  
Reading/Writing, Pensacola .....Christine Prendergast  
Learning Lab Supervisor, Reading/Writing .....Homer Davis  
Learning Lab Supervisor,  
Learning Enrichment Center/Math .....Vacant  
Professor, CP Math/Algebra .....Pat Horacek  
Professor, English/Reading .....Paula Ingram  
Professor, College Success .....Marilyn Elaine Miller  
Professor, English .....Patty Northup  
Professor, English .....Tracy Peyton  
Professor, English/Reading .....Jean Roberts  
Associate Professor, Reading .....Diane Cole  
Associate Professor, College Success .....Peter Nash  
Associate Professor, Reading .....Frances Robinson  
Assistant Professor, CP Math/Algebra .....Jennifer Brahier  
Assistant Professor, CP Math/Algebra .....Morris Buchanan  
Assistant Professor, CP Math/Algebra .....Joan Burkhardt  
Assistant Professor, English .....Deedra Herington  
Assistant Professor, CP Math/Algebra .....Kathryn Merritt  
Instructor, CP Math/Algebra .....S. Greg Hardin  
Instructor, CP Math/Algebra .....Clarence Manns  
Instructor, CP Math/Algebra .....Bethany Mueller

---

### Collegiate High School

District Department Head .....Thomas Leonard  
Administrative Assistant .....Rosa Middleton  
Office Assistant .....Mary Frazier  
**Coordinator, Student Services** .....Joseph Kyle  
Office Assistant .....Tara Brown  
Associate Professor .....Paige Anderson  
Professor/Counselor,  
Student Services .....Karen Atkins-Harris  
Professor .....Deborah P. Friedman  
Professor .....Joyce Hopson-Longmire  
Professor .....Kathleen Shelton-Lowe  
Professor .....Kevin Slattery  
Assistant Professor .....Joyce Daniels  
Assistant Professor .....Shirl Shaw  
Assistant Professor .....Charles F. Voltz  
Assistant Professor .....Carla Williams  
Instructor .....Shirlaura Bremer  
Instructor .....Deborah McClintock  
School Resource Officer .....Hank Shirah

---

# DIVISION OF TECHNOLOGY AND PROFESSIONAL STUDIES

Director, Technology and Professional Service Careers .....Sue Halfhill  
Senior Administrative Assistant .....Janet Witt

---

## Business

District Department Head .....Linda Bloom  
Administrative Assistant .....Jack Herndon  
Office Assistant .....Joyce Rogier  
Professor .....John Atkins  
Professor .....James Hightower  
Professor .....Richard M. Irvine Jr.  
Professor .....Francis S. Key  
Professor .....Dorinda Lynn  
Professor .....Audrey Morrison  
Professor .....Carla Rich  
Associate Professor .....Alan Ammann  
Associate Professor .....Natasha Simpson-Robinson  
Assistant Professor .....Michelle E. Haggard  
Instructor .....Mack Crider

---

## Computer Science

District Department Head .....Wayne Horn  
Administrative Assistant .....Phyllis Berry-Bickham  
Professor .....Michel Boillot  
Professor .....Richard Cacace  
Professor .....Jim Drennen  
Professor .....Yin-Chieh Lemley  
Professor .....Eris Reddoch  
Assistant Professor .....Vai Kumar  
Instructor .....Richard Kirk  
Instructor .....Robert Pratten  
Instructor .....Randolph Rose

---

## Education and EPI

District Department Head .....Holly Craven  
Administrative Assistant .....Mishel Johnson  
Professor .....Jane Spruill  
Professor .....Elizabeth Werre  
Assistant Professor .....Betty Persons

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## Professional Service Careers

District Department Head .....Sue Halfhill  
Administrative Assistant .....Janice Howard  
Culinary Technician .....Jan Vantrease  
Professional Service Careers Technician .....Elaine Keating  
Professor .....L.B. "Sandy" Southerland  
Associate Professor .....Travis Herr  
Associate Professor .....Jacquelyn Knudsen  
Assistant Professor .....Sharon Richards  
Instructor .....Sonja McCall

---

## Engineering Technology

District Department Head .....Tim Bone  
Administrative Assistant .....Pamela Leonard  
Associate Professor .....Michael Cannon  
Associate Professor .....Larry Ball

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## Institute for Information Assurance

Program Director, Community  
Based Job Training Grant .....Linda Weishahn  
Administrative Assistant .....Beverly Hutching

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## DIVISION OF THE SCIENCES

Vice President .....Martin Gonzalez  
Dean of Warrington Campus.....Erin Spicer

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### Biological Sciences

District Department Head.....Vacant  
Administrative Assistant .....Clara Ezell  
Professor .....Frances H. Duncan  
Professor .....Gloria Gonzalez  
Professor .....Janet E. Levins  
Professor .....Jeffery S. Wooters  
Professor .....Joyce B. Kaplan  
Associate Professor .....Amy Compton  
Assistant Professor .....W. Logan Fink  
Assistant Professor .....Jessica Petersen  
Assistant Professor .....William Renfroe  
Assistant Professor .....Valerie Walker  
Assistant Professor .....Elizabeth Yelverton  
Instructor .....Robert Campbell  
Instructor .....Neil Clark  
Instructor.....Rita Thrasher  
Science Lab Specialist .....Marty Foster  
Science Lab Specialist.....Janice Gregorowicz

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### Physical Sciences

District Department Head .....Edwin W. Stout  
Administrative Assistant .....Kim LaFlamme  
Professor .....Lois A. Dixon  
Professor .....John W. Wooten  
Professor .....Joseph M. Zayas  
Associate Professor .....Daniel T. Garber  
Associate Professor .....Bobby J. Roberson  
Assistant Professor .....Thomas L. Gee  
Assistant Professor .....Timothy L. Hathway  
Instructor .....Kim M. Stumpe  
Science Lab Specialist.....Darrell A. Kelly

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## MILTON CAMPUS

Dean.....Anthea Amos  
Executive Assistant .....Dawn Loyed  
Coordinator, Fitness Center and  
Student Leadership and Activities.....Arthur Branch  
Computer Lab Technician.....Jeff Massey

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### Academic Program Support

Dean .....Anthea Amos  
Administrative Assistant .....Wavolene Kelly  
Office Assistant .....Debra Bigelow-Jordan  
Learning Lab Supervisor, Reading/Writing .....Homer Davis

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### Library Services

Assistant Professor/Librarian .....Dorothy Abbott  
LRC Specialist .....Greg Ledet  
LRC Circulation Technician .....Dwight Chavis  
LRC Circulation Technician .....Sandra Neal

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### Student Affairs

Director, Student Services .....Georgianna B. Bryant  
Administrative Assistant .....Cammie Buchanan  
Professor/Advisor .....Tonie Anderson  
Academic Advisor .....Cindy Minor  
Student Services Representative .....Terri Parker  
Financial Aid/Veterans Affairs Representative .....Elizabeth Faires  
Coordinator, Career Center .....Rosemarie Long

---

### Police Department

Police Officer.....Terry White  
Service Officer/Dispatcher .....Fred Pack

# WARRINGTON CAMPUS

Dean .....Erin Spicer  
Executive Assistant .....Lisa Payne  
Director of Student Services .....Vacant  
Coordinator, Academic Computing .....Thomas Kuklish  
Admissions Specialist, Health Programs .....Sarah Lewis  
Coordinator, Student and Program Outreach .....Jennifer Ponson  
Director, Clinical Support Services .....Keith Samuels

---

## Academic Program Support

Dean .....Erin Spicer  
Administrative Assistant .....Phyllis Evans  
Learning Lab Supervisor, Math.....Naomi Ruth Hansen

---

## Library Services

Professor/Librarian .....Dorothy Perry  
Library Technician .....William Fitzgerald  
LRC Circulation Technician .....Mary Trapp

---

## Patient Simulation Training

Director, Clinical Support Services.....Keith Samuels  
Education Director,  
Center for Patient Simulation .....Marta Suarez-O'Connor  
Computer Lab Technician .....Harold Conklin  
Patient Simulation Specialist.....Annette Orangio  
Supervisor, Health Sciences Learning Center .....Christa Ruber

---

## Student Affairs

Coordinator, Student Leadership  
and Activities .....Edith Finley  
Professor/Counselor .....Judith Floyd  
Assistant Professor.....Albert Huffman  
Test Technician .....Monica Duff  
Switchboard Operator/Receptionist.....Alicia White

---

## Financial Aid/Veterans Affairs

Coordinator.....Patricia Johnson

---

## Police Department

Police Officer .....Kimberly Cooper  
Police Officer.....Wallace Carter

# FACULTY AND ADMINISTRATION

**MEADOWS, Edward (2008)**

President  
B.S., Delta State University  
M.S., University of Tennessee  
M.A., Ed.D., Ball State University

**ABBOTT, Dorothy D. (1993)**

Assistant Professor/Librarian  
Library Services, Milton Campus  
A.A., Pensacola Junior College  
B.A., University of West Florida  
M.L.S., University of Southern Mississippi

**ACKERET, Constance (2009)**

Instructor of Nursing  
Department of Nursing,  
Warrington Campus  
B.S.N., Purdue University  
M.S.N., Walden University

**ADKINS, Douglas (1981)**

Maintenance Manager, Maintenance Services  
Physical Plant  
A.A., Pensacola Junior College

**ADKINS, Rebecca (1993)**

Director, Disability Support Services  
A.A., Pensacola Junior College  
B.A., University of West Florida  
M.A., University of Colorado  
M.A., University of Illinois

**ALBAUGH, Stacey (1999)**

Professor of Speech  
Department of English/Communications  
A.S., Jefferson Davis Junior College  
B.A., M.A., University of West Florida

**ALEXANDER, Jonathan (1999)**

Computer Systems Analyst  
Department of Information  
Technology Services  
A.A., Pensacola Junior College  
B.S., University of West Florida

**AMMANN, Alan I. (2004)**

Assistant Professor  
Department of Business  
B.S., M.B.A., D.B.A., Mississippi State  
University

**AMOS, Anthea E. (2003)**

Dean of Milton Campus  
Milton Campus  
A.A., Pensacola Junior College  
B.A., University of West Florida  
M.A., University of Southern Mississippi  
M.A., Fort Hays State University

**ANDERSON, Paige (1997)**

Associate Professor  
Department of Collegiate High School  
B.A., M.A., Emory University

**ANDERSON, Tonie E. (1991)**

Professor/Counselor  
Student Services  
Milton Campus  
A.A., Pensacola Junior College  
B.A., Ed.S., University of West Florida  
M.S., Troy State University  
Ed.D., University of West Florida

**ARDIS, R. Mike (2002)**

Associate Professor  
Department of Behavioral Sciences  
Selected as Outstanding New Faculty  
Member in 2004  
B.A., M.A., University of South Carolina

**ATKINS, John (1989)**

Professor of Business  
Department of Business  
A.S., Central Carolina Technical College  
B.S., University of North Carolina  
Chapel Hill  
M. of Econ., M.S., North Carolina State

**ATKINS-HARRIS, Karen (1996)**

Professor/Counselor,  
Student Services  
Department of Collegiate High School  
B.S., M.S., Troy State University

**AUSTIN Jr., Edward (2004)**

Human Resources Support Specialist  
Human Resources Department  
A.A., B.S., University of Maryland  
M.S., Troy State University  
Professional Human Resources  
Certification

**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)**

Assistant Professor of Engineering  
Technology  
Department of Technologies  
A.A., A.S., Pensacola Junior College  
B.S., University of West Florida

**BANNOW, Steven W. (2005)**

District Department Head, Allied Health  
Department  
B.A., Albion College  
M.A., Ph.D., University of South Carolina  
J.D., Loyola University  
LLM, George Washington University

**BARKER, Ella (1987)**

Coordinator, General Accounting  
Comptroller's Office  
A.A., Pensacola Junior College  
B.S.B.A., M.Acc., University of West Florida

**BECK, Jamie (1995)**

Senior Computer Systems Analyst  
Department of Information  
Technology Services  
A.A., Pensacola Junior College  
B.S., M.S., University of West Florida

**BECK, William D. (1981)**

Associate Professor/Counselor  
Career Connection  
B.S., M.A., University of Alabama

**BELL, Dan (1987)**

Professor of English  
B.A., M.A., Michigan State  
M.A., California State University

**BENSON, Mary (2002)**

Associate Professor of Mathematics  
Department of Mathematics  
B.A., La Salle University  
M.S., Eastern Kentucky University

**BIXEL, Gil (1977)**

Director, Student Job Services  
A.A., Okaloosa-Walton Junior College  
B.A., University of West Florida

**BLACKWELL, James (2007)**

Coordinator, Transfer Services  
Student Support Services  
B.S., University of West Florida  
M.Ed., University of Southern Mississippi

**BLOOM, Linda C. (1987)**

District Department Head  
Associate Professor of Business  
Department of Business, Pensacola Campus  
Selected for Academy of Teaching  
Excellence in 1991  
B.S., Mississippi College  
M.S., Ph.D., University of Southern  
Mississippi

**BLOXOM, Gregory W. (2006)**

Assistant Professor of Mathematics  
Department of Mathematics  
B.S. Shepherd College  
M.S. University of West Florida

**BOILLOT, Michel H. (1970)**

Professor of Computer Science  
Department of Computer Science  
Milton Campus  
B.A., M.S., University of Wisconsin  
Ed.D., Nova Southeastern University

**BOLES, Michael F. (1980)**

Professor of Art  
Department of Visual Arts  
B.S., M.F.A., Sam Houston State University

**BOND, Christine B. (1981)**

Professor of Mathematics  
Department of Mathematics  
B.S., Louisiana State University  
M.S., University of West Florida  
Ph.D., Florida State University

**BONE, Timothy H. (1986)**

District Department Head of Technologies  
Professor of Engineering Technology  
Engineering Technology Programs  
B.S., Florida State University  
M.S., University of West Florida

**BOTSFORD, Thom (1986)**

District Department Head  
Professor of English and Journalism  
Department of English/Communications  
B.A., M.A.C.T., Auburn University

**BRACKEN, Lawrence J. (1983)**

Executive Director of Government Affairs  
B.A., Arkansas Tech University  
M.A., University of Arkansas at Little Rock

**BRADLEY, Winifred R. (1988)**

District Department Head of Libraries  
B.S., Florida A&M University  
M.L.S., Florida State University



- BRAHIER, Jennifer (2005)**  
Assistant Professor of Mathematics  
Department of Mathematics and  
Developmental Studies  
B.S., M.S. University of West Florida
- BRANCH, Arthur A. "Butch" (2000)**  
Coordinator, Fitness Center and Student  
Leadership and Activities,  
Milton Campus  
Selected for Academy of Teaching  
Excellence in 1996  
A.A., Pensacola Junior College  
B.S., M.S., University of West Florida
- BRANCH, Jeanne A. (2003)**  
Capital Outlay Accountant  
Comptroller's Office  
A.A., Pensacola Junior College  
B.S.B.A., M.Acc., University of West Florida
- BREMER, Shirlaura (2008)**  
Instructor of Secondary Education  
Department of Collegiate High School  
B.S., University of Southwest Louisiana  
M.S., William Carey College
- BREWER, Dale (1988)**  
Professor of Medical Assisting and  
Office Administration  
Department of Allied Health  
Warrington Campus  
B.S., M.Ed., University of West Florida  
Certified Medical Assistant
- BROMET, Liesa L. (2000)**  
Professor of Diagnostic  
Medical Sonography  
Allied Health Department, Warrington  
Campus  
Selected for Academy of Teaching  
Excellence in 2004  
B.S.N., University of Missouri  
RDMS: Abdomen, OB/GYN,  
Neurosonology Certifications  
RDCS: Adult Echocardiography  
RVT: Vascular Technology
- BROOKER, Ann (2008)**  
Instructor of Nursing  
Department of Nursing,  
Warrington Campus  
A.A., Saint Leo University  
B.S.N., Jacksonville University  
M.S.N., Walden University
- BROXTON, Randall (1995)**  
Learning Lab Supervisor  
Student Support Services  
Selected for the Academy of Teaching  
Excellence in 1998  
B.S., University of South Alabama  
M.S., Troy State University
- BROYLES, Linda V. (2004)**  
Instructor/Librarian  
Library Services, Technical Services  
Pensacola Campus  
B.A., Indiana University at South Bend  
M.L.S., Indiana University
- BRYANT, Georgieanna B. (1985)**  
Director, Student Services,  
Milton Campus  
A.A., Tallahassee Community College  
B.A., M.S., Ph.D., Florida State University
- BRUNI, Brenda (2009)**  
Development Coordinator, Annual Giving  
and Alumni Affairs  
College Development and Alumni Affairs  
B.A., University of West Florida
- BUCHANAN, R. Morris (2004)**  
Assistant Professor of Mathematics  
Department of Developmental Studies  
B.S. University of Southern Mississippi  
M.S. University of West Florida  
Th.M., Gulf Coast Baptist Institute and  
Seminary
- BURKHARDT, Joan (1996)**  
Assistant Professor of Mathematics  
Department of Developmental Studies  
B.S., University of South Alabama
- BURNS, Rachelle (2005)**  
Director, Student Support Services and  
Career Connection  
B.A., Fairfield University  
M.A., Reformed Theological Seminary
- BURTON, Frank (2004)**  
Assistant Manager, Program Operations  
WSRE-TV  
A.S., Faulkner State University  
B.S., Auburn University  
B.S., University of West Florida
- BUTCHER, Lynne (1998)**  
Student Services Specialist  
TRiO Educational Talent Search  
A.A., Pensacola Junior College  
B.S., University of West Florida
- CACACE, Richard N. (1996)**  
Professor, Computer Science  
Department of Computer Science  
Selected for Academy of Teaching  
Excellence in 2004  
B.S., U.S. Naval Academy  
M.S., University of West Florida
- CADE, Lynn B. (1988)**  
Professor of Mathematics  
Department of Mathematics,  
A.A., Bishop State Junior College  
B.S., Alabama State University  
M.A., University of West Florida
- CALLOWAY-SCHLEDT, Kimberly (2005)**  
Student Services Specialist  
TRiO Educational Talent Search  
A.S., A.A., Pensacola Junior College  
B.S., University of West Florida  
M.P.A., Troy University
- CAMPBELL, Robert (2008)**  
Instructor of Biology  
Department of Biological Sciences  
B.S., Youngstown University  
M.S., University of West Florida
- CANNON, Michael (1992)**  
Instructor of Engineering Technology  
Department of Technologies  
B.S., East Tennessee State University
- CARMEAN, Laurie (2005)**  
Coordinator, Financial Aid/Veterans Affairs  
Financial Aid/Veterans Affairs Department  
B.A., Central Washington University  
M.A., Ed.S., University of West Florida
- CARR, Jeremy (1996)**  
Instructor of Mathematics  
Department of Mathematics  
B.S., M.S., University of South Alabama
- CARRIER, Brenda (1993)**  
Bursar  
Bursar's Office  
A.A., Pensacola Junior College  
B.A., University of West Florida
- CARROLL, Teena (2009)**  
Instructor, Physical Therapist Assistance  
Program  
Department of Health Sciences,  
Warrington Campus  
A.A., A.A.S., Pensacola Junior College  
B.S., University of West Florida
- CARSON, Vicki (1980)**  
Assistant Professor of Human Performance  
and Recreation  
Department of History, Languages,  
and Social Sciences  
B.S.E., University of Arkansas  
M.A., University of Alabama
- CARTER, LaRita (2005)**  
Activities Coordinator  
Dance, Cheerleading and Fitness Center  
B.S., University of West Florida
- CARTER, Melissa (2007)**  
Coordinator, Television Membership  
WSRE-TV  
A.A., Pensacola Junior College  
B.A., University of West Florida
- CAUGHEY, Martha F. (1969)**  
Director, Admissions and Registrar  
Admissions/Registration  
A.A., Pensacola Junior College  
B.S., University of West Florida
- CAUSEY, Rebecca J. (1989)**  
Dean, Continuing Education  
B.S., M.S., Ph.D., University of  
Southern Mississippi
- CHANEY, Paul (2001)**  
Senior Internet Systems Analyst  
Microcomputer Resources  
A.S., Pensacola Junior College  
B.E.A., Atlanta College of Art
- CHEN, Owen (2010)**  
Microcomputer Specialist  
Microcomputer Resources  
B.A., M.A., University of Florida
- CHEN, Xiaohu (1998)**  
Professor, Director  
of Choral Activities  
Department of Music and Theatre  
B.A., The Central Conservatory of Music,  
Beijing, China  
M.M., Eastman School of Music, University  
of Rochester
- CLARK, Neil (1995)**  
Instructor of Biology  
Department of Biological Sciences  
A.S., Pensacola Junior College  
B.A., State University of New York  
M.S., University of West Florida
- CLOVER, William (1966)**  
Professor of Art  
Department of Visual Arts  
A.A., Santa Monica City College  
B.A., Long Beach State College  
M.F.A., Cranbrook Academy of Art

- COKER, Barrow M. (1998)**  
Computer Systems Analyst  
Department of Information  
Technology Services  
A.S., Phillips College  
A.A., Pensacola Junior College  
B.S., M.S., University of West Florida
- COLE, Diane (1997)**  
Associate Professor, Reading  
Department of Developmental Studies  
B.A., M.Ed., Western Illinois University  
M.S., St. Thomas University
- COLLINS, Monique (2003)**  
Assistant Professor/Counselor  
Department of Academic Advising  
B.A., M.S., Troy University  
Ed.D., University of West Florida
- COMPTON, Amy (1999)**  
Coordinator, Landscape and Horticulture  
Management  
Associate Professor, Landscape Technology  
Department of Biological Sciences  
B.S., Guilford College  
M.S., North Carolina State University
- COSEO, Marilyn (1986)**  
Professor of Radiography  
Allied Health Department,  
Warrington Campus  
A.S., Reading Area Community College  
B.S., Salem College  
R.T., Eastern Suffolk School of  
Radiologic Technology  
M.Ed., Ed.D., University of West Florida
- COWAN, Rhonda (2007)**  
Instructor of Nursing  
Department of Nursing  
Warrington Campus  
B.S.N., University of West Florida  
M.S.N., University of South Alabama
- CRAGO, Ralph E. (2002)**  
Systems Support Analyst  
Department of Information  
Technology Services  
B.A., University of West Florida
- CRANN GOOD, Alice (2005)**  
Public Information Specialist  
Marketing and College Information  
B.A., University of West Florida
- CRAVEN, Hollace (2005)**  
District Academic Department Head  
Education/Educator Preparation Institute  
B.A., M.A. Florida State University.  
Ph.D., University of Florida
- CRIDER, Claude (2006)**  
Instructor of Economics  
Department of Business  
B.S., University of Southwestern Louisiana  
M.B.A., M.Ed., University of South Carolina
- DANIELS, Joyce (2001)**  
Assistant Professor  
Department of Collegiate High School  
B.S., Florida State University
- DAUGHTRY, Lisa H. (2008)**  
Computer Systems Analyst  
Department of Information Technology  
Services  
B.S., University of Florida  
B.S., University of West Florida
- DAVIS, Gail (2001)**  
Student Services Specialist  
Educational Opportunity Center  
Department  
B.S., M.Ed., Troy State University
- DAVIS, Homer (2007)**  
Learning Lab Supervisor  
Department of Developmental Studies  
B.A., Southeast Missouri State College  
M.A., Memphis State University
- DEAN, Michelle D. (1996)**  
Computer Systems Analyst  
Department of Information  
Technology Services  
A.A., Pensacola Junior College  
B.S., University of West Florida
- DELARGE, David (1993)**  
Computer Systems Analyst  
Department of Information  
Technology Services  
A.S., Pierce Junior College
- DIXON, Lois A. (1988)**  
Professor of Chemistry  
Department of Physical Sciences  
A.A., Pensacola Junior College  
B.S., University of West Florida  
M.A., Duke University  
Ph.D., University of Florida
- DOUMA, Deborah (1999)**  
Director, Institutional Research and Grants  
A.A., Irvine Valley College  
B.A., M.S.A., University of West Florida
- DRENNEN, James D. (1982)**  
Professor of Information Technology  
Department of Information Technology  
CCNP, CCAI, CCDP, CISSP  
Certified Electronics Technician  
A.S., Pensacola Junior College  
B.S., MSA, University of West Florida
- DRURY, Leah (2009)**  
Assistant Athletic Coach,  
Women's Basketball  
B.A., M.A., University of Alabama
- DUNCAN, Rose "Cookie" (2000)**  
Network Systems Analyst, Computer  
Services/Telecommunications  
Department of Information  
Technology Services  
B.S., William Carey College
- DUNCAN, Frances H. (1992)**  
Professor of Biology  
Department of Biological Sciences  
Selected as Outstanding New Faculty  
Member in 1994  
Selected for Academy of Teaching  
Excellence in 1997  
B.S., Middle Tennessee State University  
M.A., Central Michigan University
- DUNCANS-BURNETT, Wilma (1988)**  
Professor, Allied Health Department,  
Warrington Campus  
Selected for the Mary Ekdahl Smart Endowed  
Chair for Health Sciences for 2006  
C.R.T.T., A.S., R.R.T., Pensacola Junior  
College  
A.A., Normandale Community  
College/Pensacola Junior College
- DUTREMBLE, Kathryn W. (2005)**  
Director, Enrollment Services and Academic  
Advising  
Enrollment Management Services/New  
Student Information Center  
B.S., M.Ed., University of Montevallo
- EHRHARDT-O'LEARY, Jennifer (2004)**  
Assistant Professor of Speech  
Department of English/Communications  
Selected for Academy of Teaching  
Excellence in 2007  
B.A., M.A., University of West Florida
- EMOND, Eugenia (1991)**  
Vice President, Business Affairs  
A.A., Pensacola Junior College  
B.A., M.B.A., University of West Florida  
Certified Public Accountant
- EMORY, Sandra K. (2004)**  
Assistant Professor of Sociology  
Department of History, Languages,  
and Social Sciences  
B.A., San Diego State University  
M.A., University of New Mexico
- ESSLINGER, Mary V. (1993)**  
Academic Advisor  
Department of Academic Advising  
B.A., University of Mississippi  
M.Ed., Auburn University-Montgomery
- EUBANKS, Bryan (1999)**  
Network Administrator  
Microcomputer Resources  
CompTIA A+ Certification
- EVANS, Judith (2006)**  
Instructor of Nursing  
Department of Nursing,  
Warrington Campus  
B.S.N., M.S.N., University of South  
Alabama
- FALZONE, Peter (2000)**  
Associate Professor of Mathematics  
Department of Mathematics  
A.A., Pensacola Junior College  
B.S., M.S.T., University of Florida
- FARLEY, Patricia (2010)**  
Instructional Technologist, Title III  
B.S., M.S., University of West Florida
- FINK, Logan (1984)**  
Assistant Professor of Biology  
Department of Biological Sciences  
B.S., M.S., University of Florida
- FINLEY, Edith (1987)**  
Coordinator, Student Leadership and  
Activities, Warrington Campus  
A.A., Pensacola Junior College  
B.S., M.S.M., Troy State University
- FISHER, William (1987)**  
Assistant Professor of English  
Department of English/Communications  
B.S., M.A., University of Kansas
- FLOYD, Judith (1988)**  
Professor/Counselor  
Student Services, Warrington Campus  
B.S., University of Arkansas  
M.S., University of New York  
Ph.D., University of Alabama

- FLYNN, Donna (2002)**  
Associate Professor  
Allied Health Department,  
Warrington Campus  
Selected for Academy of Teaching  
Excellence in 2001  
A.S., Pensacola Junior College  
B.S., University of West Florida  
M.S., Troy State University  
Certificate, Medical Assisting  
CPC, CMM-Medical Coding, Health Care  
Management
- FOREHAND, Frederick F. (2003)**  
Telecommunications Network Analyst  
Department of Telecommunications Systems  
A.S., Jefferson Davis College  
A.S., Community College of the U.S.A.F.
- FORMSMA, Carolyn (2000)**  
District Department Head  
Adult Basic Education  
B.A., Kalamazoo College  
M.S.T., University of Chicago
- FOSTER, Marty (1997)**  
Science Lab Specialist  
Department of Biological Sciences  
B.S., University of West Florida
- FOWLER, Richard L. (2008)**  
Computer Systems Analyst  
Department of Information Technology  
Services  
B.S., University of Southwest Louisiana  
M.B.A., University of New Orleans
- FRANCIS, Mark (2001)**  
Assistant Professor of Photography  
Department of Visual Arts  
A.A., Pensacola Junior College  
B.S., Florida A&M University  
M.F.A., Savannah College of Art and Design
- FRAZER, Gael (1989)**  
Associate Vice President, Institutional  
Diversity, Community and Media Relations  
B.A., M.S., State University of New York  
at Albany  
J.D., Howard University
- FRIEDMAN, Deborah P. (1988)**  
Associate Professor of Secondary Education  
Department of Collegiate High School  
Selected for Academy of Teaching  
Excellence in 2000  
A.A., Pensacola Junior College  
B.A., University of West Florida  
M.S., Troy State University
- FUNDIN, Eric (2008)**  
Director, Station Operations  
WSRE-TV  
A.A., Mercer County Community College  
A.B., University of Alabama
- GADDIS, Kenneth (2004)**  
Television Producer/Director  
WSRE-TV
- GAMO, Gary W. (2009)**  
Program Director, Veterans Upward Bound  
Project  
A.A., Santa Barbara City College  
B.A., Chico State College  
M.B.A., University of Georgia
- GANDRUP, Robert (2001)**  
Technical Director  
Department of Music, Theatre and Dance  
B.F.A., University of Texas
- GANLEY, Catherine (2002)**  
Database and Reporting Manager,  
College Development, Foundation and  
Alumni Affairs  
B.S., University of Florida
- GARBER, Daniel Thor (2001)**  
Associate Professor of Physics  
and Astronomy  
Department of Physical Sciences  
Selected for Academy of Teaching  
Excellence in 2005  
A.A., B.S., M.S., University of Florida
- GARRETT, Rodney (1999)**  
Professor of Speech  
Department of English/Communications  
Selected for Academy of Teaching  
Excellence in 2006  
B.A., Auburn University  
M.A., University of Alabama  
Ed.S., Auburn University
- GEE, Thomas (1991)**  
Assistant Professor of Environmental Science  
and Chemistry  
Department of Physical Sciences  
Milton Campus  
B.S., M.S., State University of New York
- GERARD, Deborah (1987)**  
Academic Advisor  
Enrollment Services/New Student  
Information Center  
A.A., Pensacola Junior College  
B.A., University of West Florida
- GIACIN, Robin (1997)**  
Student Services Specialist  
Educational Opportunity Center  
B.S., M.S., Troy State University
- GILBERT, Herbert (1997)**  
Assistant Director of Engineering  
and Operations, WSRE-TV
- GILBERT, Michael W. (1989)**  
Associate Professor of Political Science  
Department of History, Languages,  
and Social Sciences  
Selected for Academy of Teaching  
Excellence in 2006  
A.B.D., Vanderbilt University  
B.A., M.A., University of Southern  
Mississippi
- GOMEZ, Liz (1999)**  
Director, Technology Support  
Department of Information  
Technology Services  
Certified Novell Engineer, Instructor  
Microsoft Certified System Engineer,  
Trainer
- GONZALEZ, Gloria (1997)**  
Professor of Nutrition  
Department of Biological Sciences  
B.S., Ouachita Baptist University  
M.S., Mississippi University for Women
- GONZALEZ, Martin (1988)**  
Vice President, Instructional Affairs  
A.A., Northwest Mississippi Junior College  
B.S., M.B.A., Delta State University  
Ph.D., University of Mississippi
- GRAVES, G. Mary (1993)**  
Computer Systems Analyst  
Department of Information Technology  
Services  
A.A., Pensacola Junior College  
B.S., University of West Florida
- GREGG, Robbie (2008)**  
Research Specialist  
Department of Institutional Research and  
Grants  
B.S., Excelsior College
- GREGOROWICZ, Janice J. (2006)**  
Science Lab Specialist  
Department of Biological Sciences  
A.A., Pensacola Junior College  
B.S., University of West Florida
- GRIFFIN, Gayle (1997)**  
Associate Professor of Nursing  
Department of Nursing  
B.S.N., University of West Florida
- GUTKNECHT, Evelyn (1984)**  
Computer Systems Analyst  
Department of Information Technology  
Services  
A.A., Pensacola Junior College  
B.A., University of West Florida
- HAGGARD, Michelle E. (1999)**  
Associate Professor  
Department of Business  
B.A., M.A., University of West Florida  
Certified Public Accountant
- HALFHILL, Carol S. (2002)**  
Director, Technology and Professional  
Service Careers  
A.A., Pensacola Junior College  
B.A., Florida State University  
M.S., University of West Florida  
Ed.D., University of Central Florida
- HAMILTON, Gordon "Bill" (1990)**  
Athletic Director  
Coach, Men's Baseball  
B.A., Huntingdon College  
M.Ed., Columbus College
- HANSEN, Naomi Ruth (2005)**  
Learning Lab Supervisor, Math  
Academic Program Support  
Warrington Campus  
B.A., M.Ed., University of West Florida
- HARDAWAY, Phyllis M. (1976)**  
Professor of Adult Basic Education  
Department of Adult Basic Education  
Selected for Academy of Teaching Excellence  
in 1986  
A.A., Washington Junior College  
B.A., Huston Tillotson  
M.S., Troy State University
- HARDIN, S. Greg (1993)**  
Instructor of Mathematics  
Department of Developmental Studies  
B.S., University of Tennessee  
B.S., M.S., University of West Florida

- HARMON, Cena (1997)**  
Professor, Physical Therapist Assistant Program  
Department of Health Sciences,  
Warrington Campus  
Selected for Academy of Teaching Excellence in 2010  
A.A., Pensacola Junior College  
B.S., University of South Alabama  
D.P.T., A.T. Still University of Health Sciences
- HARMON, Sharon (1990)**  
Professor of History  
Selected for Academy of Teaching Excellence 2005-2006  
Department of History, Languages and Social Sciences  
B.A., Wittenberg University  
M.A., University of West Florida
- HARRELL, William (2005)**  
Director, Development for WSRE-TV  
B.A., University of Mississippi  
M.A., University of West Florida
- HARRINGTON, Judith (2003)**  
Health Clinic Coordinator  
B.S.N., University of Florida
- HARRINGTON, Todd (1988)**  
Purchasing Coordinator  
B.A., University of Florida
- HARRIS, Anthony L. (1986)**  
Professor/Counselor  
Department of Student Services  
B.S., M.S., Alabama State University
- HARRIS, Sandra (2006)**  
Assistant Comptroller  
Comptroller's Office  
B.S., Southern Illinois University  
M.Acc. University of West Florida  
Certified Public Accountant
- HARRISON, Edgar (2003)**  
Director, Engineering/Broadcast Operations/Assistant Station Manager WSRE-TV  
Certificate in Electronics Technology,  
Southwest State Technical College
- HARTLEY, Sandra (1999)**  
District Department Head,  
Department of Health Sciences,  
Warrington Campus  
A.A., Florida Community College  
B.A., University of West Florida  
M.S., Florida State University
- HATHWAY, Timothy L. (2009)**  
Assistant Professor of Chemistry  
Department of Physical Sciences  
B.S., Bradley University  
M.S., Ph.D., Iowa State University
- HATTABAUGH, Marie (2001)**  
Associate Professor of Radiography  
Allied Health Department,  
Warrington Campus  
A.A.S., Southern Maine Technical College  
B.A., Weber University
- HAYSE, Michael J. (2006)**  
Coordinator, Facilities, Planning and Construction  
B.A., Texas Tech University
- HEMMYE, Carol (1989)**  
Professor of English  
Department of English/Communications  
Selected for Academy of Teaching Excellence in 1997  
B.A., University of Puerto Rico  
M.A., State University of New York  
Ed.D., University of West Florida
- HENDERSON, Tammy R. (1994)**  
Director, Human Resources  
Human Resources Department  
B.A., Marshall University  
M.S., Troy State University
- HERNANDEZ, Erin (1988)**  
Systems Support Analyst  
Department of Information Technology Services  
B.S., University of West Florida
- HERINGTON, Deedra (1994)**  
Assistant Professor of English  
Department of Developmental Studies  
A.A., St. Petersburg Junior College  
B.A., M.A., Florida State University
- HERR, Travis (2001)**  
Associate Professor of Culinary Management  
Coordinator, Culinary Management Program  
Department of Professional Service Careers  
B.S., B.A., University of Florida  
M.S.M., Florida State University
- HIGHTOWER, James (2000)**  
Professor of Business  
Coordinator, Legal Assisting Program  
Department of Business  
B.A., J.D., University of Alabama
- HILL, Bradley (2007)**  
Finance Coordinator  
Bursar's Office  
A.A., Pensacola Junior College  
B.S.B.A., University of West Florida
- HILL, Wayne (1998)**  
Computer Systems Analyst  
Department of Information Technology Services  
A.S., Daytona Beach Community College  
B.A., University of West Florida
- HINDS, David S. (1983)**  
Professor of Art  
Department of Visual Arts  
B.F.A., Edinboro State College  
M.Ed., Bowling Green State University
- HINES, Jim (1998)**  
Coordinator, Microcomputer Support  
Microcomputer Resources  
A.S., Pensacola Junior College  
CompTIA Network+ Certification  
CompTIA A+ Certification
- HOBBS, Carol (2007)**  
Activities Director  
Title III Department  
B.A., M.S., Roosevelt University
- HOBBS, Lynn (2000)**  
Business Manager, PJC Foundation  
B.S., Auburn  
M.B.A., Troy State University  
Certified Public Accountant
- HOLDER, John (2009)**  
Instructor of Philosophy  
Department of History, Languages, and Social Sciences  
B.A., M.A., University of West Florida
- HOLT-HILL, Shirley (1980)**  
Professor of Nursing  
Department of Nursing,  
Warrington Campus  
ANCC Clinical Specialist Gerontology  
B.S.N., Dillard University  
M.Ed., M.S.N., University of South Alabama  
D.N.S., Louisiana State University
- HOLSWORTH, Kathryn (2006)**  
Manager, Membership WSRE  
B.S., University of Alabama
- HOPKINS, Mark (2004)**  
Instructor of Visual Arts  
Department of Visual Arts  
B.A., Camberwell College of Arts-London  
M.A., Camberwell College of Arts-London
- HORACEK, Patricia A. (1987)**  
Professor of Mathematics  
Department of Developmental Studies  
Selected for Academy of Teaching Excellence in 1994  
B.S., M.S., Pensacola Christian College  
M.A., University of West Florida
- HORN, Haley (2009)**  
Instructor of Nursing  
Department of Nursing  
Warrington Campus  
B.S.N., M.S.N., University of Mobile
- HORN, Lister Wayne (1969)**  
District Department Head  
Professor of Computer Science  
Computer Science  
B.S., M.Ed., University of Arizona  
M.A.S., Southern Methodist University  
Ed.D., Florida State University
- HORTON, Michelle (2006)**  
Recruitment Specialist  
Enrollment Services/Dual Enrollment  
B.S., University of West Florida
- HUAL, Michael (1981)**  
Senior Coordinator, Academic Computing  
Academic Computer Center  
A.A., Pensacola Junior College  
B.S., University of West Florida
- HUBBS, (Karen) Jill (1996)**  
Director, Educational Services and Outreach  
WSRE-TV  
A.A., Pensacola Junior College  
B.A., University of West Florida
- HUFFMAN, Albert (1992)**  
Assistant Professor  
Department of Student Services  
Warrington Campus  
B.A., University of West Florida  
M.S., Troy State University
- INGRAM, Paula (1998)**  
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  
Ed.D., 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

- JAY, Mindy (1985)**  
Professor of Dental Hygiene  
Department of Health Sciences,  
Warrington Campus  
Selected for Academy of Teaching  
Excellence in 1998  
A.A.S., Broome Community College  
B.H.S. University of Kentucky  
M.Ed., Loyola University  
R.D.H.
- JERNIGAN, Richard (1993)**  
Professor of Music  
Department of Music and Theatre  
Selected for Academy of Teaching  
Excellence in 2006  
A.A., Pensacola Junior College  
B.A., University of West Florida  
M.M., Louisiana State University
- JOHNSON, Patricia L. (1982)**  
Coordinator, Financial Aid/Veterans Affairs,  
Warrington Campus  
A.S., Pensacola Junior College
- JONES, Angela (1986)**  
Assistant Coordinator, Student Leadership  
and Activities  
A.A.S., Pensacola Junior College
- JONES, Angie C. (2004)**  
Director, Purchasing and Auxiliary Services  
B.S., Florida State University
- JONES, Chandra D. (2007)**  
Student Services Specialist  
TRiO Educational Talent Search  
A.A.S., Pensacola Junior College  
B.S., University of West Florida  
M.S., Troy University
- JONES, Charles (Bill) (1978)**  
Telecommunications Network Analyst,  
Computer Services/Telecommunications  
Department of Information  
Technology Services  
CCNA
- JONES, Patricia (1995)**  
Director of Nursing  
Department of Nursing,  
Warrington Campus  
B.S.N., University of West Florida  
M.S.N., University of Miami
- JONES, Uletha M. (2009)**  
Instructor of Nursing  
Department of Nursing  
Warrington Campus  
A.S., Genesee Community College  
B.S.N., University of Rochester  
M.S.N., University of Phoenix
- JUSTICE, Pamela (1984)**  
Coordinator, Student Services  
Student Support Services  
A.A., Pensacola Junior College  
B.A., M.A., University of West Florida
- KAPLAN, Joyce B. (1997)**  
Director, Zoo Animal Technology Program  
Professor of Biology  
Department of Biological Sciences  
Selected for Academy of Teaching  
Excellence in 2000  
Selected for Academy of Teaching  
Excellence in 2004  
B.S., Cornell University  
M.S., University of Idaho
- KEITHLEY, Shannon (2009)**  
Energy Education Specialist  
Physical Plant  
B.A., Certificate in Air Quality  
Management, University of California,  
Santa Barbara  
M.E.S.M., University of California, Santa  
Barbara  
J.D., University of San Diego
- KELLY, Brenda K. (1996)**  
District Department Head,  
Department of Developmental Studies  
Professor of English and Reading  
Selected for Academy of Teaching  
Excellence in 2003  
B.A., Spring Hill College  
M.A., Ed.D., University of West Florida
- KELLY, Darrell A. (2008)**  
Science Lab Specialist  
Department of Physical Sciences  
B.S., Florida State University  
Ph.D., University of New Orleans
- KESSLER, Karen (2001)**  
Director, Financial Aid/Veterans Affairs  
B.A., Belhaven College
- KEY Jr., F. Scott (1976)**  
Professor of Business  
Department of Business  
B.S., Florida A&M University  
M.B.A., University of West Florida
- KING, Edward R. (2008)**  
Videographer/Production Specialist  
WSRE-TV  
A.A., Pensacola Junior College  
B.A., University of West Florida
- KING, Jason (2001)**  
Internet Systems Analyst  
Department of Microcomputer Resources  
A.A., Pensacola Junior College  
A.S., Okaloosa-Walton Community College  
B.S., University of West Florida
- KIRK, Richard R. (2001)**  
Instructor, Computer Science  
Department of Computer Science  
B.S., Clemson University  
M.S., University of West Florida
- KNIGHT, Charles (2007)**  
Maintenance Manager, Building Services  
Physical Plant  
A.S., Community College of the Air Force  
A.A.S., Okaloosa Walton Community  
College
- KNUDSEN, Jacquelyn B. (1988)**  
Associate Professor of Cosmetology  
Coordinator, Barbering, Cosmetology, Facials  
Specialty, and Nails Specialty Programs  
Department of Professional Service Careers  
A.A., A.S., Pensacola Junior College  
A.S., La Salle University
- KORINCHAK, Shirley A. (1977)**  
Coordinator, LRC Technical Services  
B.S., Austin Peay State University  
M.L.S., University of Alabama
- KUKLISH, Thomas (1998)**  
Coordinator, Academic Computing  
Academic Computing,  
Warrington Campus  
B.A., Hofstra University  
M.A., Webster University
- KUMAR, Vai (2003)**  
Assistant Professor of Computer Science  
Department of Computer Science  
B.S., University of Madras  
M.S., University of West Florida
- KYLE, Joseph V. (1993)**  
Coordinator, Student Services  
Department of Collegiate High School  
A.A., Pensacola Junior College  
B.S., Florida A&M University  
M.S., Troy State University
- LARGEREN, Amelia S. (1995)**  
Case Manager, Welfare Programs  
B.S., Livingston University
- LAMBERT, Linda L. (1990)**  
Professor of Dental Hygiene  
Program Director  
Department of Health Sciences,  
Warrington Campus  
B.S., Thomas Jefferson University  
M.S., University of West Florida  
R.D.H.
- LAWSON, Shelley (2008)**  
Coordinator, Disability Support Services and  
Staff Interpreter  
Disabilities Support Services Department  
B.A., Maryville College
- LEE Jr., Donald G. (2007)**  
Instructor, EMT/Paramedic  
Program Director  
Department of Health Sciences,  
Warrington Campus  
B.S., University of West Florida  
M.S.M., Troy University
- LEMLEY, Yin-Chieh (1986)**  
Professor of Computer Science  
Department of Computer Science  
B.A., National Chung Hsing University  
B.S., M.S., M.Ed., Ed.S., Ed.D., University of  
West Florida
- LEONARD, Thomas J. (2006)**  
District Department Head  
Department of Collegiate High School  
B.S., M.Ed., Troy State University.
- 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)**  
Director, Payroll Services  
Payroll Department  
B.S., Florida State University
- LIEN, Krist (2006)**  
District Department Head  
Department of Visual Arts  
B.E.A., Auburn University  
M.F.A., University of Alabama
- LIKELY, Rhonda (1982)**  
Assistant Director, Human Resources  
Human Resources Department  
A.S., Pensacola Junior College  
B.S., University of West Florida  
Certified Records Manager
- LINKE, June W. (2002)**  
Dean, Curriculum and Assessment  
Curriculum and Assessment Office  
B.S., Mississippi State College for Women  
M.U.R.P., University of Mississippi  
Ph.D., Mississippi State University

- LITTLE, Keith (2008)**  
Assistant Athletic Coach, Baseball  
Department of Athletics  
M.S., University of West Florida
- LONG, Rosemarie (1999)**  
Coordinator, Career Center  
Student Services, Milton Campus  
Selected for Academy of Teaching  
Excellence in 2002  
B.A., University of Washington  
M.B.A., Seattle University
- LONGMIRE, Joyce M. (1977)**  
Professor of Business Education  
Department of Collegiate High School  
Selected for Academy of Teaching  
Excellence in 1999  
B.S., M.S., University of Arkansas  
Community College Specialist in Business  
Education, Arkansas State University  
Ph.D., University of Missouri at Columbia
- LOVELACE, Robert (1983)**  
Maintenance Manager  
Physical Plant
- LYNER, Jana (2005)**  
Assistant Professor of Nursing  
Department of Nursing,  
Warrington Campus  
B.S.N., Jacksonville State University  
M.S.N., University of Phoenix
- LYNN, Dorinda (1980)**  
Professor of Business Administration  
Academic Programs, Milton Campus  
Selected for Academy of Teaching  
Excellence in 1988  
A.A., Pensacola Junior College  
B.A., M.B.A., University of West Florida  
Certified Public Accountant
- MAANO, Anna Mae (2009)**  
Instructor of Nursing  
Department of Nursing  
Warrington Campus  
A.S., Pensacola Junior College  
B.S.N., University of West Florida
- MANN, Clarence (2000)**  
Instructor of Mathematics  
Department of Developmental Studies  
A.A., Pensacola Junior College  
B.S., University of West Florida
- MARTIN, James E. (2003)**  
Vice President, Student Affairs  
B.A., Western Carolina University  
M.Ed., University of Virginia  
Ph.D., Bowling Green State University
- MARTIN, Tracey (2003)**  
Graphic Artist/Graphic Design Specialist  
WSRE-TV  
A.A., Pensacola Junior College
- MATHIAS, Donna (2007)**  
Instructor of Dental Hygiene  
Department of Health Sciences,  
Warrington Campus  
A.S., Pensacola Junior College  
B.A.S., St. Petersburg College
- 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)**  
Manager, Promotion WSRE-TV  
A.A., Pensacola Junior College  
B.S., University of West Florida
- McCALL, Sonja (2007)**  
Instructor of Massage Therapy  
Coordinator of Massage Therapy and Facials  
Programs  
Department of Professional Service Careers  
Certified Florida Therapeutic Massage  
School  
Licensed Massage Therapist  
A.S., Jefferson Davis Community College
- McCLINTOCK, Deborah (2007)**  
Instructor  
Department of Collegiate High School  
Selected as Outstanding New Faculty  
Member in 2010  
A.A., Pensacola Junior College  
B.S., West Virginia University
- McGHEE, Angela (2007)**  
Donor Relations Manager  
College Development, Foundation and  
Alumni Affairs  
A.A., Pensacola Junior College  
B.A., University of West Florida
- McHENRY, William B. (1993)**  
Systems Coordinator  
Department of Information  
Technology Services  
A.A., Jefferson Davis Junior College  
B.S., Troy State University
- MELOY, William (2004)**  
Director, Computer Services and  
Telecommunications  
Department of Information Technology  
Services  
A.A., B.S., University of West Florida
- MERRITT, Bert (1986)**  
Director, MIS Support  
Department of Information Technology  
Services  
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  
Marketing and College Information  
B.A., Florida State University
- MILLER, Fitzhugh L. (1974)**  
Professor of Drafting and Design  
Department of Technologies  
Bachelor of Architecture, University  
of Florida  
Registered Architect
- MILLER, Marilyn Elaine (1993)**  
Professor of College Success  
Department of Developmental Studies  
Selected for Academy of Teaching  
Excellence in 1999  
A.A., Pensacola Junior College  
B.S., University of West Florida  
M.S., University of Southern Mississippi
- MILLER, Timothy (1999)**  
Program Specialist  
Career and Technical Education Student  
Resources  
A.A., Florida Community College  
B.A., University of West Florida
- MILLER-COBURN, Pat (2004)**  
Assistant Professor  
Surgical Technology Program Director  
Department of Nursing  
Warrington Campus  
A.A.S., Elizabethtown Community College  
B.S., Palmer Chiropractic College
- MINOR, Cindy (1996)**  
Academic Advisor  
Student Affairs, Milton Campus  
B.A., M.A., University of West Florida  
M.S.M., Troy State University
- MIXON, Johnnie (2009)**  
Instructor of Nursing  
Department of Nursing,  
Warrington Campus  
B.S., Florida State University  
B.S.N., Western Governors University  
M.Ed., Florida Agricultural and Mechanical  
University
- MOONEY, Monisa (2006)**  
Assistant Professor of Sociology  
Department of History, Languages,  
and Social Sciences  
B.S., University of Southern Mississippi  
M.A., University of South Alabama  
Ph.D., Louisiana State University
- MORGAN, Susan (1989)**  
District Department Head  
Department of History, Languages,  
and Social Sciences  
Selected for Academy of Teaching  
Excellence in 1996  
B.A., Berry College  
M.A., University of West Florida
- MORRISON, Audrey (1980)**  
Professor of Business  
Department of Business  
B.A., M.A., University of West Florida  
Certified Public Accountant
- MUELLER, Bethany (2007)**  
Instructor of Mathematics  
Department of Developmental Studies and  
Mathematics  
B.S., M.A.T, Bowling Green State  
University
- 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.Ts, University of North Carolina,  
Chapel Hill and Atlanta College of  
Medicine and Dentistry
- NEUMAN, Todd (2000)**  
Associate Professor of English  
Department of English/Communications  
Selected as Outstanding New Faculty  
Member in 2002  
Selected for Academy of Teaching  
Excellence in 2006  
A.A., Pensacola Junior College  
B.A., M.A., University of West Florida

- NEWLAND, Nancy A. (1994)**  
 Director, Public Safety/Chief Campus Police  
 A.A., Pensacola Junior College  
 B.A., University of South Florida  
 M.S., Troy State University
- NILES, Daulta (1999)**  
 Internet Systems Analyst  
 Microcomputer Resources  
 A.A., Pensacola Junior College  
 B.S., Southern Illinois University
- NORTHUP, Patricia (1991)**  
 Professor of English  
 Department of Developmental Studies  
 B.A., M.A., M.B.A., University  
 of West Florida
- ORANGIO, Annette (2006)**  
 Patient Simulation Specialist  
 Department of Patient Simulation  
 B.A., Nova Southeastern University  
 M.S.N., Florida Atlantic University
- PADILLA, Jackie (1996)**  
 Comptroller  
 Comptroller's Office  
 A.A., Pensacola Junior College  
 B.S., M.A., University of West Florida  
 Certified Public Accountant
- PARKER, Madonna (1999)**  
 Computer Systems Analyst  
 Department of Information  
 Technology Services  
 A.A., Pensacola Junior College  
 B.S., University of West Florida
- PARKER, Rita (2008)**  
 Student Services Specialist  
 Educational Opportunity Center  
 B.S., University of South Alabama  
 M.S., University of Florida
- PARKER, Tyce (1998)**  
 Computer Systems Analyst  
 Department of Information  
 Technology Services  
 A.A., Hillsborough Community College  
 A.A., Community College of the Air Force  
 B.S., University of West Florida
- PENA, Brenda (1997)**  
 Intercollegiate Athletic Coach,  
 Women's Softball  
 A.A., Pensacola Junior College  
 B.S., University of Florida  
 M.S., University of West Florida
- PENA, Pedro "Pete" (1999)**  
 Intercollegiate Athletic Coach,  
 Men's Basketball  
 A.A., Pensacola Junior College  
 B.A., University of Florida
- PERRY, Dorothy E. (1983)**  
 Professor/Librarian, Library Services,  
 Warrington Campus  
 A.A., Miami-Dade Junior College  
 B.A., M.L.S., Florida State University
- PERSONS, Elizabeth A. (2004)**  
 Assistant Professor of Early Childhood  
 Education  
 Department of Education/EPI  
 Selected as Outstanding New Faculty  
 Member in 2006  
 B.A., M.Ed., University of West Florida
- PETERSEN, Jessica (2006)**  
 Assistant Professor of Biology  
 Department of Biological Services  
 Selected for Academy of Teaching  
 Excellence in 2010  
 B.S., Auburn University  
 M.S., Medical University of South Carolina
- PETERSON, Sheila (1982)**  
 Professor  
 Allied Health Department  
 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)**  
 Professor of Mathematics  
 Department of Mathematics  
 Selected for Academy of Teaching  
 Excellence in 2006  
 A.A., Pensacola Junior College  
 B.S., M.S., University of West Florida
- PEYTON, Tracy A. (1997)**  
 Professor of English  
 Department of Developmental Studies  
 Selected as Outstanding New Faculty  
 Member in 1999  
 Selected for Academy of Teaching  
 Excellence in 2009  
 A.S., Jefferson State Junior College  
 B.A., University of Alabama  
 M.A., University of Alabama/Birmingham  
 Ed.D., University of West Florida
- PONSON, Jennifer (1990)**  
 Coordinator, Student and Program Outreach,  
 Warrington Campus  
 A.S., C.D.A., Pensacola Junior College  
 B.S., University of West Florida
- POPE, Karen (2003)**  
 Director, Administrative Operations  
 WSRE-TV  
 B.S., University of Alabama  
 M.A., University of West Florida
- PRATTEN, Robert (2009)**  
 Instructor of Information Technology  
 Department of Information Technology  
 A.A., Pensacola Junior College  
 B.S., University of West Florida  
 CCAI
- PRENDERGAST, Christine (2003)**  
 Learning Lab Supervisor  
 Department of Developmental Studies  
 A.A., Brevard Community College  
 B.A., University of Central Florida  
 M.A., University of South Alabama
- PRENDERGAST, Keith R. (1984)**  
 Associate Professor of English  
 Department of English/Communications  
 A.A., Okaloosa-Walton Junior College  
 B.A., M.A., University of West Florida
- QUILLEN, Kathryn (2001)**  
 Coordinator, Testing, Assessment,  
 and Orientation  
 B.A., University of the South  
 M.S., Indiana University
- RAY, Sandra C. (1995)**  
 Executive Director, Center for  
 Telecommunications/General Manager,  
 WSRE-TV  
 A.A., Miami-Dade Community College  
 B.S., Florida State University  
 M.S., Troy State University
- REDDOCH, Eris (1985)**  
 Professor  
 Department of Computer Science  
 Selected for Academy of Teaching  
 Excellence in 1990  
 B.A., B.S., M.Ed., M.B.A.,  
 University of West Florida
- REGAN, Kristen (2008)**  
 Instructor of Photography  
 Department of Visual Arts  
 A.A.S., Pensacola Junior College  
 B.F.A., School of Visual Arts, NY  
 M.F.A., Savannah College of Art and  
 Design
- RENFROE, William (2006)**  
 Assistant Professor of Biology  
 Department of Biological Sciences  
 D.C., Palmer College of Chiropractic
- REPPENHAGEN, Patricia A. (1993)**  
 Professor of Art  
 Department of Visual Arts  
 B.S., M.F.A., Portland State University  
 B.S., Wayne State University
- RICE, Charles (2008)**  
 Television Services Engineer  
 WSRE-TV
- 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
- RICHARDS, Sharon A. (2004)**  
 Assistant Professor of Cosmetology  
 Department of Professional Service Careers  
 A.A., A.S., Pensacola Junior College  
 B.A., University of West Florida
- RIGBY, Chanda (2005)**  
 Intercollegiate Athletics Coach  
 Women's Basketball  
 B.A., M.A., Southeastern Louisiana  
 University
- ROBERSON, Bobby J. (2006)**  
 Associate Professor of Chemistry  
 Department of Physical Sciences  
 Selected as Outstanding New Faculty  
 Member 2007  
 Selected for Academy of Teaching  
 Excellence in 2010  
 B.S., M.S., Ph.D., Auburn University
- 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
- ROBINSON, Brigitte (2006)**  
 Instructor of Speech  
 Department of English/Communications  
 A.A., Pensacola Junior College  
 B.A. and M.A., University of West Florida
- ROBINSON, Frances (2002)**  
 Associate Professor of Reading  
 Department of Developmental Studies  
 Selected for Academy of Teaching  
 Excellence in 2009  
 B.A., M.Ed., University of West Alabama

- ROBINSON, Julie (2008)**  
Documentation Technologist  
Department of Information Technology Services  
A.S., Pensacola Junior College  
B.S., University of West Florida
- ROGERS, Douglas K. (1987)**  
Coordinator of Intramurals  
A.A., Pensacola Junior College
- ROOS, Jelle (1980)**  
Professor of English  
Department of English/Communications  
A.A., Miami-Dade Junior College  
B.A., Florida-Atlantic University  
M.S., Florida State University
- ROSE, Randolph (2000)**  
Instructor, Computer Science  
Department of Computer Science  
Computer Science  
A.A., Pensacola Junior College  
B.S., M.S., University of West Florida
- ROSHELL, Karen (1998)**  
Coordinator, Curriculum Services  
Instructional Affairs and Career Education  
A.A., A.S., Pensacola Junior College  
B.S., M.S., Troy University
- ROWAN, Michael (2007)**  
Senior Television Producer/Director  
WSRE-TV
- ROWE, Patrick M. (1983)**  
Professor of Art History  
Department of Visual Arts  
B.A., Florida-Atlantic University  
M.A., Ph.D., Florida State University
- ROY, James (2008)**  
Television Producer/Director  
WSRE-TV  
B.A., University of West Florida
- RUBER, Christa (2008)**  
Supervisor, Health Services Learning Center  
Patient Simulation Training Department  
B.S.B.A., Chapman University  
M.Ed., Ed.D., University of West Florida
- RUCKER, Brian (1996)**  
Professor of History  
Department of History, Languages, and Social 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
- RUCKMAN, Lynette (2007)**  
Instructor of Nursing  
Department of Nursing  
Warrington Campus  
B.S.N., Pensacola Christian College  
M.S.N., University of Mobile
- RUENGER, Julia (2003)**  
Assistant Professor of English and Journalism  
Department of English/Communications  
Selected for Academy of Teaching Excellence in 2007  
B.S., Harris-Stowe State College  
M.A., University of Arkansas
- SAMUELS, Keith T. (1994)**  
Director, Clinical Support Services  
Warrington Campus  
Project Coordinator, Title III  
Pensacola Campus  
B.S., Clemson University  
M.S., Ph.D., Florida State University
- SANDERS, Angela (2006)**  
Instructor of Nursing  
Department of Nursing  
Warrington Campus  
B.S.N., Florida Southern College  
M.S.N., University of Phoenix
- 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
- SCHELL, Vicki (2003)**  
District Department Head  
Department of Mathematics  
B.S., Davis and Elkins College  
M.A., Northeast Missouri State University  
Ph.D., Northern Illinois University
- SCHULER, Charles (1990)**  
Associate Professor  
Department of History, Languages and Social Sciences  
Selected for Academy of Teaching Excellence in 2007  
B.A., Florida State University  
M.A., University of California, Los Angeles  
Ph.D., Florida State University
- SCHULTZ, Katherine (2006)**  
Associate Professor  
Department of Mathematics  
M.A., University of West Florida
- SCOTT, Juanita (2005)**  
Director, Staff and Program Development  
Staff and Program Development Office  
A.A., Community College of Baltimore County  
B.A., Faulkner University  
M.A., University of West Florida
- SETTLE, Mickey G. (1975)**  
Professor of Mathematics  
Department of Mathematics  
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
- SHAW, Iva Shirl (2001)**  
Instructor  
Department of Collegiate High School  
Selected for Academy of Teaching Excellence in 2001  
A.A., Pensacola Junior College  
B.A., University of West Florida
- SHELTON-LOWE, Kathleen (1989)**  
Professor of Sciences  
Department of Collegiate High School  
B.A., University of Texas  
M.S., East Texas State
- SHEPPARD, Linda C. (1991)**  
Program Director,  
TRiO Educational Talent Search  
B.S., University of Texas at Austin  
M.S., Troy University
- SHUMWAY, Donna (2000)**  
Professor of Health  
Information Management  
Alied Health Department,  
Warrington Campus  
A.A., Brevard Community College  
B.S., University of Central Florida
- SIMPSON-ROBINSON, Natasha D. (2003)**  
Associate Professor of Business  
Department of Business  
B.A., Florida A&M University  
J.D., Florida State University
- SIMS, Lisa (2003)**  
Associate Professor of Sociology  
Department of History, Languages, and Social Sciences  
Selected for Academy of Teaching Excellence in 2009  
B.A., Millsaps College  
M.A., University of Southern Mississippi
- SIRMANS, Karen W. (1980)**  
Professor of English  
Department of English/Communications  
Selected for Academy of Teaching Excellence in 1991  
A.A., Pensacola Junior College  
B.A., Florida State University  
M.A., University of West Florida
- SKELTON, Colin (2007)**  
Manager, Online Media Technologies and Web Content  
WSRE-TV
- SLATTERY, Kevin (1986)**  
Professor  
Department of Collegiate High School  
B.A., Loyola University  
M.A., University of West Florida
- SLUDER, Dusti (2008)**  
Instructor of Nursing  
Department of Nursing,  
Warrington Campus  
A.S., Pensacola Junior College  
B.S.N., University of South Alabama
- SMITH, Damarcus (2008)**  
Program Specialist  
Career and Technical Education Student Resources  
B.A., University of West Florida
- SMITH-PETERS, Cynthia (2006)**  
Instructor of Nursing  
Department of Nursing,  
Warrington Campus  
B.S.N., University of South Alabama  
M.S., University of West Florida  
M.S.N., University of South Alabama
- SMUDDE, Chad (2007)**  
Instructor of Mathematics  
Department of Mathematics  
Selected for Academy of Teaching Excellence in 2009  
B.A., M.A., University of South Florida



- SNOWDEN, Donald L. (1987)**  
District Department Head  
Department of Music and Theatre  
B.M.E., Livingston University  
M.M.Ed., University of Southern Mississippi
- SOUTHERLAND, L.B. "Sandy" (1989)**  
Professor of Hospitality Management  
Coordinator, Hospitality Management  
Department of Professional Service Careers  
Selected for Academy of Teaching Excellence in 1999  
A.A., Pensacola Junior College  
A.O.S., Culinary Institute of America  
B.S., Florida International University  
M.B.A., University of West Florida
- SOWA, Margaret (2008)**  
Instructor  
Department of Adult Basic Education  
B.A., William Patterson University
- SPENCER, Kent (1983)**  
Maintenance Manager, Renovation Services
- SPENCER, Sharon A. (Jo) (1987)**  
Professor of Mathematics  
Department of Mathematics  
Selected for Academy of Teaching Excellence in 1993  
B.S., Mary Washington College  
M.A., University of West Florida
- SPICER, Erin (2005)**  
Dean of Warrington Campus  
Warrington Campus  
B.S., M.S., Ph.D., Auburn University
- SPIEGEL, Rebecca B. (1997)**  
Learning Lab Supervisor, SAIL Lab  
Department of Developmental Studies  
B.S., Auburn University
- SPRUILL, Jane C. (1990)**  
Professor  
Department of Education/EPI  
Selected for Academy of Teaching Excellence in 2000  
B.S., M.S., Texas Tech University
- STALLINGS, Joe W. (1988)**  
Professor of Classical Guitar  
Department of Music and Theatre  
Selected for Academy of Teaching Excellence in 1995  
B.S., M.M., Western Kentucky University  
D.M.A., Arizona State University
- STARKE, Jeffrey (1992)**  
Senior Computer Systems Analyst  
Department of Information Technology  
A.S., Bronx Community College  
B.S., Dominican College
- STEWART, Janie (2005)**  
Manager, Business and Community Partnerships/Special Events  
WSRE-TV
- STINSON, Carol (1992)**  
Professor of Nursing  
Department of Nursing,  
Warrington Campus  
B.S.N., Loma Linda University  
M.S.N., University of South Alabama
- STOUT Jr., Edwin W. (1974)**  
District Department Head  
Professor of Chemistry  
Department of Physical Sciences  
B.S., University of New Orleans  
Ph.D., Florida State University
- STUMPE, K. Michael (2008)**  
Instructor of Geology  
Department of Physical Sciences  
B.S., M.S., Colorado State University
- SUAREZ, Stanley V. (1981)**  
Director, Reading Services  
WSRE-TV  
A.A., Pensacola Junior College  
B.S., University of West Florida
- SUAREZ-O'CONNOR, Marta (2003)**  
Education Director, Center for Patient Simulation Training  
Department of Patient Simulation  
B.S.N., M.S.N., University of Miami
- SULLIVAN, Vincent J. (1974)**  
Professor  
Department of History, Languages, and Social Sciences  
Selected for Academy of Teaching Excellence in 1994  
B.S., Spring Hill College  
M.A., University of South Alabama  
Ed.D., Florida State University
- SUTTON, David T. (1982)**  
Coordinator, Veteran Affairs  
B.A., University of West Florida
- SWEENEY, Charlotte M. (1990)**  
Professor/Librarian  
Library Services, Reader Services  
Pensacola Campus  
B.S., University of South Alabama  
M.L.S., University of Southern Mississippi
- TARWATER, Barbara (2006)**  
Assistant Professor of Dental Hygiene  
Department of Health Sciences,  
Warrington Campus  
Selected for Academy of Teaching Excellence in 2003  
A.A., A.S., Pensacola Junior College  
B.A.S., St. Petersburg College
- TAYLOR, Deborah (2010)**  
Benefits Administrator  
Human Resources Department  
B.A., University of North Florida
- TAYLOR, Suzanne L. (2008)**  
Instructor of Nursing  
Department of Nursing,  
Warrington Campus  
B.S.N., University of South Alabama  
M.S.N., University of Mobile
- THOMAS, Drucilla (2006)**  
Coordinator, Student Support/Nursing  
Department of Nursing  
Warrington Campus  
A.S., Pensacola Junior College  
B.S., M.S., Florida Agriculture and Mechanical University  
Ed.D., University of West Florida
- THOMPSON, Carla (2009)**  
Program Director, Educational Opportunity Center  
B.S., M.Ed., Ed.S., University of Monticello
- THORN, Vickie (2005)**  
Grant Accountant  
Comptroller's Office  
B.B.A., Delta State University
- THRASHER, Rita (2008)**  
Instructor of Biology  
Department of Biological Sciences  
B.S., M.S., University of West Florida
- TULLOS, William Rhae (1993)**  
Learning Lab Supervisor, SAIL Lab,  
Department of Developmental Studies  
B.S.E., Memphis State University  
M.S., Troy State University
- TURNER, Chris (2003)**  
Assistant Professor of Mathematics  
Department of Mathematics  
B.S., M.S., Arkansas State University
- TURNER, Mary (1997)**  
Associate Professor of Nursing  
Department of Nursing,  
Warrington Campus  
B.S.N., M.S.N., St. Louis University
- TURNER-MCKINON, Ida Ruth (2008)**  
Coordinator, Training and Development  
Department of Workforce and Economic Development  
B.A., Southern Illinois University
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Professor/Librarian  
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- WATKINS, Anesia (2010)**  
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 B.A., New York University  
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## 2009-2010 ACADEMY OF TEACHING EXCELLENCE INDUCTEES



**CENA HARMON**  
 Health Sciences



**CAROLL HOBBS**  
 Adjunct  
 Developmental Studies



**DEBORAH MCCLINTOCK**  
 Outstanding New Faculty  
 PJC Collegiate High School



**JESSICA PETERSEN**  
 Biology Sciences



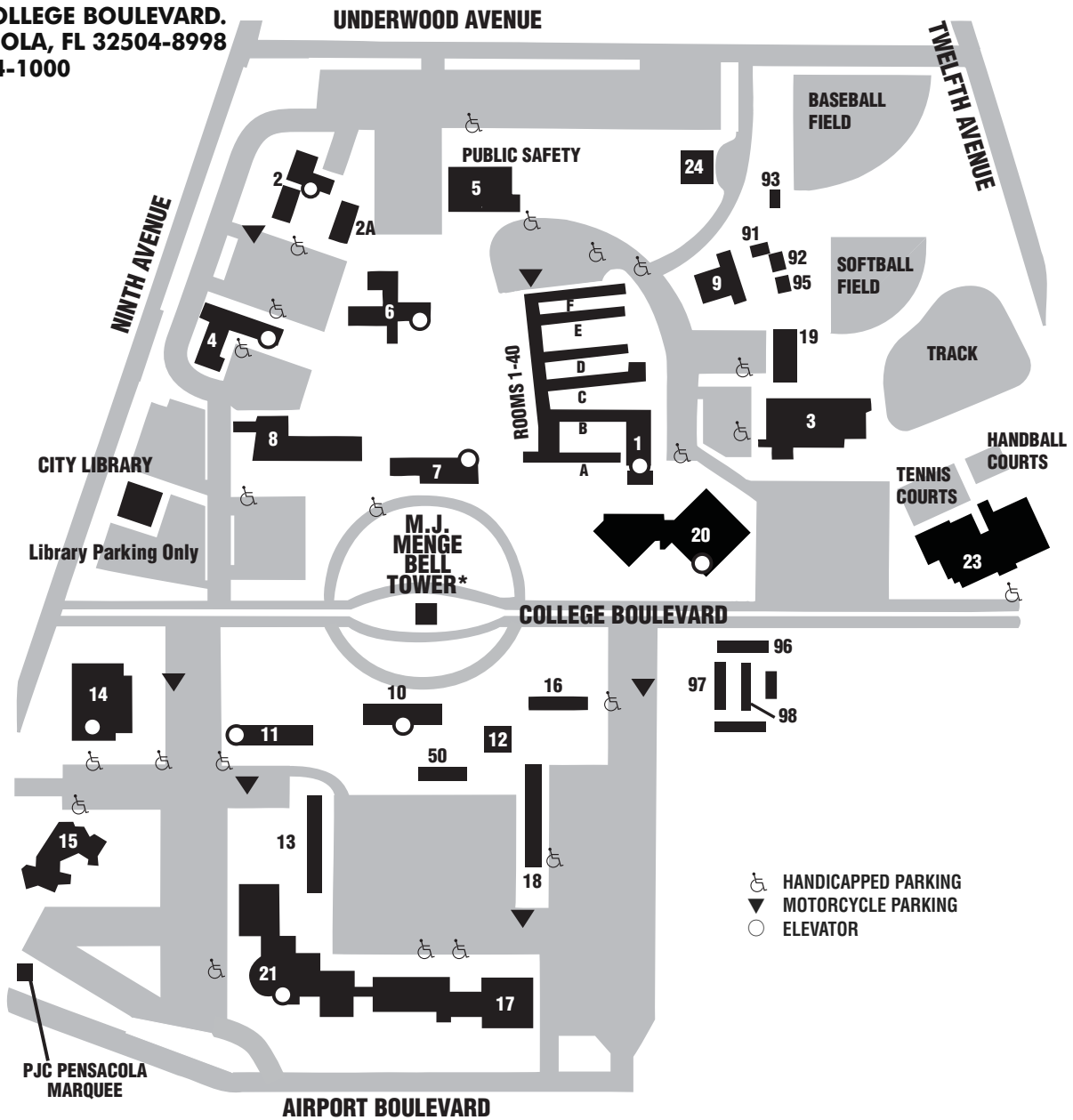
**BOBBY ROBERSON**  
 Physical Sciences



**CARLA WILLIAMS**  
 PJC Collegiate High School

# PENSACOLA CAMPUS

1000 COLLEGE BOULEVARD.  
PENSACOLA, FL 32504-8998  
850-484-1000



**BLDG. NO. / NAME**

- 1. Baars Building  
Wing A: Rooms 100-107  
Wing B: Rooms 111-119  
Wing C: Rooms 120-125  
Wing D: Rooms 131-137  
Wing E: Rooms 140-149  
Wing F: Rooms 41-45  
1st Floor: Fitness Center, Rm. 108  
2nd Floor: Rooms 185-191
- 2. Registration Center  
2A - Hagler Auditorium
- 3. Louis A. Ross Health and Sports Center
- 4. Allen Liberal Arts Building
- 5. Student Center
- 6. Student Affairs Building/Student Job Services
- 7. Barfield Administration Building

**BLDG. NO. / NAME**

- 8. Ashmore Fine Arts Center
- 9. Facilities and Operations
- 10. Business Education
- 11. Adult High School
- 12. Cosmetology
- 13. Management Information Systems
- 14. Behavioral Sciences
- 15. Visual Arts
- 16. Microcomputer Resources
- 17. Baroco Center for Science and Advanced Technology, East Wing
- 18. Industrial Technology
- 19. Gymnasium
- 20. Learning Resources Center
- 21. Baroco Center for Science and Advanced Technology, West Wing

**BLDG. NO. / NAME**

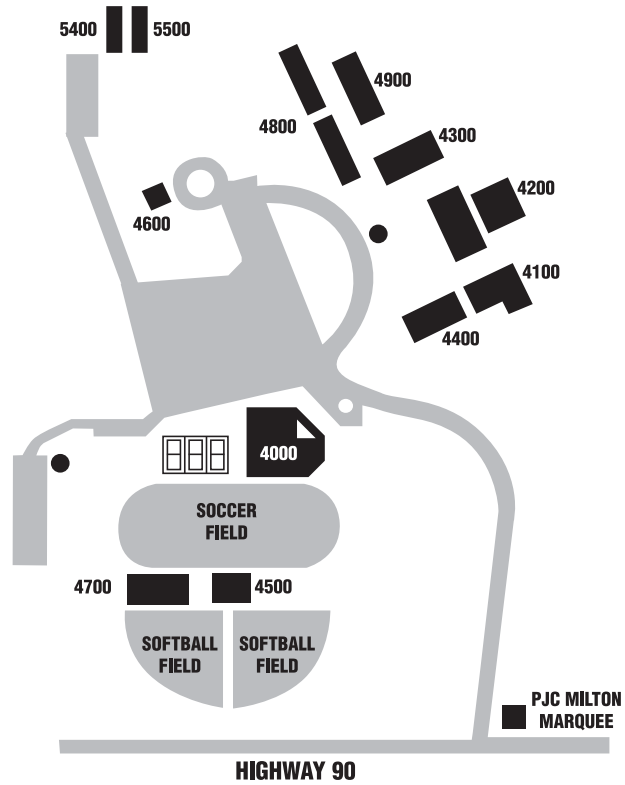
- 23. Kugelman Center for Telecommunications:  
WSRE-TV  
Development/Alumni Affairs  
Marketing and College Information
- 24. Child Care Center
- 50. Mechanical, South
- 91. Equipment Storage
- 92. Central Stores
- 93. Fertilizer Storage
- 95. Construction Building
- 96. College Centre:  
Continuing Education  
Distance Learning  
Staff and Program Development
- 97. Physical Sciences
- 98. P.A.C.E. Center

## MILTON CAMPUS

5988 HIGHWAY 90  
MILTON, FL 32583-1798  
850-484-4400

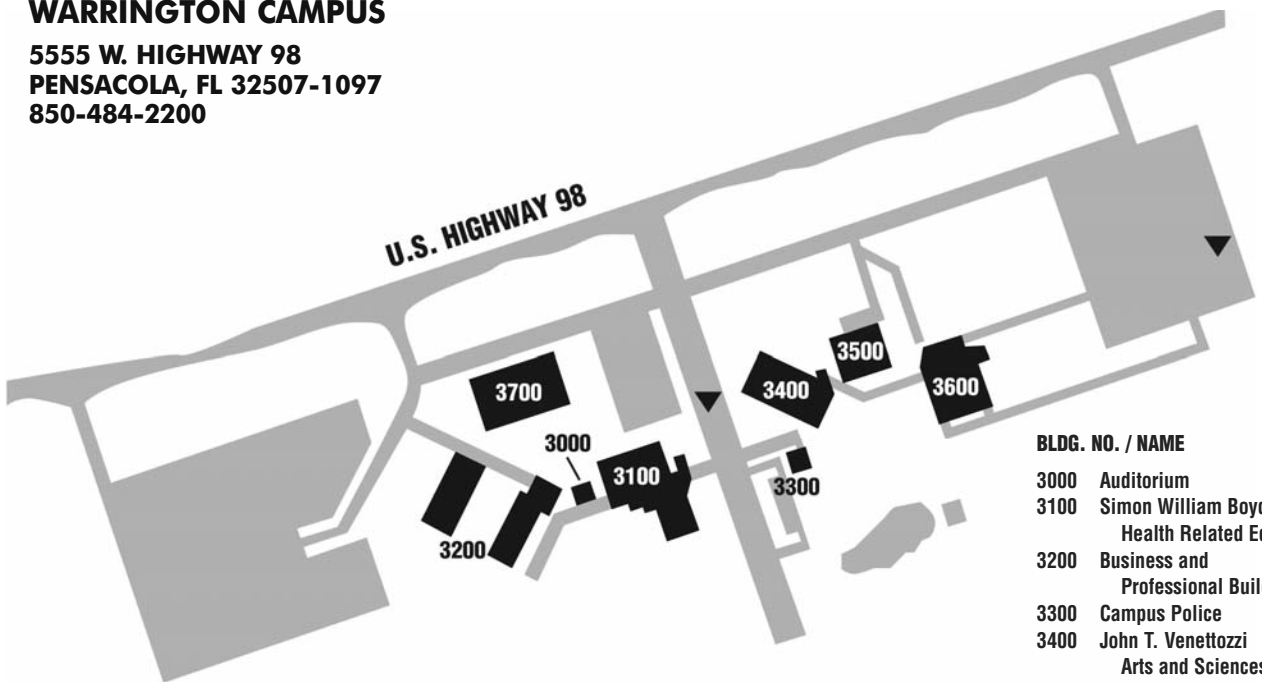
| BLDG. NO. / NAME   |
|--|
| 4000 L.I.F.E. Center/<br>Sports Complex                  |
| 4100 Learning Resources Center                           |
| 4200 Massey Administration/<br>Student Services Building |
| 4300 Classroom No. 1                                     |
| 4400 Classroom No. 2                                     |
| 4500 Vending   |
| 4600 Horticulture Building<br>and Greenhouses            |
| 4700 Field House<br>Women's Softball                     |
| 4800 Natural Resource<br>Studies Building                |
| 4900 Exhibition/Faculty Building                         |
| 5400 UF/PJC Greenhouse                                   |
| 5500 UF/PJC Greenhouse                                   |

 HANDICAPPED PARKING



## WARRINGTON CAMPUS

5555 W. HIGHWAY 98  
PENSACOLA, FL 32507-1097  
850-484-2200



| BLDG. NO. / NAME                                      |
|---|
| 3000 Auditorium                                       |
| 3100 Simon William Boyd<br>Health Related Education   |
| 3200 Business and<br>Professional Building            |
| 3300 Campus Police                                    |
| 3400 John T. Venettozzi<br>Arts and Sciences Building |
| 3500 Learning Resources Center                        |
| 3600 T. Felton Harrison<br>Student Affairs Building   |
| 3700 Charles A. Atwell<br>Health Sciences Complex     |

 HANDICAPPED PARKING  
 MOTORCYCLE PARKING

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## WHOM TO SEE ABOUT WHAT

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| Admissions Information              | Admissions/Registration                | 219  | 484-1600 |
| Advising Services*                  | Advising Center*                       | 232  | 484-1630 |
| AIDS Information                    | Student Life                           | 510  | 484-1689 |
| Books and Supplies                  | Bookstores (see below)                 |      |          |
| Business Matters                    | Bursar's Office                        | 208  | 484-1782 |
| Career Connection                   | Career Connection                      | 512  | 484-1768 |
| Career Information                  | Student Job Services/Career Connection | 512  | 484-1654 |
| Career Pathways Credits             | CTE/Career Pathways                    | 641  | 484-2161 |
| Catalogs                            | Admissions/Registration                | 219  | 484-1600 |
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| CLEP                                | Testing and Assessment Center          | 636  | 484-1656 |
| College Reach Out Program (CROP)    | CROP Office                            | 658  | 484-2158 |
| Continuing Education                | Continuing Education Office            | 9617 | 484-1797 |
| Cooperative Education               | Student Job Services/Career Connection | 511  | 484-1653 |
| Course Advising                     | Advising Center*                       | 232  | 484-1630 |
| Credit by Exam (Dept)               | Admissions/Registration                | 219  | 484-1600 |
| CTE Student Resources               | CTE Student Resources Office           | 641  | 484-2163 |
| Director of Testing                 | Testing and Assessment Center          | 635  | 484-2145 |
| Disability Support Services         | Disability Support Services Office     | 603  | 484-1637 |
| Dropping or Adding a Class          | Advising Center*                       | 232  | 484-1630 |
| Dual Enrollment                     | Dual Enrollment Office                 | 274  | 484-1406 |
| Emergency Calls                     | Campus Police                          | 519  | 484-2500 |
| Enrollment Services                 | Enrollment                             | 272  | 484-1547 |
| Equal Access-Equal Opportunity      | Office of Institutional Diversity      | 705  | 484-1759 |
| Fees and Bills                      | Bursar's Office                        | 208  | 484-1782 |
| Financial Aid                       | Financial Aid Office                   | 234  | 484-1680 |
| First Aid                           | Health Clinic                          | 301  | 484-1322 |
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| Loans and Grants                    | Financial Aid Office                   | 234  | 484-1680 |
| Lost and Found                      | Campus Police                          | 519  | 484-2500 |
| New Student Information Center      | Pensacola Campus Bldg. 2               |      | 484-1547 |
| Orientation                         | Enrollment Services                    | 272  | 484-1547 |
| Parking                             | Campus Police                          | 519  | 484-2500 |
| Publicity                           | Marketing and College Information      | 707  | 484-1790 |
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| Student Rights                      | Student Life                           | 510  | 484-1689 |
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| Veterans Affairs                    | Veterans Affairs Office                | 234  | 484-1670 |
| Vehicle Registration                | Campus Police                          | 519  | 484-2500 |
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| 1. Pensacola Campus Advising Center |  | 232  | 484-1630 |
| Degree and Certificate Programs     |  |      |          |
| Collegiate High School              |  | 1113 | 484-2177 |
| 2. Warrington Campus (All programs) |  | 3616 | 484-2200 |
| 3. Milton Campus (All programs)     |  | 4202 | 484-4410 |
| <b>Tutoring Services Locations:</b> |  |      |          |
| Disability Support Services         | Student Services                       | 603  | 484-1637 |
| Learning Enrichment Center          |  | 131  | 484-2003 |
| Phi Theta Kappa                     | Dr. Jeff Wooters                       | 1750 | 484-1160 |
| Student Support Services            | Student Support Services Office        | 620  | 484-2028 |
| Veterans                            | VA Office                              | 234  | 484-1670 |
| <b>Bookstore:</b>                   |  |      |          |
| Books and Supplies                  | Pensacola Campus                       | 550  | 484-1515 |
|                                     | Milton Campus                          | 4241 | 484-4445 |
|                                     | 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 |

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